CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: **PLANNING & SUSTAINABLE REGENERATION**

DIVISION: **SUSTAINABLE COMMUNITIES, REGENERATION & ECONOMIC RECOVERY / CALAT**

JOB TITLE: **INDEPENDENT LIVING CURRICULUM CO-ORDINATOR**

ROLE PROFILE

Job Title:	Independent Living Curriculum Co-ordinator
Department:	Planning & Sustainable Regeneration
Division:	Sustainable Communities, Regeneration & Economic Recovery
Grade:	Grade 10
Hours (per week):	28.8 hours
Reports to:	Independent Living (IL) Programme Manager
Responsible for:	Designated sessional tutors
Role Purpose and Role Dimensions:	To support the IL Programme Manager in the organisation of the designated area provision. Manage and support tutors and assessors in the delivery of quality learning programmes to meet national and local priorities, CALAT targets and learner need. Contribute to the management of quality improvement across the IL provision.
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their work, undertake any appropriate training to help them to challenge prejudice or discrimination. To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity. Actively support the service policies on the protection of children and vulnerable adults.

Key External Contacts:

- Learners
- Other local providers
- Employers
- Voluntary & Community organisations
- Care homes; support/key workers; parents/carers
- Awarding bodies

Key Internal Contacts:

- IL sessional tutors
- Local authority departments
- CALAT Programme Managers, Curriculum Co-ordinators and tutors across the service
- Other CALAT staff
- Curriculum/Business Support staff
- Learner Support staff
- Examinations team

Financial Dimensions: None

Key Areas for Decision Making:

- Assessment and placement of learners
- Quality of teaching and learning
- Coaching, mentoring and training for IL curriculum tutors
- Internal quality assurance of assessments for awarding bodies
- Accreditation entry

Other Considerations:

- Some evening and weekend work
- Work across all CALAT sites as required
- Work in the community and workplace

Is a satisfactory criminal record check required? Yes

What level of check is required? Enhanced

Is the post politically restricted? No

Click here for guidance on political restriction

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974? No

Key Accountabilities and Result Areas:	Key Elements:
In collaboration with the Programme Manager, organise and oversee designated courses and provision to achieve funding targets and priorities and meet learner needs	This will involve,: ● Organising, supporting and taking responsibility for designated courses and a designated area of IL provision. ● Contributing to the development of a broad and balanced IL programme offer, including the development of e-learning. ● Organising the recruitment of learners, carrying out initial assessment and placement of learners in collaboration with the programme manager ● Negotiating suitable accommodation and learning resources with the programme manager ● Liaising with the exams team and other IL staff to organise the registration/learner entry for accreditation and carry out internal verification and standardisation. ● Liaising with Learning Support team to access appropriate levels of support for learners. ● Working effectively with the curriculum support teams within the designated provision. ● Co-ordinating, supporting and using relevant assessment tools and ensuring that initial, diagnostic, formative and summative assessment takes place including use of PLPs and RARPA. ● Ensuring that target setting and the recording of progress and achievement (including PLPs and RARPA) is robust and carried out in a timely manner. ● Contributing to the promotion and marketing of the IL provision in collaboration with the Marketing & Communication Officer ● Ensuring that necessary data and documentation is collected and recorded as required by the GLA, ESFA or other funding bodies and CALAT. ● Supporting the integration of Safeguarding, Prevent, British values, employability, digital, English and maths skills across all courses as appropriate. ● Organising enrichment activities, events and outings.

Contribute to the continuous improvement of the quality of the Independent Living provision to meet quality standards	**This will involve:** ● Co-ordinating, monitoring and evaluating provision effectiveness with learners, staff and other stakeholders through regular collection of feedback and contributing to quality improvement. ● Contributing to the development and implementation of strategies to improve attendance, punctuality, retention, achievement and progression in order to meet set targets. ● Carrying out formal observations of teaching and learning and informal class visits; identifying action points and following up as necessary, in collaboration with the IL programme manager and observation team. ● Identifying staff training and development needs and contributing to and delivering training as necessary. ● Maintaining up- to-date working knowledge of current developments and teaching methods within the curriculum area and disseminating to the team, as appropriate. ● Ensuring that complaints and issues are dealt with within laid down procedures and timescales. ● Ensuring safeguarding, health and safety and anti-radicalisation policies and referral processes are followed to minimise risks to learners. ● Supporting the integration of employability, British values, English and maths skills across all courses as appropriate.
Manage staff performance effectively	● Managing a team of designated sessional tutors. ● Supporting the Programme Manager with the recruitment and induction of new tutors in accordance with the London Borough of Croydon and CALAT recruitment guidelines. ● Communicating with tutors and disseminating information in a timely manner to ensure effective teamwork and the sharing of good practice. ● Supporting and managing staff through formal and informal procedures, ensuring performance issues are appropriately addressed. ● Identifying and contributing to staff training and supporting tutors to make improvement in teaching, learning and assessment.
Green Commitment	▪ Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Safeguarding

- Actively supports the Council and CALAT policies on the protection of children and vulnerable adults and implementation of the PREVENT duty.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:		**Curriculum Co-ordinator Independent Living**
Essential knowledge:	1.	Knowledge of current trends and developments in adult learning.
	2.	Knowledge of relevant accreditation and assessment tool including the internal quality assurance processes.
	3.	Knowledge and experience of assessing the educational support needs of adults with learning difficulties and disab
Essential skills and abilities:	4.	Excellent interpersonal and communication skills to work people at all levels, internally and externally.
	5.	Excellent written communication skills to write reports.
	6.	Good ICT skills.
	7.	Ability to manage and develop/train an effective team.
	8.	Demonstrable commitment to Equality and Diversity, Safeguarding and Prevent showing a desire to challenge inequality, promote diversity and adhere to CALAT policie procedures.
	9.	Ability to implement successful quality improvements.
Essential experience:	10.	Experience of teaching adults with learning difficulties an disabilities at a range of levels.
	11.	Experience of working effectively in a demanding environ coping with conflicting demands and meeting deadlines.
Qualifications	12.	Adult teaching/training qualification (Diploma in E&T, Cert Stage 3 or equivalent).
	13.	TAQA Level 4 qualification (desirable).