

# Job Description



<b>Job Title:</b> Pathway Leader	<b>Service Area:</b> Our Newham – Learning & Skills	
<b>Directorate:</b> Community Wealth Building	<b>Post Number:</b> <b>Fusion</b>	<b>Evaluation Number:</b>
<b>Grade:</b> LPO 7	<b>Date last updated:</b> 15/07/2021	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Background**

### **Newham Community Wealth Building**

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

## Overall Purpose of Job

The post holder will provide strategic leadership and management to the Curriculum Area to enable it to develop and grow in line with the Our Newham – Learning & Skills Curriculum Strategy and become a leading provider of lifelong learning in London and beyond. He/she will lead on the implementation of quality enhancement and on the provision of outstanding learning, teaching and assessment so that the area becomes and remains outstanding and develop and sustain strong financial health in the long term.

## Job Summary

<b>Grade</b>	<b>LPO 7.</b>
<b>Hours of work:</b>	<b>36</b> hours per week <b>FTE</b> (to include some evenings and occasional weekends).
<b>Responsible to:</b>	Our Newham – Learning & Skills <b>Quality &amp; Curricula Manager</b>
<b>Responsible for:</b>	Up to <b>1</b> Pathway Co-ordinator and <b>1</b> Best Practise Mentor

## Lead the School in line with Our Newham – Learning & Skills mission and strategic objectives, in particular:

- A. Review, plan and develop the curriculum to support the organisations response to national priorities for adult learning, 16-19 study programmes and the organisations work in the local communities, drawing upon the support and knowledge of Pathway Co-ordinators as appropriate whilst achieving annual recruitment targets in relation to the relevant organisation key performance indicators (KPIs)
- B. Ensure effective and efficient management of budgets and other resources and effective deployment and performance management of staff
- C. Raise standards of learning, teaching and assessment, enhance customer service, retention, achievement, participation and attendance rates to secure an outstanding student experience, drawing upon the support and knowledge of Pathway Co-ordinators as appropriate.

## Key Tasks and Accountabilities:

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

**To undertake all responsibilities listed below:**

**Review, plan and develop the curriculum to support the organisations response to national priorities for adult learning, 19 + study programmes and the organisations work in the local communities, drawing upon the support and knowledge of Pathway Co-ordinators as appropriate whilst achieving annual recruitment targets in relation to the relevant Our Newham – Learning & Skills key performance indicators (KPIs)**

1. Develop the curriculum with the aim of increasing Our Newham – Learning & Skills market share, taking into account external market trends, student feedback, external developments in education, and the needs of local and wider communities and Government priorities for Adult Education, FE and 19+ study programmes.
2. Support the Quality & Curricula Manager in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment by leading on quality enhancement for the subject area. Where FE courses are included in the subject area, this will include leading on quality assurance to meet the full expectations of (where relevant) the awarding Bodies and OFSTED working in close collaboration with the Best Practise Mentor Team, adhering to all required administrative procedures.
3. Contribute to the Our Newham – Skills & Learning self-assessment process, including supporting the Quality & Curricula Manager in analysing data and drafting appropriate sections of the Self- Assessment Report (SAR) and Quality Improvement Plan (QIP).
4. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose developments to the subject area's portfolio of programmes/ courses which may be attractive and relevant to students and potential students and which could widen participation, develop an inclusive learning environment and increase fee income.
5. Lead the review and development of the curriculum, drawing on the pedagogical and subject expertise of pathway – co-ordinators and teachers and their knowledge of student needs and potential and existing markets.
6. Pursue innovation within the curriculum in order to encourage student progression, both internally and externally, stimulate growth and enhance the profile and reputation of the organisation.
7. Implement sustainable curriculum pricing structures that will increase fee income and maximise funding.
8. Report accurately and in a timely fashion on the delivery of the curriculum, providing data and taking actions as appropriate

**Ensure effective and efficient management of budgets and other resources and effective deployment and performance management of staff**

9. Effectively and efficiently lead the curriculum team in order to meet agreed targets, delegating work as appropriate and ensuring staff are appropriately and efficiently deployed and working towards agreed objectives.
10. Ensure all rooms and equipment allocated to the Curriculum Area are used effectively and efficiently.

11. Manage and use delegated budgets in the most cost effective way.
12. Implement council policies and procedures in relation to the recruitment and employment of staff.
13. Implement the council performance management systems appropriately and consistently across the area, including induction, probation and appraisal and manage staffing issues relating to conduct, capability or absence in accordance with organisations performance management procedures.

**Raise standards of learning, teaching and assessment, enhance customer service, retention, achievement, participation and attendance rates to secure an outstanding student experience, drawing upon the support and knowledge of Pathway Co-ordinators as appropriate.**

14. Effectively implement the Quality Improvement Framework with the Curriculum Area including ensuring procedures are properly and consistently applied, and lead to enhancement in learning, teaching, student achievement and progression including all aspects of 19 + study programmes.
15. Lead on and coordinate the self-assessment process for the Curriculum Area producing appropriate business development and quality enhancement plans and ensure their successful implementation.
16. Provide leadership for the development of digital technology supported learning and up-to-date materials and resources that enhance learning, teaching and assessment, both within the classroom and online.
17. Lead on and undertake lesson observations where directed by the Best Practise Mentor and provide support and guidance to observers where appropriate.
18. Ensure recruitment, assessment and referral systems for students are effective, supporting the IAG team where appropriate.
19. Support Pathway Co-ordinators to ensure that the processes of examinations and external accreditation are rigorous and robust.
20. Ensure any student complaints are appropriately investigated and responded to in line with council policies and procedures.
21. Undertake a weekly teaching commitment to sustain practical expertise.
22. Investigate, respond and act on student complaints appropriately and in accordance with council procedure, liaising with the Quality & Curricula Manager and Service Manager as appropriate.
23. Manage any absence, conduct, capability or grievance issues regarding staff in accordance with council procedure, liaising with the Quality & Curricula Manager and Human Resources as appropriate.
24. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.

25. Manage the organisation and displays within classrooms dedicated to or shared by the subject area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources.

**Contribute to the effective monitoring, review, planning and development of the curriculum, working with the Quality & Curricula Team to ensure it is appropriate and meets students and potential students' needs and assists the organisation in meeting its growth and financial objectives.**

26. Develop coherent study routes within the subject's area and liaise with other relevant subject areas within the organisation to investigate potential progression routes, internally or externally.
27. Work with the Social Value and DMISEA Teams to produce content for publicity materials, including for digital media.
28. Proactively promote the subject area's portfolio of programmes/ courses to different audiences and potential students, liaising with the Social Value Team as required.
29. Ensure that subject area-specific content is maintained on the website and intranet liaising with the Social Value Team to keep content up-to-date.
30. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.

**Other Duties**

31. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
32. Assist with cross-Council staff development as appropriate.
33. Contribute to the effective management and promotion of equality, diversity inclusion.
34. Work in accordance with the Health & Safety at Work Act and the Council Safeguarding and Prevent procedures, ensuring the Council is a safe environment for staff, students and visitors.
35. Work at all times in accordance with council's policies and procedures, using them consistently and appropriately in the management of the subject area.
36. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, for which time off in lieu will be given)
37. Carry out such duties as may be required from time to time by the council that are appropriate to the grade of the post
38. The post holder may be required to work flexibly across the Learning & Skills service according to the needs of the service.

- 39. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
- 40. The post holder may be required to work at another site or from home according to the needs of the service.
- 41. The post holder may be required to travel to different Newham-based venues to deliver the service and to attend meetings both within and externally to the Borough.

## Personal Specification



<b>Job Title:</b>	<b>Service Area:</b>
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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE:</b></p> <p>Extensive teaching expertise and an excellent understanding of pedagogy, including developments related to adult students and 19 year olds.</p> <p>External professional networks relevant to the academic disciplines within the organisation and the delivery and development of adult education in London, with the ability to utilise them to facilitate growth.</p> <p>A good knowledge and commitment to Safeguarding, Prevent Duty and Health and Safety as it relate the Curriculum Area</p> <p>A good knowledge of equality and diversity matters with a proven track record of promoting diversity within both a curriculum and employment context.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<b>EDUCATION/QUALIFICATIONS</b>	

<p>An appropriate qualification at degree level or above (or equivalent) in a subject relevant to the Curriculum Area.</p> <p><b>An appropriate teaching qualification (DTLLS /PGCE / Cert Ed or Level 5 Diploma in Education &amp; Training or equivalent) plus relevant continuous professional development.</b></p> <p>A management qualification</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES: EXPERIENCE:</b></p> <p>A substantial academic background / credibility in one or more of the subject areas / sectors within the curriculum</p> <p>Experience of working in an adult education or similar environment, with a commitment to the ethos of adult education and knowledge of current developments and issues in the sector.</p> <p>Significant experience of successfully leading and managing a team of teaching and support staff at strategic and operational level, with the proven ability to effectively support, motivate, train, develop and manage the performance of staff</p> <p>A proven, successful track record in the planning, managing and delivery of academic programmes from entry level to further education</p> <p>Proven ability to think strategically, analyse complex problems, consider risk and implement appropriate solutions.</p> <p>The proven ability to effectively manage physical and human resources to maximise income.</p> <p>Experience of successfully managing a complex budget.</p> <p>Experience of leading teams in the use of learning technologies to facilitate quality learning and teaching</p> <p>Demonstrable ability and impact of improving student achievement.</p>	<p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>An excellent understanding of customer care and of quality improvement systems, with experience of their implementation and a commitment to their use to raise</p>	<p>Application Form/Interview/Test</p>



<p>standards and achievement.</p> <p>Excellent organisational skills with the proven ability to meet targets and deadlines.</p> <p>Excellent interpersonal skills with the ability to work as part of the wider organisation team and relate effectively with people at all levels of the organisation.</p> <p>Excellent written and verbal communication skills, with the ability to listen, analyse and express issues in a manner appropriate to the audience.</p> <p>Good IT skills with the ability to use databases and MS Office packages (word, excel and outlook).</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to work flexibility to maintain service delivery.</p> <p>Willingness to work independently as well as with any relevant stakeholders</p> <p>Duties undertaken by this post will require the post holder to have a fully enhanced DBS</p> <p>Understanding of confidentiality issues and how this is observed and maintained</p> <p>This post is exempt from <b>The Rehabilitation of Offenders Act (1974)</b>.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>