

JOB DESCRIPTION

POST TITLE: CURRICULUM AND PROJECT MANAGER – WEST OF ENGLAND WORKS
(FIXED TERM UNTIL 31ST MARCH 2023)

POST NUMBER: WREQ2946

GRADE: MANAGEMENT SPINE

JOB PURPOSE

The person appointed will lead a team of vocational staff in the delivery and development of a high-quality, learner-centred provision as part of the West of England Works Project across the West of England.

This post is funded by The National Lottery Community Fund and the European Social Fund.

KEY DUTIES AND RESPONSIBILITIES

- Leading and managing the recruitment, delivery, co-ordination, IQA, and development of a portfolio of Team North Somerset, Releasing New Potential and Bristol based provision that supports eligible West of England Works project participants.
- Managing day-to-day relationships with key stakeholders, such as Employers, Local Authority, DWP, JCP, Unions, and others, ensuring effective and smooth transitions and achieving referrals from these organisations to ensure that eligible high-priority participants are recruited by the project.
- Leading, managing and motivating a team of staff ensuring a professional approach and adherence to project requirements and college ethos in their actions thus creating a positive learner and employer centred ethos.
- Ensuring the full delivery of all project targets in terms of participant recruitment, progression and eligible expenditure in line with agreed profiles and targets.
- Assuring the quality of all provision delivered through Team North Somerset, Releasing New Potential and Bristol based provision and the quality of project management and administration within Team North Somerset, Releasing New Potential and Bristol based provision.
- Developing and delivering high quality teaching and 1-2-1 Job coaching on a range of programmes designed to support participants and raise aspirations.
- Supporting staff to improve their teaching and Assessment grades through training and CPD activity.

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- Ensuring that effective data and quality assurance processes are implemented and robustly complied with.
- Produce timely and accurate submission of claims to contract management team in line with their requirements and contract specification.
- Ensuring a proactive approach to the marketing of provision to achieve maximum recruitment levels.
- Positively enhancing progression opportunities and maximising opportunities for learners for further training and into work opportunities.

GENERIC DUTIES

The Curriculum and Project Manager will be responsible for the management, quality control and evaluation of learning programmes and 1-2-1 Job coaching and for the co-ordination, development, day-to-day organisation, and delivery of the provision portfolio.

- Ensuring delivery, data and quality standards are maintained and improved.
- Developing interesting and enriched provision to maximise participant experience.
- Motivating and developing members of the delivery team.
- Arranging effective guidance for present and potential learners and external stakeholders / agencies.
- Ensuring project and college administrative procedures are carried out.
- Providing servicing to other college groups as and when requested.
- Ensuring project and college policies and procedures are adhered to.
- Assisting in the appointment and selection of team members.
- Ensuring that an effective system operates to provide cover during periods of staff absence.
- Providing reports, data and other information as required.
- Monitoring and evaluating programme provision to ensure effectiveness, quality, validity, accessibility and 'enjoyability'.
- Representation on internal and external committees as and when required.

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- Teaching on appropriate West of England Works provision.
- Other duties as may be required by the principal to reflect changes and developments commensurate with the grade of the post

SUPERVISION RECEIVED

The post-holder will report to Partnership Manager and ultimately to the Head of Project Operations.

CONTACTS

Internal and external clients and partners, learners, and staff within the organisation, especially the West of England Works project team.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points 1-2: £35,776.00 - £36,911.00 per annum

Hours of attendance: Full-time, 37 hours per week.

Annual Leave: 318.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
A Degree or equivalent level qualification which is appropriate to the role.		✓
Relevant successful teaching experience.	✓	
A Teaching qualification and Assessor/Verifier qualifications. <i>If you do not possess a recognised Teaching Qualification, you may be required to gain this qualification within your first two years of service (with the assistance of the College).</i>		✓
Knowledge and experience of current effective teaching and learning strategies.	✓	
Postgraduate and/or relevant professional experience.	✓	
Relevant experience of electronic tracking and e-portfolio systems.	✓	
Excellent management and interpersonal skills.	✓	
Proven track record of effective innovation in terms of cross college curriculum.	✓	
Excellent interpersonal communication skills.	✓	
Ability to lead and motivate a team effectively.	✓	
Setting and achieving high standards for self, teams and students.	✓	
Sound working knowledge of managing cultural change.	✓	
Sound understanding of funding and accreditation methodologies.	✓	
Full driving licence.	✓	