

Job Profile

Job Title: ESOL Programme Manager (0.6)

Job Grade: Zone 4 Level 1

Salary Range: £38,297 - £44,424

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Adult Community Learning team in Camden Council encourages and supports adults to take their first steps back into learning and become more active economically and socially and maintain better health. The different programmes delivered under Health and Wellbeing, Digital Inclusion, Family Learning, ESOL and Community Development allow learners to have a better holistic life in their families and communities.

About the role

Camden ACL is recruiting a Programme Manager to oversee a small ESOL curriculum delivering accredited and non-accredited courses. We work with multiple partners and our courses take place at different venues in the borough. We continue to meet the ESOL needs of our residents and help them get an English qualification that may help them find a job or a better job, deal with everyday life, make new friends and support their children with their schoolwork.

- To plan and develop an ESOL 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
- 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 manage accredited and non-accredited ESOL programmes
- 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 tutors

- Internally moderate accredited and non-accredited programmes and offer full quality assurance
- Liaise with awarding bodies and meet their requirements
- 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
- Effectively manage IAG and progression

Outcomes or objectives that this role will deliver:

- A programme that effectively reaches priority groups and achieves high levels of learner and partner satisfaction
- High standard of teaching in the curriculum area that meets the required quality criteria
- Achievement of target number of enrolments
- Delivery of target number of taught hours
- High levels of retentions and achievement

About you

Knowledge and Skills

- Recognised teaching qualification – at least Level 5
- Working with a range of stakeholders including linguistic minority community organisations and a range of statutory and voluntary sector services
- Strong communicating skills both written and oral
- Ability to analyse data and use for monitoring purposes
- Experience developing a service: A strong sense of direction and purpose and an ability to communicate the vision, purpose and sense of direction of the service
- Excellent organisational skills and an ability to work to deadlines
- Familiar with safeguarding procedures including Prevent
- Excellent IT skills, including the ability to use MS Office Word, Excel and Outlook
- Experience of financial management and budget planning
- Strong understanding of ESOL, adult learning programmes, Skills Funding Agency Rules and Ofsted Education Inspection Framework

- An understanding of the English language needs of migrants, refugees, and barriers to accessing classes.
- Knowledge of Matrix
- Knowledge of existing ESOL provision in Camden and Islington an advantage
- Previous experience of funding bids an advantage

Work Environment:

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.

People Management Responsibilities:

Tutor team – 1 FTE and several hourly paid tutors

Relationships:

- This post reports to the Deputy Head, ACL
- 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

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.