



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Adult and Community Learning Team Leader

Grade: PO2

Directorate: Children and Families

Department: Living Well Rutland

Responsible to: Service Manager, Living Well Rutland

Purpose of the Job:

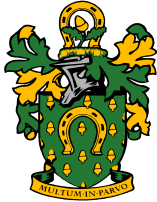
To deliver the intentions of the Living Well Rutland (LWR) transformation programme, through the delivery of our community-based services, facilitating, and building on existing networks and services to ensure that children, young people, and adults have appropriate access to education, learning and wellbeing services and information which improves their well-being and social capital.

To lead and manage a multidisciplinary team, to deliver integrated services for young people and adults through place based and co-located approaches. To act as the key partner to deliver an adult and community education offer, which meets the needs of the learners, the local community, and employers, and which meet the key priorities in the Corporate Strategic Plan and the Education and Learning 3-year Development Plan.

To lead the design, planning, development, and safe delivery of the adult and community learning service in the County, including the adult learning spaces. To create long-term strategies for curriculum development and the expectation of a high-quality teaching and learning offer. Which users can access local to them, and which increase the skills and confidence of our workforce and improves the wider determinants of health.

Main Responsibilities

1. To lead and manage a multidisciplinary team, of adult and community learning practitioners, and co-ordinators, and community connectors.
2. Overseeing the effective delivery of a qualification and non-qualification-based programme which reflect local learning needs and meets government adult learning priorities and targets, and which demonstrate positive education and wellbeing outcomes, which are co-produced with communities and which represent value for money.



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3. To work with the other team leaders and the Service Manager to develop the new LWR offer in Libraries, its services and physical spaces, across Rutland, working in partnership with key agencies such as education providers, Job Centre, employers and the Local Enterprise Partnership, to provide education and training which is relevant and accessible to the labour market.
4. To act as the lead, be the point of contact and to hold management oversight on behalf of RCC, for the adult and community learning operational activity, and associated contracts, ensuring provision meets the funding, delivery and performance requirements of the Education and Skills Funding Agency (ESFA) audit processes, Ofsted and other external scrutiny.
5. To lead, manage and develop a motivated team, ensuring that they are developed in their role through effective use of monthly reflective 1-1 meetings, performance development reviews and effective performance management.
6. To work closely with the community and voluntary sector leads, with Rutland Children's and Adults Services, to develop a programme of support for Rutland's more vulnerable learners in their transitions, to education, employment or training and their preparedness for adulthood and independence. To support programmes which builds on partner and community capability and assets, championing volunteers and peer roles for community members who will support and sustain the Community and Prevention offer.
7. To deputise for the Service Manager in strategic matters relating to the Living Well Rutland service, and work with the Head of Service and service manager to analyse, complete performance monitoring and create reports which evidence positive outcomes for learners and the success of the learning programmes.
8. To lead the quality assurance and evaluation arrangements for services within the remit of this role, reviewing activity and outcomes and working closely across the partnership to ensure that pathways to learning are in place, and the curriculum and learning offer is of a good quality and supports our workforce for the future.
9. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
10. Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by



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the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

11. To comply with the Leadership and Management Behaviours to contribute to the achievement of the Council's strategic aims and objectives.

Behaviours and outcomes

Work collaboratively across the Living Well Rutland services and children's services as a whole, to ensure a joined up, consistent service that adds value to the Rutland community.

Be ambitious for Children, Young People and their families and champion best practice to achieve the best outcomes.

Dimensions

Direct line management of staff, responsible for recruitment, 1-1s and performance management. In addition, indirect reports for administrative staff and adult and community learning tutors, students and volunteers, and service responsibility for education and learning components of the Community Hub, and Adult Learning programme and teams. This will include responsibility for resources assigned to projects connected to the Living Well Rutland service and associated projects.

Budget responsibility will include accountability for delivery to timescale and within the specified budget and grant allocations for the adult and community learning services.

Contract management of associated commissioned services.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Recognised qualification at Degree level or equivalent qualification in education and learning.	A/D

Desirable	Method of Assessment *
Qualification in management of people level 4 or above and a track record of continuous professional development.	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant experience of working in a leadership and management role delivering a comprehensive skills and vocational training service focused on employer and client needs and an adult and community learning offer.	A/I
Significant experience of working in partnership with a wide range of agencies to drive service delivery and continuous improvement and to manage contracts, assess progress against specification and delivery value for money.	A/I
Experience of leading and managing multidisciplinary teams across a number of community-based settings and experience of developing and delivering training and group interventions.	A/I
Experienced of engaging with children, young people, and adults, to support them to make education, training and work choices and support employers to develop workforce skills and create confident workplaces.	A/I
Experience of working with Funding streams related to education and of Ofsted frameworks.	A/I
A strong negotiator with the resilience and ability to work under pressure and to tight deadlines and within regulatory frameworks such as Ofsted.	A/I



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Sound and up to date knowledge and understanding of legislation and guidance in relation to working with and protecting and safeguarding children, young people and adults, having regard for those with additional needs or disabilities.	A/I
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Desirable	Method of Assessment *
Experience of leading transformation and change programmes.	A/I
Experience of working with and delivering services in libraries or community venues.	A/I

SKILLS

Essential	Method of Assessment *
A passionate and committed individual with excellent interpersonal skills and a proven ability to engage a wide range of audiences, including those who find it hard to engage with services or to engage in learning and education.	A/I
Excellent strategic thinking and partnership working skills and an ability to inspire and encourage co-production, building positive and lasting working relationships.	A/I
Able to establish strong links with partner agencies, providers, and community groups, and use these links to develop and sustain the Community and Prevention offer.	A/I
The ability to work independently and use initiative and as part of a team and in collaboration with partners and others.	A/I
Highly developed organisational, planning skills and working to deadlines.	A/I
Able to identify good practice and challenge poor performance.	A/I
Excellent communicator with good presentation and report writing skills.	A/I
IT skills to include the ability to use word processing packages and performance reporting systems.	A/I



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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I
Ability to understand the importance of gaining the voice of citizens and encouraging them to be active participants within the service.	A/I
Understanding of equal opportunities, social discrimination, and non-discriminatory practice and a commitment to their implementation.	A/I
Displays commitment to the inclusion of all citizens and has full regard for children, young people or adults with additional needs.	A/I

OTHER

Essential	Method of Assessment *
Flexible working patterns to fulfil commitments of the role and team, including evening and weekend work.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Must be able to drive.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2024	Yes - New	Bernadette Caffrey, HoS