

Role Specification

Position: Public Services and Security Curriculum Manager
Reports to: Operational Manager
Responsible for: Delivery staff, volunteers and customer service
Key Relationships: Directors, ETF Group Staff and SEN lead

Annual Leave: 28 days inclusive of statutory bank holidays

Place of Work: Torquay- also required to work at other sites as directed
(Must be capable of travelling for business related purposes)

Contract: Full Time 37.5 hours p.w.

Salary Band: £26,260 - £28,280

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

This role is to liaise between the centre staff and the senior management team, enabling clear and concise communication. It is also responsible for curriculum administration, quality of teaching, learning and assessment. You will be expected to operate flexibly, in meeting the needs of the business, our learners and customers. This could mean working on assignments that will change from day to day for example:

- Build a network of collaborative partners and employers to enable the referral of learners or joint delivery of courses
- Supervising and delivering teaching and learning sessions on ETF premises or community venues on a 1:1 basis or with small groups
- Developing community based projects that embed learning opportunities
- Checking learner progress and providing guidance to teaching and learning staff to ensure outcomes for learners
- Trouble shooting and directing queries to appropriate staff members
- Maintaining quality of provision through IQA

Key Objectives Curriculum Management:

Objective	Measured by
<ul style="list-style-type: none"> • Supervise and manage staff 	<i>Breathe</i>
<ul style="list-style-type: none"> • Ensure high quality teaching and learning 	<i>Observation of teaching, learning and assessment, awarding organisation</i>
<ul style="list-style-type: none"> • Demonstrate outcomes for people 	<i>Progression/destination data</i>
<ul style="list-style-type: none"> • Demonstrate Business Development opportunities 	<i>New Bids, Contracts, Partnerships and community projects</i>
<ul style="list-style-type: none"> • Achieve contract/budget outcomes and outputs 	<i>Achievement, destination data, Contract reports</i>
<ul style="list-style-type: none"> • Demonstrate high quality work 	<i>Audit, Accuracy, timeliness, awarding organisations</i>
<ul style="list-style-type: none"> • Demonstrate positive interpersonal relationships 	<i>Behaviours, feedback</i>
<ul style="list-style-type: none"> • Ensure a safe and healthy environment 	<i>Risk assessment, Safeguarding/Prevent records</i>
<ul style="list-style-type: none"> • Achieve a positive fun and interesting learning environment 	<i>Learner voice, feedback</i>

Key Objectives-Teaching and learning:

Objective	Measured by
<ul style="list-style-type: none"> Engage and retain learners aged 19+ 	<i>Attendance data, retention data</i>
<ul style="list-style-type: none"> Demonstrate high quality teaching and learning for topics including social media, working from home, managing money and business planning 	<i>Observation of teaching, learning and assessment</i>
<ul style="list-style-type: none"> Build learner confidence and self esteem 	<i>Feedback, distance travelled</i>
<ul style="list-style-type: none"> Support Employer's recruitment needs 	<i>Inclusion with Work and community projects</i>
<ul style="list-style-type: none"> Support learners to progress to further learning and work 	<i>Achievement, destination data</i>
<ul style="list-style-type: none"> Demonstrate high quality work 	<i>Audit, Accuracy, timeliness, awarding organisations</i>
<ul style="list-style-type: none"> Demonstrate positive interpersonal relationships 	<i>Behaviours, feedback</i>
<ul style="list-style-type: none"> Ensure a safe and healthy environment 	<i>Risk assessment, Safeguarding/Prevent records</i>
<ul style="list-style-type: none"> Achieve a positive fun and interesting learning environment 	<i>Learner voice, feedback</i>

Responsibilities Curriculum management:

- Be the main point of contact for the curriculum area, dealing with enquiries and signposting within the ETF group.
- Line management Curriculum team
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- Work with the participants and their circle of support on an ongoing basis to develop person centred plans that inform the individual learner plan.
- Work in partnership with the SENCO to meet specific requirements of participants with special educational needs, updating Education Health Care Plan and ILP in a person centred manner and embedding RARPA (recognising and recoding progress and achievement) practices.
- Provide teaching, learning and assessment as and when required for learners, staff and volunteers
- Oversee, delivery of learning; assess and evaluate training and education for clients, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted/Matrix, RARPA), etc.
- Internal quality assurance and verification of learner portfolios and delivery across all centres.
- Plan and review learning programmes and the curriculum, including the development of resources and interpretation of statistics.

- Work in partnership with the IT Manager for centre IT requirements.
- Support administration and compliance for exams and registrations with awarding organisations.
- Responsible for data entry, in order to support the MIS Manager to review and develop data collection processes ensuring robust, complete and timely collection to meet Eat That Frog Group's needs.
- Ensure evidence is appropriate, accurate and complete, implementing data integrity checks to ensure accuracy and reliability of all systems for funding bodies.
- Assist with the Audit of internal systems to ensure compliance, ensure pre/post audit requirements are identified and delivered for external audits.
- Provide initial information and advice to people enquiring about company provision.
- Work with the marketing and community team to embed community projects within all delivery.
- Assist with the financial running of the curriculum area, manage the curriculum budgets and maintain petty cash systems and financial controls in line with company financial requirements.
- Pay vigilance and attention to detail with all work undertaken and report any issues to the operational manager.

Responsibilities Teaching and learning:

- Provide careers and employability support and information, advice and guidance to learners
- Identify the learning needs of participants and define appropriate learning styles to support their success and inform their Individual Learning Plan
- Deliver high quality differentiated learning that meets learner needs and maximises achievement rates
- Support learners with employability skills including CV writing, job searches and preparation for interviews
- Undertake mentoring and coaching to enable learners to progress and achieve their personal and career goals and achievement of qualifications
- Support, develop and evaluate the design of new teaching and learning resources to meet learner and curriculum needs
- Mark and assess learner results, provide support and feedback to learners
- Evaluate delivery and meet requirements of funding/quality bodies (Ofsted, Matrix)
- Working with employers as appropriate to meet their recruitment and training needs
- Maintaining sound relationships with partner community organisations
- Support ETF marketing and promote services to prospective learners and stakeholders
- Supporting the Internal Quality Assurance (IQA) across all delivery programmes

- Compliance with audit and awarding body regulations and standards
- Plan workload and update calendar in a timely fashion
- Participate in team meetings and standardisation meetings
- Undertake appropriate learning and development activities as required for the role and maintain a record of all CPD
- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessments

Personnel

- Assist with recruitment of new staff for your area of responsibility
- Take part in staff appraisal, maintaining continuing professional development
- Support delivery of staff training in support of CPD needs
- Coach and mentor staff to improve their delivery and achievement outcome of learners

Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessments.
- Ensure opening and closing of premises to maintain a clean and healthy environment, adhering to corporate policies

General

- Attend meetings and conferences within a network of professional contacts as required.
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times.
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment.
- Undertake any other duties required by senior management.

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
Qualifications		
Appropriate Level 3 vocational qualification	✓	
Literacy/Numeracy level 2 or equivalent	✓	
IAG Level 4 (or willing to undertake)	✓	
Award in Education & Training Level 4	✓	
Assessors Award	✓	
Verifiers Award or equivalent	✓	
Safeguarding Level 3 (or willing to undertake)	✓	
H&S for Managers		✓
First Aid at Work		✓
Experience in delivery of IAG	✓	
Experience in delivery of qualifications	✓	
Experience in delivery of security sector training	✓	
Experience in delivery of employability skills	✓	
Sector specific occupational competency	✓	
Skills & Experience		
Good organisational and interpersonal skills	✓	
Demonstrate an ability to maintain accurate records & process information	✓	
Experience of working to company policies	✓	
Experience of managing a team	✓	
Knowledge of ESFA funding methodologies		✓
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly Office 365	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to manage and lead a team of people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work-related attributes		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Ability to Work calmly under pressure	✓	
“Can-do” self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	