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| **Job Description – Adult Education Manager** | A black background with blue text  AI-generated content may be incorrect. |

Responsible to: Head of Centre

Salary: AOC FE Pay Scale Leadership Points 40 – 41 (£46,935 - £49,786 per annum)

Hours: Full time

Teaching Commitment: up to 20%

The Head of Adult Education is responsible for leading and managing all elements of Adult Education Provision across the Trust. You will oversee curriculum design, manage teaching staff, ensure programme effectiveness, and drive growth in adult education delivery. Working across all sites you will be responsible for reporting on and monitoring the Trust’s Adult Skill Fund allocation.

In addition, you will deliver elements of the Adult programmes and provide cover where appropriate.

**Duties and Responsibilities:**

**General Management Responsibilities:**

* Ensure the Trust shared ambitions are embedded in all aspects of work in the department and that all operational decisions contribute to delivering the Trust shared objectives
* Staff management, leadership and development of the functions reporting to the role
* Oversee allocation of the budget for the functions reporting to the role within prescribed parameters in line with Trust financial regulations, policies and procedures
* Responsibility for all aspects of Quality within the department, including Self Assessment Reviews, Quality Improvement Plans and staff performance
* Responsibility for all aspects of student management, monitoring and performance issues
* Producing regular reports as required by the Heads of Centre and Central Executive Team
* Management of tutoring and delivery of courses, including overseeing cover arrangements
* To work across both college sites to provide subject specialist expertise and guidance
* Lead on bids and tenders for devolved and commercial funding opportunities

**Job Specific Responsibilities:**

**Programme Development, Delivery** **and Quality Assurance:**

* Design, implement, and oversee adult education programmes tailored to learners’ needs.
* Ensure curriculum aligns with educational standards, accreditation requirements, and community demands.
* Introduce innovative teaching methods and technologies to enhance learning experiences.
* Evaluate programme effectiveness and make improvements based on feedback and outcomes.
* Ensure the provision aligns with organisational goals, the Local Skills Improvement Plan, and community demands.
* Innovate and expand learning opportunities, including flexible and remote learning models.
* Ensure compliance with accreditation, regulatory, and funding requirements.
* Working with the Director of Quality & Curriculum implement quality assurance processes to enhance student learning outcomes.
* Stay updated on trends in adult education and incorporate best practices into programme delivery.

**Staff and Resource Management:**

* Lead, support, and develop a team of teaching and support staff, including leading on Performance Management processes and issues in the department to support and challenge staff in achieving their Key Performance Indicators
* Identify and support underperforming teachers and support staff within the department, including the implementation of interventions and guidance for under-performing staff and participation in capability, disciplinary and grievance procedures
* Develop and oversee curriculum delivery plans and programme sustainability.
* Working with Heads of Centres and the Director of Quality & Curriculum to identify and provide professional development opportunities to enhance staff expertise.
* Oversee Adult Skill Fund allocation, teaching resource and materials to ensure cost-effective programme delivery.
* Report and update on delivery schedules, staff utilisation and ASF spend.
* Identify new areas of delivery to ensure that the Trust is best placed to effectively serve the needs of adults and the business community across the Tees Valley.

**Learner Engagement and Support:**

* Foster an inclusive and supportive learning environment for adult students.
* Implement strategies to increase participation, retention, and success rates.
* Develop and maintain systems for tracking student progress and outcomes.
* Address student concerns and support their personal and professional development goals.
* Ensure equitable access to education for diverse adult learner populations.
* Build and maintain partnerships with employers, community organisations, and funding bodies.

**Teaching:**

* Planning and preparing courses and lessons
* Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere
* Assessing, recording and reporting on the development, progress and attainment of students.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

Signed …………………………………………………………. Dated ………………………….

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| **Person Specification – Adult Education Manager** | A black background with blue text  AI-generated content may be incorrect. |

**Essential:**

* Educated to degree level
* An appropriate teaching qualification
* GCSE in maths and English at Grade 5 or above
* Experience in resource management
* Proven experience in managing adult education programmes.
* A strong track record with, and understanding of, Quality Assurance and Improvement systems
* Strong leadership and team management skills.
* Excellent communication, organisational, and problem-solving skills.
* Excellent IT skills
* Excellent communication and listening skills
* Knowledge of learning management systems (LMS) and educational technologies
* Commitment to safeguarding

**Desirable:**

* Experience in budget management and funding applications.
* Ability to teach across a range of subjects
* A management qualification at Level 5 or willingness to work towards