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| |  | | --- | |  | | **Post title**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Advanced Practitioner - Curriculum  **Service Area: Learning and Skills**  **Directorate: PLACE**  **Team: Continuing Education** | Salary Grade: SO3 |
| **Post Reports to: Programme Manager**  **Post Responsible for: Tutors** | |
| **Main Purpose of the Job:**   * To support the development and management of a Skills for Life and Skills for Communities curriculum * Ensure the quality of the learner experience | |
| **Summary of responsibilities and key areas:**  **Leadership & Management**   * To develop and implement an outstanding curriculum skills for life and personal learning offer. * To take responsibility for the management of specific programmes, including the effective line management of all co-ordination of the curriculum. * Deputise as required in the absence of other senior staff. * To contribute to the effective promotion and implementation of the Service’s Safeguarding and PREVENT policies and procedures.   **Learner support and welfare**   * Support the arrangements for Information, Advice and Guidance activity and the allocation of learners to courses. * Oversee and regularly monitor the programme and conduct of learners on all programmes. * Work closely with the Programme Manager to ensure the effective safeguarding of learners. * Ensure that all learners on programmes receive the full range of support to which they are entitled, including induction, tutorial support, enrichment and additional learning support, in accordance with Service policy and individual learner need and ensure that effective arrangements are in place to refer “at risk” learners. * To ensure that learners are fully aware of their progress through clear, active and purposeful ILPs and feedback based on the setting of course, personal and stretch targets.   **Improvement & Performance**   * Ensure appropriate quality assurance checks are conducted in line with Service policies and procedures. * Monitor and develop the quality and effectiveness of teaching and learning, to ensure the best possible learner achievement. * To support the implementation of improvement strategies resulting from the annual learner satisfaction survey. * Provide initial curriculum related advice and guidance, and carry out interviewing, induction, assessment of learners as required * To ensure completion of course reviews, using evaluation and learner voice information to inform improvement action plans which are monitored throughout the year. * To conduct termly standardisation of programmes to assess the effectiveness of the work, particularly in relation to and including internal and external verification of assessment. * Support the Internal Verification process and when required liaise with relevant awarding bodies and External Verifiers. * To provide regular progress reports, highlighting any areas of concern on all relevant aspects e.g. retention, achievement and pass rate against targets, learner progress and learner/employer satisfaction surveys.   **Curriculum Offer**   * To develop new and innovative methods of delivery relevant to learner needs and increase the use of flexible and open, work based and distance learning. * Ensure the service works within the requirements of curriculum assessment and examination regulations and in accordance with Service policies. * Work collaboratively with other managers and staff in relation to planning, timetabling and staffing of joint programmes. * To ensure that course information is available and up to date for all courses. * To ensure tutors develop schemes of work and plan for teaching and learning in line with the Service delivery plan. * To ensure the appropriate application of digital learning is embedded in all programmes. * To ensure that assessment plans are consistent with Service policies and that learners have information about what standards and work are expected of them.   **Staff**   * Lead and motivate a team of staff to achieve high standards of performance. * Line manage curriculum posts as allocated and implement relevant Service policies relating to staff. * Manage change effectively and inspire colleagues to ensure effective team work with a common and clear purpose. * Contribute to the recruitment, selection and induction of staff. * To induct and support all staff so that they can carry out their duties effectively. * To assist in the preparation of staff and course timetables in liaison with the Programme Manager and Advanced Practitioner – Staff Development and allocate individual timetables and monitor and report teaching hours, as required. * To work with the Programme Manager and Advanced Practitioner – Staff Development the evaluate quality of teaching, learning and assessment through the mentoring and coaching of new and existing staff. * With the Programme Manager and Advanced Practitioner - Staff Development undertake observations of teaching and tutoring staff as required, and set annual performance targets. * Communicate effectively at all levels.   **Resources**   * Work in conjunction with the Programme Manager to ensure the efficient and effective management of resources for programme delivery. * Recommend capital items to the Programme Manager, for purchase, as appropriate. * Ensure that the budgetary targets agreed and set by the Service Manager are met and that provision is delivered within the agreed budget for the financial year. * Ensure the effective timetabling of programmes, staff and accommodation.   **Planning**   * Plan, design and develop provision to ensure the achievement of targets for retention, attendance and achievement. * Plan and manage the effective use of resources that ensure that they are utilised efficiently. | |
| **Job activities:**  **General Responsibilities**   * Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in all aspects of the Services work. * Be familiar with requirements for the safeguarding and welfare of all learners, including the identification of concerns relating to the PREVENT duty. * In liaison with the Senior Team, effectively represent the interests of the Service with partners and the community. * Promote the effective implementation of the Service’s policies and priorities. * Undertake such additional duties or projects as the Senior Team may determine from time to time, after consultation with the post holder. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Managing a team of tutors to deliver a Skills for Life curriculum that includes the embedding of personal learning and vocational skills. | Essential |
| Experience of outstanding curriculum development and teaching in Skills for Life. | Essential |
| Supporting the implementation of successful quality improvement strategies, including measures to improve retention and achievement. | Essential |
| Developing accredited pathways to support progression and skills development for employability. | Essential |
| Implementing quality processes for assessment and verification. | Essential |
| Of introducing and embedding equality and diversity into curriculum development and planning to address achievement gaps and specifically the needs of under-represented groups in the curriculum. | Essential |
| Of developing effective partnerships with community and third sector partners for the promotion of learning. | Essential |
| Implementing performance management for the professional development of teaching and non-teaching staff. | Essential |
| Understanding of developments in and the demands of the post 19 education sector. | Essential |
| Proven success in developing effective working relationships, partnerships with other agencies, and employers for the promotion of learning. | Desirable |
| Analytical, presentation, communication and interpersonal skills. | Essential |
| Ability to lead, motivate and develop staff in a performance focused organisation. | Essential |
| Ability to monitor performance systematically, produce reports and act on results. | Essential |
| Ability to use resources efficiently and effectively to achieve best value for money. | Desirable |
| Teaching and training qualification at level 4 or above e.g. PGCE, Cert Ed, B Ed. | Essential |
| Subject specialist qualification at level 5 or above. | Essential |
| Management qualification at level 4 (ILM, CIPD, CMI etc.) | Essential |
| Training as Appointed Person First Aider. | Desirable |
| Evidence of Health and safety training /qualification e.g. risk assessment and workplace vetting and monitoring. | Desirable |
| To demonstrate the requirements for effective management of personal data. | Essential |
| To apply effective safeguarding practises including the promotion of PREVENT to all learners. | Essential |