

Job Description: Teaching and Learning Manager

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Teaching and Learning Manager
Service:	Commercial Services
Team:	Waverley Training Services
Location:	Memorial Hall, Babbs Mead, West Street, Farnham Surrey, GU9 7EE
Reporting to:	Centre Manager, Waverley Training Services
Responsible for:	Quality of Teaching, management of tutors and learners.
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive , and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Teamwork	In Waverley we value teamwork and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> Part of the senior management team at Waverley Training Services, responsible for the day-to-day management of the teaching team and learner progression across all programmes delivered under the Education and Skills Funding Agency (ESFA) contract. 	

- As part of the SMT, to deputise for the Centre Manager when required communicating with Councilors, funding agencies, and referral agencies
- Understanding of funding rules for the contracts held by Waverley Training Services with the ESFA.
- Accountable and responsible for managing the quality of provision through managing all internal quality assurance systems, carrying out staff observations, standardisation meetings, target setting and action planning for staff. Creating self-assessment reports, improvement plans and analysing data for the provision
- Accountable to awarding organisations to organise external quality assurance inspections, to ensure we meet and maintain direct claim status for the qualifications which we deliver.
- Accountable for all Learners on programme as Designated Safeguarding Lead for Waverley Training Services, in terms of Safeguarding and to ensure that Learners we work with are kept safe in the learning and working environment

MAIN DUTIES AND ACCOUNTABILITIES

- Line manager of all teaching staff at Waverley Training Services, recruiting under Safer Recruitment, carrying out staff monthly one to ones, appraisals, training, inductions, capability, allocating new learners and ensuring caseloads are maintained
- Responsible for learner performance ensuring successful completion of courses in a timely manner achieving key performance indicators both internally and externally. Internally set KPIs of 80% overall achievement and 75% timely.
- Designated Safeguarding Lead for Waverley Training Services. Ensuring the Waverley Training Services team are up to date with legislation (particularly Keeping Children Safe in Education)
- Accountable for monitoring Safeguarding issues with learners and staff, reporting to the Council's Safeguarding Lead, attending Safeguarding Champions meetings on behalf of Waverley Training Services. Responsible for Safeguarding reporting and subsequent management of process to ensure all outside agencies are fully briefed and involved where applicable
- Managing internal quality assurance systems. Creating self-assessment reports, improvement plans and analysing data for the provision
- Preparing for and leading team through Ofsted inspections to ensure Waverley Training Services achieves a grade of either Good or Outstanding
- Accountable for all communications with Awarding Organisations for each qualification ensuring that Waverley Training Services meets all requirements.
- To maintain a small caseload of learners circa 5-10 to maintain current knowledge in Business Administration, Customer Service, Teaching and Learning and Management.
- Work collaboratively with the Business Development Officer to maximise high quality provision of service to new businesses.

DIMENSIONS OF THE ROLE

- Manage all of the teaching team. Circa 10 staff.
- Ensure quality provision for learners. Circa 200 per year.
- Maintain own caseload of learners on Apprenticeship Standards. Circa 5-10.
- Work with the Business Development Team to ensure provision is available and to a high quality for any current or new businesses who wish to work with Waverley Training Services.
- Act as Nominee at any future Ofsted Inspections. To ensure that Waverley Training Services maintains an Ofsted grade minimum of Good.
- Quality assurance management for all delivery of funded programmes
- Accountable for ensuring early leavers are kept to a minimum
- Managing communication with external quality assurers and awarding organisations
- Part of the Senior Management Team that is accountable for Ofsted Inspections, managing, planning, and overseeing the smooth delivery of the inspection

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The post holder is accountable and responsible for the quality and success of ESFA and private funded provision.
- The post holder needs to have an innovative approach to training and development opportunities, good customer service and communication skills to represent Waverley Training Services effectively
- The postholder will take the lead in quality assurance and ensuring standards are adhered to ensure that Waverley Training Services is able to continue to offer recognised funded qualifications
- The postholder will performance monitor and manage their teams on a monthly basis and deal with any underperformance issues effectively to ensure that learners continue to complete their qualifications in a timely and successful manner
- Designated Safeguarding lead for Waverley Training Service ensuring all learners are safe, all staff are up to date with the latest information on Keeping Children Safe in Education. The Designated Safeguarding Lead will also report to the Council's Safeguarding Lead on a monthly basis via a Safeguarding Spreadsheet.

PLANNING/ORGANISING/CONTROLLING

- Ability to manage one's own workload as well as managing others in all teams.
- Ability to manage a multitude of tasks.

CUSTOMERS AND CONTACTS

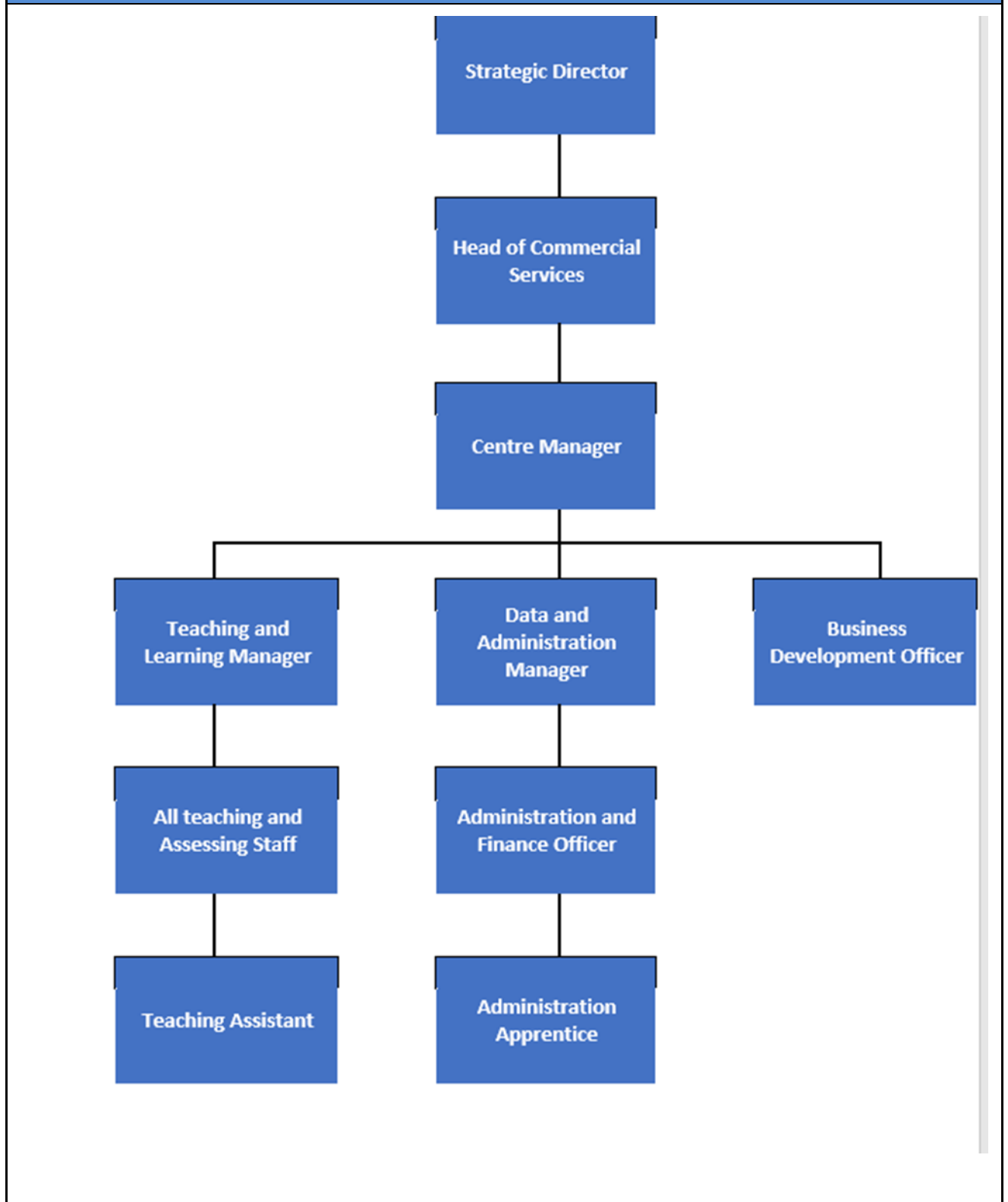
INTERNAL

- Waverley Borough Council staff, Management Board, Governors, and Councilors

EXTERNAL

- Employers, learners, parents, referral agencies, Awarding Organisation representatives, Education and Skills Funding Agency, Ofsted, and other training providers.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	Educated to degree or equivalent level.	A / C	Health and safety qualification	I / A
	Experience of management within a training environment.	A/C	Experience of working for a training provider or college who has been graded by Ofsted as "Outstanding" or "Good"	A/I
	Assessors' qualification Internal quality assurance qualification	A/C	Relevant management qualification or/ experience	A/C
	English, Maths, and ICT qualifications (L2 or A-C)	A/C		
	Level 3 Designated Safeguarding Lead qualification or a willingness to complete it.	I/A		
Experience of working with young people on government funded training programmes.	I/A			
KNOWLEDGE / TECHNICAL SKILLS	Experience of working with Apprenticeship Standards.	I / A	Experience of working with other funding streams such as Adult Education Budget and Study Programme.	I / A
	Excellent and current knowledge of Safeguarding and PREVENT			
	Experience in development of training programmes.		Marketing experience	I/A

	<p>Experience of conducting workplace reviews and assessments.</p> <p>Experience of planning and delivering teaching and learning sessions.</p>		<p>Experience of recruiting staff using Safer Recruitment.</p> <p>Experience in writing RoATP applications.</p>	<p>I/A</p> <p>I/A</p>
COMMUNICATION	<p>Experience of working with people of all ages</p> <p>Ability to communicate at all levels</p>	A / I		
CUSTOMER SERVICE	<p>Understanding of and commitment to promoting equality and diversity in service delivery and employment.</p> <p>Commitment to customer care and the provision of a quality service together with the principles of best value</p>	A / I		
TEAM WORKING	<p>Ability to motivate and develop staff.</p> <p>Ability to be flexible and to participate in all types of project work.</p>	<p>A / I</p> <p>A / E</p>		
MANAGING SELF AND OTHERS	<p>Ability to work effectively with minimum supervision.</p> <p>Ability to deal with conflict positively.</p>	I		A / I
CAN DO APPROACH / ACHIEVING RESULTS	<p>Flexible and an ability to cope effectively with change.</p>	I		

SPECIAL REQUIREMENTS*	Enhanced DBS clearance check Full driving licence. Use of vehicle for work. Access to the internet at home	D C		
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* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

For Official Use only			
Job title:		Post no:	AC09
Service:	Commercial	JE score:	382
Team:	WTS	Pay band:	6
Location:	Memorial Hall Farnham Surrey GU9 7EE	Position type: (If part time, working pattern)	Full time 37 Hours/ Five-day week
Competencies: (Level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	Centre Manager, Waverley Training Services	DATE:	August 2022
CHECKED IN:	HR	DATE:	August 2022
LAST UPDATED:		DATE:	