

## **Job Profile Information: ACL Manager: Health and Wellbeing 0.6**

This supplementary information for *ACL Manager: Health and Wellbeing* is for guidance for Job Level 4 Zone 1

### **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 plan and develop a health and wellbeing curriculum offer to meet local and national priorities
- To develop partnerships with local organisations and relevant Council teams to reach priority groups and run programmes in appropriate community venues

#### **Example outcomes or objectives that this role will deliver:**

- To reach performance targets including: recruitment of priority learner groups; delivery in priority locations; safeguarding; learner recruitment, attendance and achievement; quality of delivery; number of taught hours; learner outcomes and progression
- To jointly plan with ACL managers in other curriculum areas to ensure a cohesive Service offer
- To monitor and improve quality of delivery through rigorous and supportive performance management of health and wellbeing tutors
- To ensure tutors have the support, resources and equipment to deliver current, high quality and engaging courses in centres that meet health and safety and safeguarding requirements
- To ensure learners receive thorough and impartial information and advice to enable them to make informed choices about their current learning and future plans
- To ensure learners' additional needs are identified and met
- A health and wellbeing programme that effectively reaches priority groups and achieves high levels of learner and partner satisfaction
- High standard of teaching in the health and wellbeing curriculum area that meets the required quality criteria
- Achievement of target number of enrolments, likely to be in the region of 1100 enrolments annually

- Delivery of target number of taught hours, likely to be in the region of 1640 annually

### **People Management Responsibilities:**

Tutor team approx. 2.6 FTE

### **Relationships;**

- Tutors
- Peer and senior managers within the Service
- Managers in local community organisations and centres
- Managers in relevant Council teams
- IAG providers
- Service marketing lead

### **Work Environment:**

This post reports to the Quality and Curriculum Manager, Education, Supporting People

- The ACL team is based in 5 Pancras Square
- The post holder will be expected to spend part of the working week out in the community centres where courses are being delivered.
- The post holder will occasionally be required to work weekends and evenings.
- The post holder will be able to request to work from home as appropriate
- The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

### **Technical Knowledge and Experience:**

Essential:

- Full Level 5 adult teaching qualification (such as DTLLS or its equivalent) or equivalent professional experience.
- Level 2 Literacy and Numeracy

**Knowledge:**

- Approaches to adult learning
- Ofsted Common Inspection Framework
- Statutory safeguarding and health and safety requirements
- Priorities outlined in the Camden 2025 call to action: Healthy, independent lives
- Experience of managing or delivering health and wellbeing programmes to disadvantaged and/or vulnerable adults

**Skills:**

- Appropriate standards of customer care in working with vulnerable, disadvantaged learners with low levels of skills, confidence and self-esteem
- Excellent interpersonal skills to develop and support individual staff in their teaching and learning practice
- Ability to work collaboratively in a team
- Ability to develop effective partnerships with local, external and internal agencies and services to engage priority groups in learning
- Ability to respond quickly, proactively and creatively to issues and challenges
- Creativity and innovation in developing engaging programmes and in seeking continuous improvement in service delivery
- Proven organisational and administrative skills
- Excellent written and verbal communication and interpersonal skills including cultural awareness
- Ability to analyse data to inform quality improvement and future development
- Excellent IT skills, including the ability to use MS Office Word, Excel and Outlook
- Experience of financial management and budget planning

**Experience:**

- Managing or delivering health and wellbeing programmes that target disadvantaged and/or vulnerable adults
- Teaching one or more areas of the current Camden ACL health and wellbeing offer: art, craft, exercise, Tai Chi, yoga
- Working with learners from diverse backgrounds reflecting the population of Camden
- Planning and managing non accredited courses
- Carrying out formal observations of teaching, learning and assessment

Planning and delivering staff development activities

### **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

### **Chart Structure**