

City of Wolverhampton Council

Job Description

Job title:	Employability Skills and Training Manager
Directorate:	Families
Service:	Adult Education
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Senior Manager Curriculum and Quality
Grade:	Grade 7

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role:

- To lead the delivery of integrated education, skills and employment programmes tailored to the needs of unemployed and inactive residents, particularly those facing complex barriers.
- To manage and lead a team of staff in delivering a high-quality adult learning service and support the Quality & Curriculum Manager in the efficient and effective management of the curriculum area.
- To take responsibility for and lead the development, delivery and evaluation of the curriculum area.
- To ensure quality improvement in teaching, learning and assessment by carrying out OTLAs, following up teacher development plans, supporting staff development and ensuring consistent application of AEW policies and procedures.
- To monitor outcomes for students, including attendance, retention, achievement and progression.
- To ensure students are appropriately supported.

- To undertake an agreed annual reviewed number of teaching/training/assessment hours per year.

Principal Duties and Responsibilities

1. To identify new opportunities to resource, develop or scale up skills and employability provision particularly where it advances local people nearer to the jobs market.
2. To provide project and contract management for commissioned skills provision; ensuring procurement; audit and contract management are efficiently and effectively managed.
3. To develop strong partnerships with stakeholders across the public, private, community and voluntary sectors locally and regionally.
4. To recruit, induct and support teachers to deliver learning programmes in the specified Curriculum Area.
5. To utilise the Council's finance, contract management and project management functions to manage projects within the service.
6. To line manage teachers, facilitators and where appropriate, other staff, undertaking OTLAs, professional conversations and managing sickness and absence.
7. To manage the performance of the staff team through induction, probation, mentoring, training and development opportunities, Classroom Visits and Learning Walks, Teacher Development Plans, course reviews and City Council Managing Performance and Disciplinary Procedures.
8. To ensure that all members of the team follow AEW policies and quality procedures relating to course and session planning, initial assessment, integrating English and maths, marking learners' work, monitoring progress and evaluation.
9. To ensure that all members of the team follow City of Wolverhampton Council policies and procedures.
10. To undertake observations of Teaching, Learning and Assessment (OTLA), walkthroughs and classroom visits.

11. To undertake annual Professional Development Reviews with the team.
12. To contribute to the preparation for Ofsted Inspections and other external quality assessments as appropriate.
13. To undertake course reviews to inform future programme planning and quality improvement.
14. To monitor outcomes for students, including attendance, retention, achievement, progression, and student satisfaction, and intervene as appropriate to maximise these.
15. To work with Student Services and learning support staff to ensure that student needs are met.
16. To prepare written reports when required including evaluation and performance reports, working within AEW quality improvement arrangements at all times and contributing to the SAR, QIP, other quality arrangements and sharing of good practice.
17. To undertake an agreed number of teaching or training hours per year to meet the demands of the Curriculum Area.
18. To act in accordance with the Council's Constitution and other Codes of Conduct.
19. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
20. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
21. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
22. To participate in the wider development of the service and contribute to service improvement as required.

23. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
24. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
25. City of Wolverhampton Council is committed to Corporate Parenting.
26. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Employability Skills and Training Manager

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none">• Educated to Degree level (or equivalent professional experience)• A minimum of a Level 2 (GCSE A*- C or equivalent) English qualification.• A minimum of a Level 2 (GCSE A*- C or equivalent) Maths.	<ul style="list-style-type: none">• Teaching qualification• Contract Management Qualification• Information, Advice and Guidance Level 4	<ul style="list-style-type: none">• Application/ certificates
Training	<ul style="list-style-type: none">• A proven commitment to ongoing continuous professional development.		<ul style="list-style-type: none">• Application/ certificates

Factors	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> • Substantial experience of working in the education and training sector • Experience of delivering programmes which have successfully moved unemployed people into sustained work. • Effective project and stakeholder work relevant to adult education and skills. • Experience of relevant quality assurance frameworks • Confident in using relevant digital technology for the role. • Leading and inspiring staff to deliver a professional and quality service 	<ul style="list-style-type: none"> • Project and stakeholder management • Operation of administration procedures and systems • Experience of using bespoke MIS systems • Experience of working with students who have support needs and vulnerable people. • Experience of delivering careers and education guidance • Experience of Ofsted inspections 	<ul style="list-style-type: none"> • Application/ interview
Special Knowledge/Skills	<ul style="list-style-type: none"> • Understanding of adult skills and employability programmes. • Digital skills suitable to the demands of the role. • Effective leadership and management skills • Excellent communication skills • Ability to develop robust quality 	<ul style="list-style-type: none"> • Understanding of funding for adult skills, education and training. • Use of MIS and data systems. 	<ul style="list-style-type: none"> • Application/ interview

Factors	Essential	Desirable	How identified
	<p>systems to monitor team activity and performance.</p> <ul style="list-style-type: none"> • Production of thorough reports on performance and progress. • Demonstrate good attention to detail and a high level of accuracy • Understanding of safeguarding 		
Personal Qualities	<ul style="list-style-type: none"> • Awareness of strengths and areas for development in own practice and positive attitude towards improving practice or performance. • Ability to drive high levels of performance through effective project management and collaborative working. • Prepared to work on own initiative. • Effective communicator with good interpersonal and diplomacy skills. • Demonstrate sensitivity and understanding • Be thorough and show attention to detail • Positive outlook and commitment to lead an outstanding service for all. • Behave with integrity and treat people with respect 		<ul style="list-style-type: none"> • Application/ interview

Factors	Essential	Desirable	How identified
Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Prepared to actively lead new developments and seek opportunities to make a difference 		<ul style="list-style-type: none"> • Application/ interview
Commitment	<ul style="list-style-type: none"> • Passionate about Adult Education • A commitment to a student-centered and inclusive Service • Genuine understanding of a commitment to Equality Opportunities in practice • Self-motivated and passionate about teaching, learning, assessment and student progression 		<ul style="list-style-type: none"> • Application/ interview