

LONDON BOROUGH OF MERTON

COMMUNITY AND HOUSING

JOB DESCRIPTION

JOB TITLE:	Head of Community Education
DIVISION:	Merton Adult Education
GRADE:	MG2
RESPONSIBLE TO:	Director Community and Housing

**JOB PURPOSE**

- Act as MAE's primary ambassador, promoting its values, standards, vision, increasing and developing its business in a wide range of environments and ensure that the organisation has a viable business strategy to enable it to achieve its objectives.
- Act as Principal of the College responsible for leading the implementation of a range of key college specific strategies and in particular accelerate the implementation of quality assurance and quality improvement processes to ensure all products and services are of a consistently high quality
- Responsible for developing and implementing Merton Council's borough wide adult learning skills and personal development strategies, commissioning services as required. Develop and foster effective strategic partnerships across a range of agencies and networks
- Member of Community and Housing departmental management team contributing to overall developments and a Member of Community and Housing and Children Schools and Families Emergency Planning team.
- To ensure that staff have high expectations for learners and set an aspirational culture, ensure learners access a challenging and enriching learning experience, enabling them to progress and realise their potential.
- Ensure the College meet the requirements of funders
- Ensure the College plays an active role in implementing the community plan and in achieving Merton's Local Area Agreement 'Bridging the Gap'.

## **Main Duties**

1. Responsible for establishing the borough Personal and Community Development forum as required by the LSC, facilitate borough wide mapping and formulate commissioning models responding to the Community Plan, Community Cohesion, Integration and Bridging the Gap.
2. Develop and implement a range of regeneration strategies and initiatives in partnership with the Voluntary Sector with a view to increase economic development.
3. Establish a good working relationship with the third sector and encourage active partnership working amongst providers and secure commitment to a joined approach to service delivery
4. Develop strategies to integrate economic and skills development elements within section 106 Planning and large scale spatial / property development opportunities
5. Develop a Housing estate based regeneration strategy as a preventative intervention for local people.
6. Formulate a strategy to increase the number of learning venues in the East of the Borough.
7. To advise the Director of Community and Housing on government issues relating to adult skills and to maintain an overview of key local and national developments.
8. To ensure that the government's policy and funding framework for adult learning is understood and that the adult learning provision adapts to meet the demands of changes to the external environment.
9. To work closely with policymakers within the borough and the sub region (members, officers, partners and stakeholders) to develop strategies for adult learning that meet the needs and aspirations of local adults and the skills requirements of the local economy.
10. To promote the strategic partnership between the borough and the London south Learning and Skills Council and develop robust planning to ensure funding is maximised through relating local need to LSC priorities.
11. To ensure that the work of Merton Adult Education (MAE) is a key contributor to the development and implementation of Merton Council

plans and initiatives that relate to all aspects of adult learning and skills.

12. Ensure a clear business planning framework for MAE is in place to underpin decision making and ensure financial viability and business efficiency.
13. Direct the work of MAE SMT to ensure strategic plans and priorities are reflected and effectively implemented through robust operational plans.
14. To identify and establish innovative development opportunities for adult learning in Merton, including effective training programmes for local businesses and employers.
15. To prepare and manage the annual budget. To implement approved policies and ensure service delivery within available cash limits. To integrate financial management into business plans and staffing decisions.
16. To lead on annual and three yearly projection and forecasting of MAE's budget. This will include effective financial controls and mechanisms to ensure the allocation of resources is driven by strategic priorities and is sufficiently flexible to respond to shifts in demands within a 3 year planning cycle.
17. To ensure a clear business planning framework for MAE is in place to underpin decision making and ensure financial viability and business efficiency.
18. To oversee the allocation of funds and ensure the efficient and effective use of budgets, including the development of business planning skills and specific business plans as required within MAE.
19. To report to the Learning and Skills Council on all aspects of financial and funding performance and monitoring.
20. To maintain a working knowledge of the relevant legislation, statutory instruments, code of practice and departmental policies and procedures, and ensure that these are adhered to within the service.
21. ensuring that the government's policy and funding framework for adult learning is understood by members, officers, partners and stakeholders working within the borough and ensure that the adult learning provision adapts to meet the demands of changes to the external environment.

22. To act as the key adviser to the local authority so that the Director and Chief Executive can make informed decisions in relation to adult learning and training;
23. working closely with policymakers within the borough and the sub region to develop strategies for adult learning that meet the needs and aspirations of local adults and the skills requirements of the local economy;
24. promoting the strategic partnership between the borough and the London south learning and Skills Council to ensure that the needs of all adult learners in Croydon are understood and develop robust planning to ensure funding is maximised through relating local need to LSC priorities;
25. providing leadership for Merton's 's Adult Learning and Skills Partnership and Merton's Personal and Community Development Partnership to increase the effectiveness of collaboration between learning providers and other service agencies in meeting local needs;
26. representing Merton at national, regional and sub regional policy fora to ensure strategic developments are embedded and underpinned by a broad spectrum of information and expert guidance;
27. ensuring that the work of Merton Adult Education is a key contributor to the development and implementation of Merton Council plans and initiatives that relate to all aspects of adult learning and skills;
28. providing inspirational leadership and motivation to staff and to lead the corporate management of MAE, undertaking the direction, leadership and management of the Service;
29. keeping under review and develop the structures, procedures and operational management within MAE to ensure an integrated, effective and efficient approach to the delivery of adult learning and training within Merton
30. ensuring a clear business planning framework for MAE is in place to underpin decision making and ensure financial viability and business efficiency;
31. directing the work of MAE SMT to ensure strategic plans and priorities are reflected and effectively implemented through robust operational plans;
32. ensuring that a broad evidence basis including reports from the management information data and systematic feedback form learners, clients and stakeholders , is maintained and used to inform business planning;

33. ensuring up to date information is maintained on all external funding opportunities and that high quality bids are prepared for funders, where such funding will enhance the range, quality and accessibility of local provision within Merton
34. identifying and establishing innovative development opportunities for adult learning in Merton, including effective training programmes for local businesses and employers..
35. As Principal of the College provide strategic leadership in the following key areas:
  1. Curriculum Development
  2. Governance
  3. Performance Management & Quality Improvement
  4. Funding & Finance
  5. Commercial Business Development
  6. Marketing
  7. Careers
  8. Equalities
  9. Health and Safety
  10. Additional Learner Support
  11. Accommodation

To lead curriculum initiatives across the College ensuring the College is at the forefront of curriculum innovation, design and delivery in the interests of learners and employers. Keep up to date with key developments in the government's qualification policy frameworks and provide strategic curriculum leadership and management to Heads of Departments in the following areas:

- Skills for Life – (English, Maths, ESOL & Family Learning)
  - Modern Foreign Languages
  - Mind & Body & Active Lifestyle
  - Early Years
  - Adults with Learning Disabilities and Difficulties
  - Art & Craft
  - Information Technology
36. Responsible for establishing and implementing a coherent governance structure at College level, ensuring accountability and clear decision making protocols. Responsible for managing the College strategic planning calendar, establishing high level targets and ensuring effective implementation.
  37. To develop, implement and monitor policies and practices relating to the quality of the curriculum in the service in accordance with Council policy and LSC/OFSTED requirements. Responsible for developing and implementing the annual self assessment process within LSC and OFSTED parameters and leading the termly self assessment review process. Responsible for implementing the service data quality strategy

and ensure effective data cleansing within the LSC funding methodology, to ensure full utilisation of funding opportunities.

38. Responsible for preparing the college for inspection in line with the Common Inspection framework and be accountable for improvements in the quality of learning, teaching, retention and achievement. Responsible for leading the inspection process including acting as 'nominee' which involves being an active member of the inspection team and contributing to the challenge and moderation processes.
39. To foster a pedagogic culture that is motivational and focussed on sharing and building on good best practice and is rooted in national research
40. Responsible for developing and implementing the service internal communication strategy.
41. Responsible for developing and implementing the annual college continuous professional development strategy for all staff and ensure compliance with the government's teaching qualification & CPD requirements.
42. Responsible for developing and implementing the college management information systems strategy and action plan, including ensuring compliance with LSC and Audit Commission requirements. Responsible for ensuring effective data collation and the submission of MIS data returns as required by the LSC, OFSTED and Corporate.
43. Responsible for establishing and implementing a 'Commercial Business Strategy' focused on developing a trading arm of the college focused on competing in the market place and identifying potential funding opportunities. Prepare and submit bids to external funders in line with the college income generation strategy. Undertake project management of successful funding bids ensuring robust implementation on target and within budget.
44. Responsible for establishing a competitive portfolio of products meeting the needs of external organisations, the council and individuals and for developing front line staff and managers in approaching elements of their work from a sales perspective.
45. Responsible for establishing and implementing the college marketing strategy including promotion, branding, publicity materials, advertising and distribution endeavours, to support achievement of LSC learner enrolment targets and college fee income targets.
46. Responsible for establishing an outreach strategy focusing on widening participation and in particular bridging the gap between the East and the West of the borough. Design and implement programmes to

increase participation via the Neighbourhood Learning for Deprived Communities fund.

47. Responsible for providing strategic leadership to the borough wide careers services for adults, including meeting the requirements of the 'Matrix' quality standards.
48. To promote co-operation and develop agreements between the Community Education Service and other agencies within the authority plus other sections/departments of the council.
49. To ensure the adequate and efficient provision of accommodation both on-site at Whatley Avenue and off-site and to manage the caretaking staff and buildings. Responsible for outlining the long-term accommodation strategy for the service.
50. As senior health and safety executive ensure a safe learning environment, monitor the implementation of health and safety procedures ensuring all staff are aware of policies and procedures.
51. Responsible for meeting the requirements of Every Child Matters and in particular children safeguarding in relation to the crèche and family learning service areas.
52. Responsible for meeting adult safeguarding requirements in relation to vulnerable learners.
53. Responsible for establishing and implementing the college equality, diversity and community cohesion strategies and ensuring the Council's Equal Opportunities policy is adhered to Ensure equality of access to service provision for young people and adults regardless of race, belief, sexuality, gender or level of ability/disability. Responsible for analysing and responding to equalities issues identified in relation to student performance.
54. Develop a commissioning plan exploring a range of delivery options at both local and regional level
55. Responsible for strengthening partnerships with the voluntary and community sector and for the commissioning of learning outcomes linked to the skills and employability agendas
56. Establish and lead the borough PCDL partnership, identify priorities and produce a strategic Prospectus in response to LSC requirements.
57. Formulate and implement a long and short term accommodation maximisation strategy working closely with politicians and planning department.

58. Establish and lead a high level 'skills' and 'personal development' partnership group responsible for realising Merton's 'Skills Agenda', LAA and PSA targets
59. Strategic responsibility for developing and implementing a new workforce development strategy for adult social care.
60. Develop strategies to support effective communication and cultural change impacting on teams, roles, resources and partnerships.
61. Strategic responsibility for devising and implementing a robust learning and development strategy for adult community care, in line with the new adult social care agenda.
62. Consult with manager and other key stakeholders in identifying needs and ensuring take up of learning opportunities.
63. Commission the design and delivery of programmes working closely with colleges and other training providers in maximising funding opportunities.
64. Strategic monitoring and review of learning programmes working closely with managers in identifying good practice and areas of improvement.
65. Responsible for ensuring inclusion of the skills agenda within high level regeneration and planning initiatives
66. To attend such other meetings as may be required to represent the Director of Community and Housing as required.
67. To perform such other duties as may from time to time be required by the Director of Community and Housing commensurate with the general duties and grading of the post.