



Job Profile

JOB TITLE:	Programme Area Leader
GRADE:	Hillingdon Lecturer's and Managers' Pay Scale FEL13 pt1-pt 7
POST NO:	various
JOB TIER:	4 (Team Manager)
CRB / ISA CHECK:	Enhanced DBS
GROUP:	Residents Services
SERVICE:	Adult & Community Learning

REPORTING STRUCTURE

Reports to:	Quality Manager
Direct Reports:	Sessional staff
Indirect Reports:	none

ROLE PURPOSE:

Operational management and strategic planning of designated curriculum area/s to ensure a programme of courses is developed and delivered to meet learners' needs, council priorities and GLA/ESFA rules and guidelines. Ensure agreed team plans and performance targets are delivered and that a culture of putting our residents' first and continuous service improvement is maintained.

A. Job Description

1. People Management

- To be responsible for the selection, development and performance of the sessional staff team in line with the Council's HR policies and with service and Ofsted standards.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Council's vision, priorities and that actions are completed.
- Undertake line management responsibilities for sessional staff ensuring their continuous professional development through a range of methods including mentoring in line with the Council's HR policies.

2. Customer Management

- Ensure that high standards of customer service are maintained at all times and that learners are enabled to identify their goals, undertake appropriate learning opportunities and progress towards their next steps.
- Create opportunities for learners voices to be heard and use this information to drive improvements in your designated area/s.
- Represent the service and ensure the Borough's vision, values and strategic objectives are reflected in the work of the service

3. Operational Service Delivery

- Manage sessional and, if applicable, established staff to achieve successful delivery of planned provision.
- Critically monitor, review and regularly report on the quality of provision and action the emerging quality improvement plan, taking responsibility for its success in improving quality.
- Ensure that sessional staff are correctly contracted and paid in a timely fashion through close working with the Finance colleagues.
- Take responsibility for assessment in your designated area/s and work with the Exams and Assessment Officer to identify and ensure that all necessary action is taken in a timely way in relation to accredited and non-accredited provision in line with national and local targets.
- Innovate and develop high quality resources, embedding the use of ILT and ensuring all resources are well utilised for the benefit of learners.
- Contribute directly to the teaching programme as agreed with the Quality Manager for an average of 6 hours per week in each academic year in line with service need, in particular covering sessions for absent staff members.

4. Service Planning & Development

- Using detailed knowledge of GLA/ESFA funding, take the lead role in developing and planning programmes of provision within the designated curriculum area to meet learners needs in line with GLA/ESFA and Council priorities, ensuring value for money.
- Take responsibility for delivering high quality provision in your area/s, meeting the targets set by the service
- Develop strategic improvement plans for your allocated area/s and align it/them to the annual Team Plan and the Group/Service Plan(s), ensuring that these are communicated to team members and actioned in a timely manner.
- Ensure that the curriculum area is fully compliant with Ofsted's Common Inspection Framework through effective quality monitoring.
- Take responsibility for producing a robust and accurate self-assessment report for your designated area/s in line with service standards.
- Maintain a current service workforce plan including a succession plan for all key roles within own team.

5. Financial & Resource Management

- Take responsibility for achieving own/area targets and managing designated budgets, liaising effectively with SLT to ensure both high quality and value for money.
- Identify and secure additional external funding for projects and curriculum developments supported by your Quality Manager and take responsibility for achieving associated targets.
- Ensure all purchasing, procurement and workforce expenditure is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.

6. Continuous Improvement

- Maintain current and in depth knowledge of national and global thinking of designated curriculum areas, advising the Senior Leadership and Management team as appropriate about relevant issues.
- Implement continuous monitoring of team and individual performance and productivity to ensure service delivery against targets is maximised.
- Undertake a programme of continuous professional development and take a full role in the delivery of the Service's CPD programme for other staff.
- Manage the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.

7. Contacts

- External: Accreditation bodies; GLA/ESFA; school staff; partners, employers and other organisations
- Internal: Curriculum, Finance, HACL staff, learners, members of the public, all staff up to and including the Chief Executive.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- Cover for other curriculum staff within HACL as required, including providing cover in other teams when required.
- Carry out all work in accordance with agreed HACL procedures and standards.
- To show a commitment to and apply the Services safeguarding policy and practices at all times

9. KEY PERFORMANCE INDICATORS

- Delivery of PADA objectives.
- Delivery of agreed Team Plans.
- Achievement of targets in Self-Assessment Review and PADA.
- Achievement of targets in designated curriculum areas.
- Maintain or exceed current Ofsted rating.

B. Person Specification

Programme Area Leader

This person specification will be used for recruitment to this vacancy. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Appropriate teaching qualifications and track record of effective CPD	✓	
Appropriate subject qualification	✓	
Degree level qualification or relevant expertise, experience, knowledge and/or skills at the required level	✓	
Management qualification		✓
Membership of an appropriate professional body		✓
Qualification or evidence of training in ICT including Word, Excel and e-mail or willingness to achieve this within a tight timeframe	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to prioritise work, meet deadlines, act on own initiative and work under pressure.	✓	
Ability to work at varying locations within the Borough of Hillingdon	✓	
Ability to work at least two evening per week, and occasionally at week-ends as and when required	✓	
Ability to be flexible in terms of hours of attendance to meet the changing needs of the Service, including covering tutor/staff absence within designated curriculum area/s.	✓	
Full clean Driving Licence and use of own vehicle at all times	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
A considerable level of successful teaching experience in the field of Adult Learning in subjects relevant to the designated curriculum area(s)	✓	
Track record of successful management experience	✓	
Experience in successful curriculum planning and development	✓	
Good track record of delivering effective quality monitoring and quality improvement	✓	
Experience in delivering high quality information and advice	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓

Thorough up-to-date knowledge of current issues in adult learning, particularly as they apply to designated curriculum area(s)	✓	
Knowledge of Ofsted requirements and their application in an Adult Learning setting	✓	
Commitment to providing learning opportunities of the highest quality	✓	
Experience of leading teams and/or projects effectively and to deadline	✓	
Ability to manage a budget		✓
Good ICT skills and ability to apply them to teaching, learning and assessment. Able to quickly learn and operate new ICT systems	✓	
Commitment to safeguarding, and to equal opportunities and diversity	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	