Head of Curriculum and Quality
Birmingham Adult Education Service
£53,974 - £70,052
Aston Learning Centre
Permanent
Working 36.5 hours per week

If you are skilled and experienced in curriculum and quality management at a senior level this role might be for you. Birmingham Adult Education Service is seeking a high quality leader to join its senior team.

You will have significant experience at a similar level in an adult education environment and be excited by the opportunity to drive for excellence every day.

Birmingham Adult Education has been judged by Ofsted as good and is on its journey to Outstanding.

We strive to offer inspiring, accessible learning opportunities to support Birmingham citizens to be economically active, to be healthy and to be part of their community.

Job Purpose

- To lead and direct the planning, development and delivery of the curriculum across the Adult Education Service, in line with BAES, BCC and national priorities.

- To be part of the service senior management team, with senior strategic management responsibility for the adult education course offer and the quality of provision

- To lead and direct the Service in achieving key contract and performance targets set by external funding bodies and the City Council, maximising funding income and efficiency.

- To lead on self-assessment and quality improvement across the service, focusing on improving the quality of teaching and learning and learner outcomes, and ensuring the whole service is inspection ready at all times

- To build strategic internal and external partnerships which promote and support adult learning across the city

For any informal enquiries please contact Joanne Keatley 0121 303 7627

Ref: PL2322017

Closing Date: 17 August 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Head of Curriculum and Quality

GRADE: 7 - £53,954 - £70,053

DIVISION: Place

SECTION: Birmingham Adult Education Service

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To lead and direct the planning, development and delivery of the curriculum across the Adult Education Service, in line with BAES, BCC and national priorities.

1.2 To be part of the service senior management team, with senior strategic management responsibility for the adult education course offer and the quality of provision

1.3 To lead and direct the Service in achieving key contract and performance targets set by external funding bodies and the City Council, maximising funding income and efficiency.

1.4 To lead on self-assessment and quality improvement across the service, focusing on improving the quality of teaching and learning and learner outcomes, and ensuring the whole service is inspection ready at all times

1.5 To build strategic internal and external partnerships which promote and support adult learning across the city.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To be responsible for the following portfolio of service areas:
   - Curriculum – planning and delivery
   - Quality Improvement
   - Equality and Diversity
   - Staff Development and Training

2.2 To direct service curriculum planning and target setting in order to address Government and City Council priorities and achieve contracts agreed with the SFA and other external funding agencies.

2.3 To line manage the cross-service Curriculum Leaders, ensuring that the whole curriculum offer is researched, resourced, developed, delivered and reviewed in order to meet priorities and targets relating to contracts and success rate performance.

2.4 To ensure improvement in teaching and learning by leading on the implementation of whole service quality systems including the observation of teaching and learning, tutor training, mentoring and other support systems.
2.5 To lead and direct the Service’s Self-Assessment process and hold responsibility for writing the BAES Self-Assessment Report and Quality Improvement Plan.

2.6 To lead the Service in preparation for external inspections and be the nominee for Ofsted Inspection.

2.7 To line manage the Head of Performance and Standards, ensuring that BAES develops a culture of continuous improvement in relation to quality, equality and diversity, specifically addressing the following:

- Meeting identified staff training and development needs through a Staff Development and Training Plan with a strong focus on teaching and learning, equality and diversity, and key business requirements.
- Developing the use of new technology.
- Meeting the requirements of the Equality Act 2010 including maintaining staff and learner profiles, measuring the performance of different groups, completing EAs and reporting to agreed timescales.
- Producing revised or new policies and procedures as appropriate.

2.8 To maintain up to date knowledge of national and local developments through research and networking in order to contribute to the strategic management of BAES and build effective partnerships that support learning.

2.9 To work within Health & Safety legislation and City Council Health & Safety policy at all times to ensure the safety of staff and learners.

2.10 To take on additional tasks and responsibilities possibly at short notice, that are necessary for BAES to meet its obligations to learners, the City Council and the SFA which may be reasonably required by the Head of Service.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Principal of BAES

JOB NO:

3.2 LEVEL OF SUPERVISION

3. Plan own work to ensure the meeting of defined objectives.
4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>Curriculum Leader</td>
<td>5</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Head of Performance and Standards</td>
<td>6</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum Administration Development</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Employability and Work Placement Officer</td>
<td>3</td>
<td>1</td>
<td>2</td>
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*Use 1,2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**

5.1 Travel to sites required for which a Car User Allowance will be paid.

5.2 Evening and occasional weekend work may be required.

5.3 This vacancy is exempt from the Rehabilitation of Offenders Act.

5.4 This job description will be reviewed and updated at intervals when necessary.
Person Specification

Post: Head of Curriculum and Quality

Grade: BCC Grade 7

Section: Birmingham Adult Education Service

Directorate: Place

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>• Degree (Level 6).</td>
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<tr>
<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>• Full teaching qualification.</td>
<td>AF</td>
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<tr>
<td>Experience</td>
<td>• Thorough knowledge of the latest regional and national developments and policy issues affecting adult and community learning and skills.</td>
<td>AF/I/P</td>
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<tr>
<td>(Relevant work and other experience)</td>
<td>• Successful high level experience within the field of adult and community learning and skills</td>
<td>AF/I/P</td>
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<td>• Extensive direct management of human, financial and material resources and their effective deployment.</td>
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<td>• Experience at a senior level of preparing and planning for Ofsted Inspection.</td>
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<td>• Experience of curriculum development, training and accreditation systems.</td>
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<td>• Extensive experience of leading, motivating and managing teams at a senior level.</td>
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<td>• Successful experience of producing plans for adult learning as well as leading and implementing policy and planning frameworks.</td>
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<td>• Successful experience of leading quality improvements in an adult learning or training context.</td>
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<td>• Experience and understanding of regeneration initiatives and their impact on learning.</td>
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### Experience
(Relevant work and other experience)

- Proven experience of effective networking at various levels with a range of public, private and voluntary agencies, to bring added value.

- Proven commitment to the development and promotion of equal opportunities, policies and initiatives.

- A clear understanding of the diverse nature of the City’s communities and the implication for adult and community learning policy and practice.

### Skills & Ability
*Delete if not applicable An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

- Ability to recognise discrimination and demonstrate an awareness of and commitment to the furtherance of equality and diversity issues in service delivery and employment.

- Ability to develop high quality services, responsive to local community needs.

- Proven experience of communicating effectively at all levels, presenting ideas on a range of issues to colleagues and external partners both verbally and in written form.

- A thorough understanding of Ofsted Inspectorate and Skills Funding Agency requirements.

- Proven ability to develop effective teams, using strategic leadership and team building skills and to work well as a team member with senior colleagues.

- Proven ability to build partnerships with a wide range of organisations and individuals that directly impact on quality of service delivery.

- Ability to manage conflicting demands and prioritise appropriate action, working to short time scales.

- Ability to self-motivate, inspire and motivate others.
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<tr>
<th>Training</th>
<th>Demonstrate a positive attitude towards and a willingness to undertake training in support of work requirements and career development.</th>
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<tr>
<td>Other</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.