

Job Profile Information: *Deputy Head of Camden Adult Community Learning*

This supplementary information for *Deputy Head of Camden Adult Community Learning* is for guidance for Job Level 4 Zone 2

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

- To be responsible for the quality of provision across Camden's adult and community learning service
- To lead on the strategic overview of the curriculum offer of the adult and community learning service

Example outcomes or objectives that this role will deliver:

- To set the quality standards for the adult and community learning service
- To be responsible for the quality monitoring processes of the service, which will deliver continuing improvement in performance, including:
 - Setting targets for the providers of the programmes and monitoring the delivery of them across the service
 - Quality monitoring visits to colleges, voluntary and community sector organisations to check compliance with sub-contracting arrangements and ensure continuing quality improvement is being carried out
 - Leading the observation of teaching and learning process and moderating the outcomes across the college providers, small providers who carry out their own observations and the work of the in-house team
- To manage college contracts and be responsible for the quality of the delivery of the small providers that form part of the service's programme
- To be responsible for the production of the self-assessment report and quality improvement plan within the annual quality improvement cycle
- To be responsible for the curriculum overview of the service across all providers and in-house teams
- Support the internal and external partnerships that the service uses to influence the offer of adult learning opportunities for local residents.
- Support the bidding for additional sources of funding and the management of additional projects
- To deputise for the Head of Service when required

People Management Responsibilities:

- To line manage the curriculum management posts and oversee their work of improving the teaching and learning performance of the in-house tutor team

Relationships;

There is a significant level of decision making in response to the findings of the monitoring activities / compliance checking processes. Colleges and community providers will be held to account on the basis of the judgments made by this post holder.

A high level of partnership working is required across Council services, local colleges, outside agencies and voluntary and community based organisations. The post holder needs a significant level of attention to detail in setting and monitoring targets and an approach that is persuasive in delivering a change of outcome in our partners. The position requires focus, flexibility, negotiating skills and creativity.

The post holder may be required to teach adults from time to time in the ACL learning centres or at community based locations which host the ACL provision.

Work Environment:

This post is mainly office based although the post holder will be required to attend some evening and other out-of-hours and off-site meetings on a regular basis. These meetings will be planned in advance and reasonable notice given.

Technical Knowledge and Experience:

- Level 4/5 teaching qualification
- Level 2 in literacy and numeracy
- A proficient standard of written and spoken English
- Successful experience in having managed a curriculum in a post 16 environment.
- Successful experience of teaching adults in accredited and non-accredited environments.

- Up to date knowledge of OFSTED frameworks and how they are applied across multi-disciplinary curriculum areas
- Experience of using effective OTLA systems that improve teaching, learning and assessment
- Understanding of Adult Community Learning as distinct from Further Education.
- Experienced and effective people manager
- Experienced and effective budget manager
- Experienced and adept at using data to form and support judgements and drive quality improvement.
- Experience in successful change management
- Experience of a successful OFSTED Inspection in a management capacity
- An understanding of how to manage a successful MATRIX accreditation process. Including the value and use of solid IAG systems.
- Experience of devising and implementing an effective programme of CPD
- Understanding and experience of the effective use of RARPA.
- Experience of writing Self-Assessment Reports and Quality Improvement Plans
- Experienced in Safeguarding and Health and Safety as applied to an education setting
- A flexible, empathetic leader that can get the right things done in the right way
- A degree or equivalent is desirable

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

Chart Structure

Please see separate document for the current Structure. A different structure is being drafted in order to meet the changed realities of a direct delivery Service in the Academic year 18/19. Until at least July though the existing structure will be in force