

ROLE PROFILE May 2021

Title Reports to Level	Learning Co-ordinator Assistant Academy Manager H37 – H40	Business: Harlow College Location: Harlow, Essex	
ROLE IN CONTEXT	ROLE IN ACTION	NEED TO KNOW	NEED TO BE
<p>Context</p> <p>1. Success To be part of a forward-looking FE college, currently a sector leader for student success and value added. We aim to provide our students with “more than a qualification”, providing them with the skills to achieve 1st class destinations and employment.</p> <p>2. Culture To contribute to a results driven operation in a fast-paced culture where flexibility, hard work and change are the norm and our core values are:</p> <ul style="list-style-type: none"> • Students at the Heart • Work together, achieve together • Be ambitious, build futures • Respect each other, share similarities and celebrate our differences <p>3. People Individuals not numbers, we believe all our people, both staff and students, have the potential to succeed in whatever they set their minds to and, at Harlow College, everything we do is about getting them there.</p> <p>Purpose and Dimensions</p> <p>Part of a team responsible for the delivery of the College's learning, teaching and assessment strategy and 3-year strategic plan</p> <p>1. Job Purpose To ensure that the learning experience of all students is well structured and coordinated enabling students to achieve their learning goals, in accordance with the College's values and ethos.</p> <p>2. Key Partners/Relationships:</p> <ul style="list-style-type: none"> • All students who are the responsibility of their delivery team • Fellow team colleagues • Support staff working with their delivery team • The wider “Team Harlow” • Parents and carers of students 	<p>Core Areas of Responsibility</p> <ol style="list-style-type: none"> 1. Plan, coordinate, develop and monitor the delivery of the personalised curriculum 2. Deliver teaching and learning in accordance with the Learning, Teaching and Assessment Strategy 3. Plan, design, prepare and assess teaching and learning maximising achievement and progression of students 4. Implement effective strategies to help learners who are at risk of not achieving, ensuring all our learners fulfil their potential 5. Provide Tutorial and learning support 6. Lead and coordinate the internal verification process 7. Ensure relevant administration and processes have been completed e.g. Person-Centred plans (One plans), registers, exams, timetables, HNF returns, claims, assessments 8. Plan and prepare for internal and external verification visits – announced or unannounced 9. Promote and implement the College, H&S, Equality and Safeguarding practises 10. Deputise for the Asst. Academy Manager 11. Support and mentor delivery team in all aspects of their roles 12. Adhoc duties as required i.e. invigilation, open evening and enrolment duties <p>Critical Success Factors</p> <ol style="list-style-type: none"> 1. Deliver the targets set in each of the following areas: <ul style="list-style-type: none"> ▪ Retention ▪ Attendance ▪ Success Rates ▪ Grades ▪ Value added ▪ Student satisfaction ▪ Learners achieve their daily targets 2. The LTA is fully implemented 3. EV/QA and IV standards and outcomes 4. Achievement of annual appraisal 	<p>Organisational Capabilities</p> <ol style="list-style-type: none"> 1. Ability to work to the standards and set procedures that come with the necessary scrutiny when working in the public 2. An innovative approach when reviewing working methods and practices to identify efficiencies and best practice to improve service quality. 3. Ability to contribute to wider strategic planning and business development 4. Operates a value for money ethos in all financial transactions 5. Establish a purposeful learning environment that promotes and maintains appropriate behaviour, communication, respect for others, while challenging discriminatory behaviour and attitudes. <p>Be the Expert (technical knowledge, qualifications, experience, occupational competence and requirements, etc))</p> <ol style="list-style-type: none"> 6. Degree or equivalent in relevant subject and demonstrate continual professional development 7. Level 4 Teaching qualification 8. High level coaching and mentoring skills 9. Has a Level 2 or equivalent in English & Maths 10. Demonstrate practical experience of delivering high standards of teaching using appropriate teaching & learning strategies 11. Demonstrate substantial curriculum knowledge and experience of coordinating and developing curriculum 12. A1 or V1 Award or willingness to undertake this training 13. Industrial experience in the relevant area (where applicable) 14. Be able to understand and utilise digital technology 15. Ability to work under pressure whilst maintaining a good mental stability and mental resilience. 16. Evidence of integrating safeguarding and equality practise in the workplace 	<p>Teaching & Learning Competencies</p> <p>1. Learning Orientated</p> <ul style="list-style-type: none"> ➤ Seeks feedback on their own performance from a variety of sources ➤ Shares learning with others ➤ Engages in development activities and achieves tangible progression ➤ Actively seeks to increases/improve knowledge and skills <p>2. Results Focused</p> <ul style="list-style-type: none"> ➤ Meets targets and job-related outputs ➤ Remains focused on the priorities and delivers them relentlessly despite issues that may arise ➤ Resolves issues that affect targets being met <p>3. Quality Minded</p> <ul style="list-style-type: none"> ➤ Can evidence contribution to the college's Quality Improvement cycle (e.g., SAR/QIP) ➤ Seeks ways to continuously improve the service/productivity of their working area ➤ Notices quality performance in others and offers feedback accordingly ➤ Fully operates and adheres to the college's QA processes ➤ Is organised and methodical <p>Role Competencies (specific to role)</p> <p>4. Innovative</p> <ul style="list-style-type: none"> ➤ Generates original and new ways of embedding learning ➤ Seeks cutting edge ideas/models of excellence and adapts them to suit the College and achieve success ➤ Finds ways around restrictions and limitations ➤ Is creative under pressure and/or with limited resource <p>5. Customer Focus</p> <ul style="list-style-type: none"> ➤ Actively seeks students views on what they want from the service provided ➤ Uses student feedback to continuously improve the student experience ➤ Responds to students' concerns or complaints promptly and positively ➤ Professional and courteous in all transactions with students, clients, staff, partners and members of the public