

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

Directorate: Service area:	People Education Services
Accountable to:	Tier 4b - Team Lead Curriculum, ACL
Accountable for Curriculum Area:	Learners with Learning Difficulties and/or Disabilities (LLDD) Delivery Team
Politically restricted post	No
Safeguarding:	This role requires working with Children or Vulnerable Adults. A Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.
Delivery teams:	Tutors, Development Workers, Learning Support Assistants, Invigilators. ACL tutors, development workers, learning support assistants
Grade:	L

Context

You will play an active and important role as part of the Adult and Community Learning service's management team, supporting Warwickshire County Council's aspirations for residents to gain skills and qualifications that support them to gain employment, to succeed at work and in life.

As a member of the service's Wider Leadership Team, you will support the Delivery Lead and Team Lead in achieving our organisational vision and core aims, delivery plans and outcomes within a balance budget.

You will effectively manage your team to meet the required outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Contribute to the wider management and development of the service taking account of the national and regional landscape.• Contribute to the delivery of a high-quality service (at least Ofsted good).• Manage, monitor and oversee the development of the LLDD curriculum area, subject to the service's
----------------------------------	---

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

	<p>priorities, needs of residents and the local economy at any point in time.</p> <ul style="list-style-type: none">• Develop and implement LLDD curriculum strategies.• Develop accredited LLDD provision, enabling learners to progress in their chosen subject.• Develop progression pathways that enable LLDD learners to be aware of wider learning opportunities across the service and to be supported to progress.• Lead on the self-assessment process and Quality Improvement Plan for the LLDD curriculum area.• Recruitment of staff in the LLDD curriculum area.• Lead and manage tutors, development workers and learning support assistants and invigilators, as required.• Ensure tutors develop and use delivery models that meet the needs of all learners and employers with positive outcomes• Establish, maintain and develop specified learning/curriculum programmes.• Lead and manage the development of high-quality subject resources within budget constraints and monitor use.• Raise learner success rates through a clarity of focus on outcomes to meet recruitment, retention, achievement and destination targets.• Monitor, evaluate, feedback, and provide reports on performance against service targets and outcomes to include observation of teaching and learning.• Contribute to the service self-assessment report and other performance plans/reports as requested.• Assess and moderate as required across the service.• Undertake an agreed amount of teaching and cover teaching where necessary including planning, preparation, administration activities relating to the learning programme.• Undertake enrolment duties including the facilitation of recruitment, initial assessment and induction of learners as appropriate.• Keep up to date with national and regional strategic developments in adult learning generally• Keep up to date with Ofsted inspection requirements.• Liaise with partners and key agencies and represent the service at strategic groups and forums.• Contribute to the development and implementation of a comprehensive continuous programme of staff development.• To always have regard for the welfare and safeguarding of all learners and proactively respond to any concern following the Service's policy and procedures.
--	--

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

	<ul style="list-style-type: none"> Promote the safe learner concept, ensuring appropriate health and safety activities are in place, including risk assessments for each curriculum area. As a member of the wider management team undertake Deputy Designated Safeguarding Lead duties, as required. As a member of the wider management team, undertake evening and Saturday duty in accordance with the Duty Rota and service needs. Attend appropriate continuous professional development activities as are required and suitable, in agreement with the line manager. Deputise for Team Lead as required. Any other duties and responsibilities within the range of the salary grade.
Key business measures	<p>As per the service's annual QIP:</p> <ul style="list-style-type: none"> Increase the number of learners participating in LLDD provision. Increase the number of LLDD qualifications achieved by adult learners. Increase percentage of learners who progress onto a positive destination. Increase to 90% or above the overall attendance rate for learners on an ACL course. Increase achievement rate for learners commencing ACL funded programme.
Statutory responsibilities <i>(if applicable)</i>	N/A
Specific experience	<ul style="list-style-type: none"> Successful track record of working and teaching in the Adult and Community Learning sector. Developing and implementing quality improvements in teaching and learning. Experience of leading and managing staff, teams and resources. Up to date knowledge of the sector Experience of delivering/managing LLDD courses.
Specific qualifications/and registration	<ul style="list-style-type: none"> Professional teaching qualification Degree or equivalent qualification in relevant subject English/literacy qualification at Level 2 Maths/numeracy qualification at Level 2
Budget responsibility	Not applicable

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

FTE responsibility (line management)	TBC
Key stakeholder relationships	<ul style="list-style-type: none">• Local communities• Adult and Community Learners• Commissioners• Ofsted• ESFA• Other agencies i.e. awarding organisations, National Careers Service, LSIPs• Employers

- An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.
- Evening and weekend work may be required.

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">• Deliver in year service plan (1 year)• Effective contract and supplier management• Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance

- Execute the statutory or regulatory duties are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

Job Title: Programme Lead - LLDD, ACL (Tier 4c)

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

