

Dear Candidate,

17th August 2018

Adult Learning Manager & Tutor

My name is Clare Richards and I am the Chief Executive of the ClementJames Centre. We are looking for a high-calibre candidate to join our staff team as our adult learning manager & tutor. The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most disadvantaged areas. Our vision is for everyone in our community to release their potential and live fulfilled lives. We achieve this through:

Adult Learning – Supporting adults to improve their English, Maths and ICT skills. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support

Children & Young People's Education – Helping children and young people to learn, flourish and achieve their potential. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.

Employment Support – Helping people to gain meaningful and sustainable employment. We offer tailored advice and support, mentoring and work skills activities.

Wellbeing & Support – Empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

We are in the middle of an exciting 5-year expansion and development plan, and we are looking for an inspirational and highly motivated leader to join our dynamic staff team as the adult learning manager by September 2018. The adult learning manager will be responsible for the delivery and development of all aspects of the work of the adult learning programme, and will have the opportunity to develop other adult provision at the centre. Our adult learning programme supports over 300 local adults each year through a range of programmes designed to improve their English, ICT and Maths skills and increase their employability and involvement in the community.

The adult learning manager will be based at our thriving centre and will have responsibility for working with the management and adult learning tutors, to plan and deliver the adult learning programme. They will join the charity's senior leadership team. You will have a full UK teaching qualification in the Further Education sector with some leadership experience and a minimum of **three years** delivering FSE/ESOL at various levels; have excellent leadership and inter-personal skills; excellent written and verbal communication skills; be highly organised and highly efficient. You will also have passion and enthusiasm for the mission of The ClementJames Centre.

The salary is £28,000 to £31,000 per annum (dependent on experience) and in addition to bank holidays we offer 25 days' annual leave, a generous pension scheme, travelcard loan, cycle to work scheme and a comprehensive training programme. If you wish to apply, please email your completed application form to jobs@clementjames.org by **9am on 10th September 2018**. If shortlisted, you will be invited to an interview at a mutually agreeable date. If you would like any further information about the charity do look on our website: www.clementjames.org. Thank you very much for your interest in this role and in our charity.

Yours sincerely,

Clare Richards MBE
Chief Executive

Job Description and Person Specification



Adult Learning Manager & Tutor

PLACE OF WORK	95 Sirdar Road, London W11 4EQ as well as some outreach offsite
SALARY	£28,000 – £31,000
HOURS OF WORK	37.5 hours a week. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
HOLIDAY	25 days per annum + bank holidays
MANAGEMENT	This position will be line-managed by the Chief Programmes Officer.
QUALIFICATIONS	A full UK teaching qualification in the Further Education sector such as DTLLS (ESOL/ ESOL Literacy/ Literacy) or PGCE/Diploma in Teaching English (ESOL/ ESOL Literacy/ Literacy), or another equivalent qualification. Ideally, although not essential, the candidate should hold QTLS or QTS and other relevant qualifications to teach numeracy, literacy or ICT. Qualifications in internal verification and/or observation of teaching and learning would be preferred.
EXPERIENCE	Leadership experience in the education sector or in a relevant field; a minimum of three years delivering FSE/ESOL at various levels, ideally preparing and entering students for FSE/ESOL exams. A track record of good – outstanding teaching. Ideally QTLS or QTS and other relevant qualifications to teach numeracy, literacy or ICT. Experience of internal verification and observation of teaching.
QUALITIES	Excellent inter-personal and leadership skills; excellent written English and I.T. skills; extremely efficient organisation skills; an outstanding teacher; creativity and innovation.
TRAINING	There is an initial induction period and on-going support.
APPLICATION	By application form only; CVs are not an acceptable alternative.
CLOSING DATE	9am, Monday 10th September 2018. We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	If shortlisted, to be interviewed at a mutually agreeable date

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

Who are we looking for?

The applicant must:

- Have a degree or equivalent and a full UK teaching qualification in the Further Education sector or equivalent
- Have leadership experience in the education sector or in a relevant field
- Have experience in managing and implementing changes to curricula
- Have a minimum of 3 years' teaching experience at various levels in the FSE/ESOL sector, ideally preparing and entering students for FSE/ESOL exams
- Demonstrate experience of teaching FSE/ESOL to a high standard through 'Good' and 'Outstanding' teaching observation records
- Have excellent interpersonal and leadership skills and be able to communicate effectively with and motivate a diverse range of people, both as individuals and groups
- Be able to think creatively about different ways to help both staff and students progress
- Be able to carry out effective planning, monitoring and evaluation of courses
- Be self-motivated with a positive and enthusiastic personality and the ability to work as part of a small team
- Have excellent written and verbal communication skills with the ability to produce and present reports to a variety of audiences
- Be competent in promoting the work of the wider ClementJames Centre to a variety of corporates, statutory and voluntary organisations
- Take pride in being supremely efficient, very well organised and on top of tasks
- Be highly computer literate, conversant with Microsoft Word and Excel
- Be able to use initiative, work effectively under pressure, meet tight deadlines, prioritise and pay excellent attention to detail
- Demonstrate awareness of and commitment to the provision of a quality service; the safeguarding of children and vulnerable adults and valuing equal opportunities and diversity
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of The ClementJames Centre, including ad hoc support of other programmes, adapting to and managing change

What will your main duties be?

- To organise, administer and develop all aspects of the adult learning programme and achieve given targets for retention, achievement and pass rates in all curriculum areas
- To overview the accredited and non-accredited adult learning courses and develop curricula as appropriate

- To organise appropriate accreditation in each curriculum area and ensure that the requirements of the awarding body are met
- To ensure that the RARPA process is fully implemented
- To plan progression routes into further learning or employment
- To work within the agreed budget and targets set by funders
- To manage the adult learning tutors, including performance management and professional support
- To identify and assess the continuous professional development needs of tutors and organise and facilitate adult learning team meetings
- To keep up-to-date with national and regional developments in adult learning and cascade the information appropriately
- To plan and monitor the programme of courses in each area of the curriculum including liaison and/or partnership with other organisations
- To ensure compliance with all necessary regulations and legal requirements, including Equal Opportunities, Health & Safety and Safeguarding of vulnerable groups
- To oversee internal and external data input and use data on enrolment, retention and achievement to monitor and plan provision
- To prepare and present written reports to the Chief Executive, trustees and funders as required, to include the analysis of attendance and achievement data
- To attend staff and trustee meetings, as required
- To prepare and present the annual Self-Assessment Report (SAR)
- To maintain and develop our links with other organisations within the local area
- To market and promote courses and services in order to attract potential learners through local schools, public organisations and community networks
- To teach agreed elements of the adult learning course and prepare syllabuses, individual lesson plans, schemes of work and evaluate sessions and courses
- To encourage students to extend their contacts in the community and to play a full part in the activities of The ClementJames Centre
- To support the wider work of the charity and undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post