

Post Specification

Post Specification - Key Information

- **Post Title: Advanced Practitioner – Employability / Arts & Crafts / Health & Wellbeing and Greener**
- **Date: March 2025**
- **Post Group Number: 6651**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 11**

Service Area Description

The Adult Learning Service is largely externally funded by the Department for Education with other smaller contracts from the Education Funding Agency and European Social Fund.

The service delivers Tailored Learning and skills provision to around 6,000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service provision consists of a wide range of Tailored Learning and skills programmes including: vocational qualifications, English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; health & well-being and culture.

*Each post will contain an element of teaching delivery alongside other tasks and responsibilities.

Purpose of this Post

- Lead the review, planning and development of the Employability / Arts & Crafts / Health & Wellbeing and Greener curriculums to ensure the service meets the requirements of external governance and quality improvement and we have a standardised curriculum.
- To support the Area & Curriculum Manager with quality improvement within the Employability / Arts & Crafts / Health & Wellbeing and Greener curriculums to raise teaching standards; continually improve achievement, success and retention rates and improve learner satisfaction by implementing agreed policy and procedure within given curriculum specialism.
- Lead by example demonstrating excellent teaching practice and share good practice, knowledge, advice and guidance with other tutors and centre managers.
- Develop excellent relationships with Tutors and Centre Managers to help deliver high quality teaching programmes and implement agreed policy and procedure.

Key Job Specific Accountabilities

1. Lead the review, planning and development of the Employability, Arts & Crafts, Health & Wellbeing and Greener curriculums (e.g. annual Self-Assessment process).
2. Lead the delivery of staff development to teaching professionals across the County.
3. Lead specific curriculum internal and external moderation process and contribute to the service internal and external moderation procedures.
4. Lead the refresh and development of curriculum resources in line with current practice e.g. embedding PREVENT and British Values.
5. Work closely with the Curriculum & Quality Manager to deliver quality improvements and be an active member of the Observation of Teaching and Learning team, conducting observations of teaching, learning and assessment (OTLA) and support the performance management of tutors by setting challenging targets for improvement and monitoring and reviewing their effect following OTL.
6. Support tutors to improve the quality of teaching by developing their skills in setting clear targets for learners, monitoring progress and providing effective feedback.
7. Liaise with Adult Learning Managers to ensure curriculum targets in line with Ofsted recommendations are included in tutors annual appraisal process.
8. Lead and deliver high quality teaching and learning within the curriculum responsibility (number of hours to be agreed).
9. Be committed to your own Continuous Professional Development and extending the approach further to developing tutors across the designated curriculum area.
10. Ensure embedding of equality & diversity, digital learning, English & maths and employability skills throughout your areas of responsibility.
11. Any other duties deemed as within the scope of the job role. Please note annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None.
- **Staff Management Responsibilities:** No direct line management responsibilities but the postholder will offer support and advice to other tutors.
- **Other:** Will work across both councils.

Essential Criteria

Qualifications:

- Fully qualified to teach in the adult learning sector at Level 4/5 (PGCE, Cert Ed, DTLLS, Diploma in Education or equivalent) or currently enrolled to complete within the next two years.
- Hold a qualification at least one level above the subject taught e.g. A level English if teaching GCSE English
- Maths and English at Level 2.

Knowledge:

- Understanding of the Common Inspection Framework to raise teaching standards and improve outcomes for learners.

Experience:

- Extended experience of working in an adult learning context.
- Extended experience of teaching Employability, Arts & Crafts, Health & Wellbeing and Greener curriculums.
- Experience of internal and external moderation
- Experienced in using ILT to enhance learning

Expertise:

- Excellent communication and interpersonal skills
- Ability to lead, develop and motivate teachers within given curriculum area in order to improve the quality of the teaching and learning for learners
- Excellent planning and organisational skills, with the ability to prioritise workloads, monitor and evaluate work, to ensure standards and outcomes are achieved particular when delivering accredited or qualification programmes
- Ability to effectively develop and lead the implementation of processes to improve the quality of provision to meet the requirements of the Ofsted Education Inspection Framework
- Ability to work effectively as part of the wider Adult Learning management team
- Ability to communicate effectively with learners from a wide range of social and economic backgrounds
- Effective time management skills
- Ability to work within an ever-changing environment

Disclosure and Barring Service (DBS) Checks

- This post requires
 - DBS Enhanced - no barred list

Job Working Circumstances

- **Emotional Demands:** Occasional exposure to safeguarding issues.
- **Physical Demands:** None.
- **Working Conditions:** Postholder will be required to travel across the county.

Other Factors:

- Willingness to work outside normal office hours to meet the requirements of the post and the business needs of the service.