

# Job Description



<b>Job Title:</b> Pathway Co-ordinator – <i>Subject Specialist</i>	<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> PO3	<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 have responsibility for the operational management of their specific subject specialism. This includes the leadership and co-ordination of accredited and non-accredited courses across all levels of provision, the advising of students, quality assurance, and the management of tutors and other departmental resources. The post holder will be responsible for leading the subject area's curriculum development, with new programme/course development and approval by the awarding organisation.

The post holder will also support the Pathway Leader in providing strategic leadership and management to the subject area in line with the Our Newham – Learning & Skills strategic priorities and will contribute to cross-council initiatives to support whole organisation development. They will contribute to the teaching of programmes/courses within the subject area, with the hours to be taught reviewed on an annual basis by the Pathway Leader as required by the Our Newham – Learning & Skills -wide curriculum plan.

## Job Summary

Grade:	<b>PO3.</b>
Hours of work:	<b>36</b> hours per week <b>FTE</b> (to include some evenings and occasional weekends).
Responsible to:	<b>Pathway Leader.</b>
Responsible for:	The line management of tutors and other staff /volunteers working within the subject area as delegated by the <b>Pathway Leader.</b>

## 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:

**Ensure students and potential students associated with the subject area's portfolio of programmes/courses are provided with an excellent student experience and high-quality learning, teaching and assessment.**

1. Be responsible for the effective and efficient delivery of high-quality learning, teaching and assessment. Oversee the management of effective student learning, ensuring that the subject area achieves or retains outstanding judgments from external stakeholders, including Ofsted and other external regulatory bodies.
2. Support the Pathway Leader 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 improvement for the subject area.
3. Undertake observations of learning, teaching and assessment and provide tutors with relevant constructive feedback and appropriate action plans to assist

them in developing their practice. Follow up action plans progress and provide on-going support and guidance as required.

4. Monitor enrolments, attendance, retention and achievement rates, evaluating data and reporting trends to the Pathway Leader, taking action as appropriate.
5. Monitor course files ensuring schemes of work, lesson plans and teaching materials are of high quality and feedback to tutors to maintain high standards of transparency.
6. To proactively foster the use of digital technologies within the delivery of teaching, including an emphasis on e-learning and ensure the organisation's Digital Strategy is embedded into the curriculum.
7. To ensure equality and diversity and British values are embedded into the curriculum and that teaching staff are attentive to these areas.
8. In liaison with the DMISEA Team, co-ordinate examinations and assessments and liaise with the Additional Learning Support Assistant Team to implement reasonable adjustments for students with disabilities and learning difficulties.
9. Fulfil administrative duties as required to ensure the effective running of the subject area, responding to course enquiries where appropriate, taking part in open days, interviewing students etc.
10. Ensure the appropriate rooming of classes and manage any rooming issues relating to the subject area as required.
11. Contribute to the development and procurement of materials and resources to support curriculum development and delivery.
12. Contribute to or deliver relevant training and staff development opportunities. Where the subject area contains FE provision, encourage ongoing scholarly activity and professional development to facilitate programme delivery.
13. Investigate, respond and act on student complaints appropriately and in accordance with council procedure, liaising with the Pathway Leader and Quality & Curricula Manager as appropriate.
14. In conjunction with the Social Value Team, organise exhibitions, performances, displays of work etc. to celebrate student achievement as appropriate.
15. Liaise with the IAG team and other Professional Services areas to ensure the smooth running of the subject area.

**Offer clear academic leadership to all staff involved with the subject area and deploy and organise the team in a way that makes the most effective and efficient use of all team members.**

16. Lead on the recruitment and selection of tutors and other relevant staff for the subject area where appropriate.
17. Induct new tutors and manage their probation and appraise staff as appropriate using the council's procedures.

18. Contribute to maintaining clear communication with staff by establishing systems for two-way communication.
19. Organise team meetings, setting the agenda and ensuring notes are taken. Undertake one to one meetings with tutors where appropriate
20. Provide support and guidance to staff; facilitate training by liaising with the Quality & Curricula Manager and Human Resources as appropriate.
21. Arrange cover for absent tutors and deputise where appropriate.
22. 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.
23. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.

### **Plan and deliver high quality learning opportunities.**

24. Undertake approximately **432** annualised hours of teaching every year including tutorials as required. (The amount of teaching required by the post holder will be flexed depending on the amount of provision being overseen by the post holder).
25. Deliver high quality teaching. Produce schemes of work, lesson plans and use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.
26. Assess students' progress and achievement and complete all assessment documentation fully and in a timely fashion.
27. Ensure that quality assurance documentation and the registers for the courses taught are accurately completed.

### **Other Duties**

28. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
29. Assist with cross-council staff development as appropriate.
30. Contribute to the effective management and promotion of equality, diversity inclusion.
31. 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.
32. Work at all times in accordance with council's policies and procedures, using them consistently and appropriately in the management of the subject area.
33. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, for which time off in lieu will be given)

34. Carry out such duties as may be required from time to time by the council that are appropriate to the grade of the post
35. The post holder may be required to work flexibly across the Learning & Skills service according to the needs of the service.
36. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
37. The post holder may be required to work at another site or from home according to the needs of the service.
38. 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



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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>A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience.</p> <p>An excellent understanding of the diverse needs of adult and 16-18 year old learners and the ability to respond to those needs to support progress.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p><b>DTLLS /PGCE / Cert Ed/ Level 5 Diploma</b> in Education &amp; Training or equivalent.</p>	<p>Application Form/Interview</p>

<p>Relevant subject specific qualification and/or expertise at degree level or above.</p>	<p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b>  <b>EXPERIENCE:</b>          Proven experience of leading 19 + study programmes.</p> <p>Experience of developing teaching materials and resources.</p> <p>Solid experience of teaching a relevant subject the range of ability levels in an FE, AE or community education environments, at good or outstanding level.</p> <p>Experience of curriculum development with the ability to develop the programme to increase market share.</p> <p>Experience of effectively managing a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors.</p> <p>Significant experience of using digital technologies to facilitate high quality learning and teaching.</p> <p>Demonstrable ability to achieve positive impact on student achievement.</p> <p>The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability.</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> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Enthusiasm for the subject taught with up to date subject knowledge and understanding of relevant pedagogical developments</p> <p>Excellent interpersonal skills with the ability to inspire motivate and lead a team</p> <p>Good written and verbal communication, and presentational skills</p> <p>Proven ability to work flexibly and on own initiative</p> <p>The proven ability to think strategically and analyse complex problems</p> <p>Proven excellent organisational and administrative skills with the ability to work to deadlines and targets</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> <p>Application Form/Interview</p>

<p>Good IT skills with the ability to use databases and MS Office packages (Word, Excel &amp; Outlook).</p> <p>Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post</p>	<p>Application Form/Interview</p> <p>Application Form/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>