

JOB DESCRIPTION

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| Job Title | Assistant Head of Skills |
| Job Holder | |
| Responsible to: | Head of Skills |
| Responsible for: | Skills Lead, Functional Skills Coordinator, Family Learning Lead |

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| Main Duties: | <p>To assist the Head of Skills with managing the Skills delivery team, leading on the development of a schedule for staff development/training to enhance the Foundation's provision.</p> <p>Maintaining high standards of operational communications with key programme funders through appropriate programme monitoring and evaluation with increased data collection practices across apprenticeships, Family Learning, traineeship, Adult Education Budget, ESF and 16-19 Study Programme delivery.</p> <p>Act as the Foundation's Quality Nominee, coordinating Skills delivery against policies and procedures for education and Skills provision.</p> <p>Broadening access to learners meeting the demographic profile for the Foundation's Skills delivery by enhancing partnerships with external learner referral organisations.</p> |
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Responsibilities and duties specific to this Role:

Staff Management

- To positively contribute to the Skills team ethos and Foundation of Light culture through the line management of the Functional Skills Coordinator, Skills Lead and Family Learning Lead
- To oversee scheduled team meetings and operational programme meetings
- To provide full communication on staff and programme issues relating to Skills delivery
- Actively engage in decision making and policy development across Skills provision
- To take a lead role regarding the delivery and evaluation of Skills projects
- To assist in the recruitment of staff, where appropriate
- Conduct staff appraisals in line with the Foundation's policy/procedure for appraisals
- Maintain a regular catch up series with staff
- Lead on the development and delivery of a CPD/staff training calendar for the Skills team in line with requirements highlighted by donors and the Skills staff training matrix



Quality

- Manage pre-course quality processes including; development of assignment briefs, IV of assignment briefs, assessment plans, IV schedules
- Ensure the accuracy of learners registered with Pearson/Edexcel
- Manage assessment and verification throughout programme delivery for accredited and non-accredited programme delivery
- Manage the standards verification process for Pearson/Edexcel
- Ensure the accuracy of external assessment registrations with the Functional Skills Coordinator
- Ensure delivery meets standards documented in Foundation of Light policies, procedures and score cards
- Ensure schemes of work and lesson plans meet the requirements of the Education Inspection Framework in relation to Curriculum Intent, Implantation and Impact
- Maintain and grow the Skills Quality Calendar
- Develop master files for programme delivery and quality check/monitor programme files across a range of Foundation of Light provision in line with the Skills Quality Calendar
- File, update systems and keep logical and accurate records of key quality assurance processes and activities across the Foundation including but not limited to third party agreements, meeting minutes, service level agreements, risk assessments, lesson files and master files
- Contribute to the review and development of Foundation quality procedures and policies in line with a range of awarding body/Ofsted/ESFA requirements

Recruitment

- Maintain existing referral links and develop new referral opportunities through partnership working
- Work with the Skills team to understand the broad range of programmes delivered, learning outcomes associated with programmes and the purpose of programmes in relation to learner recruitment
- Work with businesses including SMEs, Levy payers, existing corporate donors and new donors to promote and create apprenticeship training opportunities across a range of qualifications/standards
- Develop a referral database which feeds into the Foundation's CRM system
- Work with partners to identify opportunities for learners referred to Foundation of Light Skills programmes beyond their programme of study
- Lead and manage open days for potential learners to receive information, advice and guidance in relation to Skills curriculum delivery on a termly basis
- Develop the referral process for Skills delivery and manage this process in partnership with staff across the Skills team

Administration and M&E responsibilities and duties:

- Develop documentation and processes in relation to programme monitoring and evaluation which positively contribute to the Foundation's Self-assessment and Quality Improvement Plans
- Organise and administer a quality calendar for the Foundation of Light, including but not limited to internal audits of programmes, OTLAs, work scrutiny, standardisation meetings and walkthroughs
- Work with programme leads to ensure course paperwork is submitted to donors to the standards required and in a timely manner
- Submit regular programme tracking data including but not limited to; attendance, achievement, retention, success and learner progress against qualifications/personal aims
- Lead standardisation meetings with programme leads for Family Learning, Apprenticeships, Study Programmes, AEB delivery and Traineeships
- Work within the established administrative and financial systems to ensure smooth running and quality of projects
- Complete relevant administration for partner agencies





- Produce accurate ad hoc reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure third party agreements, service level agreements, risk assessments, lesson files and session plans are up to date, in place and signed where relevant
- Ensure databases are updated on a regular basis with correct information
- Complete and keep up to date: monthly reports (including dashboards), quarterly pro-v-act statistics, traffic lights and development plans
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

Development/Donor responsibilities and duties:

- Contribute to the processes of forward planning and development of programmes.
- Identify PR opportunities and case studies
- Undertake market research and customer/participant surveys
- Develop high quality schemes of work and lesson plans, sharing best practice in delivery in support of developing staff at the Foundation of Light
- Complete all paperwork and returns accurately and on time for funders and contract suppliers
- Build strong and lasting external business relationships with partners, donors and agencies
- Identify and source new opportunities
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Ensure targets are met and programmes are on budget
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans
- Contribute to funding applications as required
- Attend relevant training and good practice events
- Organise and/or deliver Foundation events

Delivery responsibilities and duties:

- Deliver sessions in line with lesson plans and the requirements of the programmes, ensuring the timetable is serviced at all times
- Deliver holiday, evening and weekend sessions as required by the timetable
- Provide a high-quality, excellent customer/participant experience
- Follow accreditation and progression pathways as defined

Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

Equality, Diversity and Inclusion Statement:





All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

| FOUNDATION OF LIGHT CORE VALUES |
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| We work as a team |
| We are professional |
| We are proud of what we do and dedicated to achieving our goals |
| We are progressive and forward thinking |
| We are fully committed to achieving the best for our customers and communities |
| We are passionate and enthusiastic |

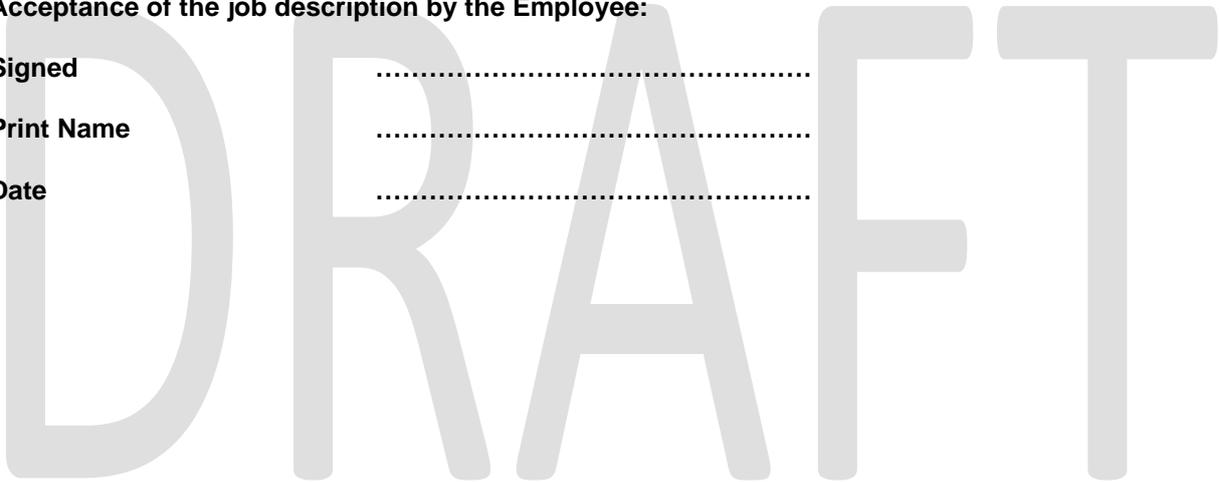
Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:

Signed

Print Name

Date





PERSONAL SPECIFICATION

| Requirement | Essential (E) or Desirable (D) |
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| Skills: | |
| Coaching | E |
| Mentoring | E |
| Informal tutoring | E |
| Communication, oral and written | E |
| Planning and control | E |
| Teamwork | E |
| Work on own initiative | E |
| Interpersonal | E |
| Conflict handling and resolution | E |
| Creativity and imagination relevant to the workplace | E |
| ICT and administration | E |
| Ability to work under pressure and to tight deadlines | E |
| Application and funding bid writing | E |
| Group work facilitation | E |
| Multi-tasking | E |
| Managing people | E |
| Qualities: | |
| Commitment | E |
| Flexibility | E |
| Honesty and trustworthiness | E |
| Motivation and enthusiasm | E |
| Patience and diplomacy | E |
| Persistence in the workplace | D |
| Determination to succeed and meet targets | E |
| Commitment to equality and diversity, safeguarding and health and safety | E |
| Flexible approach to working hours | E |
| Knowledge: | |
| Sound knowledge of the National Curriculum | E |
| Sound knowledge of the Ofsted Common Inspection Framework for Further Education and Skills and the Skills Funding Agency funding rules | E |
| Safeguarding | E |
| First Aid | E |
| Knowledge of progression pathways within Education and Skills | D |
| Knowledge of the local landscape in relation to Education and Skills provision | E |



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| Knowledge of awarding body quality nominee requirements | E |
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| Understanding: | |
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| Delivery of exceptional customer service | E |
| Of the levels, abilities and ages of participants worked with | E |
| Of the need to work flexible hours to meet the needs of the charity | E |
| Commerciality | D |
| Workplace behaviours and conduct | E |

| Experience: | |
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| Minimum of two years teaching | E |
| Staff management | E |
| Meeting targets in the workplace | E |
| Monitoring and evaluation mechanisms | E |

| Qualifications (or recognised equivalent): | |
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| Teaching: | |
| Teaching/tutoring qualification/L6 | E |
| Assessor/Verifier qualification | D |
| Subject specialism at Level 3 | E |
| Other: | |
| First Aid | E |
| Driving Licence | E |
| ICT at Level 2 | D |
| IAG at Level 2 | D |
| GCSE Mathematics and English at grade C or above | E |

