



Head of Learning - Skills for Work and Community

Job Description

Faculty / Department:	Adult Learning
Campus:	Cauldon and/or Burslem Campuses Community and Employer Venues
Responsible to:	Director of Innovation, Partnerships and Community.
Responsible for:	Skills for Work Lecturers Skills for Work Support Team Members Community Learning Lecturers Community Engagement Practitioners Learner Support Advisor
Grade:	Grade 5 £43,294 - £49,584
Hours:	Full Time Management

Role Summary:

You will lead the development and delivery of high-quality learning and community programmes within the Skills for Work and Community Learning department, as well as other provision as required. Your work will be focused on inspiring unemployed individuals to gain the skills, knowledge and confidence they need to progress in their lives and careers. In collaboration with your team, you will also design and deliver community learning programmes that empower both individuals and communities to achieve positive outcomes.

You will support the Director of Innovation, Partnerships and Community, in managing partnerships and developing curriculum with external organisations such as the Department for Work and Pensions and Job Centres. This will enable unemployed adults to re-engage with learning and access employment-related opportunities. You will take a lead role in community outreach, as well as in the development and delivery of community and employer learning opportunities across Stoke-on-Trent and the wider region.

You will be responsible for ensuring that all quality systems and processes are consistently and effectively applied to Skills for Work and Community Learning provision, across both the adult curriculum and relevant areas delivered elsewhere within the college. This will be carried out in alignment with the College's Quality Strategy and in close collaboration with the Director of Innovation, Partnerships and Community and the Director of Quality and HE.

As a member of the College Management Team, you will work in a supportive and proactive manner with colleagues, engaging your team to serve our learners, employers, and local and national communities in alignment with our College values. You will demonstrate inspirational,

Vacancy number:

authentic and strategic leadership, aligning with the College's strategic plan, while motivating and coaching staff to deliver high-quality outcomes.

Through effective oversight of your curriculum area, including its development, innovation, and inclusivity, you will ensure that learner aspirations are met, progress is strong, and the needs of learners, employers and stakeholders are fully addressed. You will drive continuous quality improvement to ensure achievement rates are sustained and/or exceed key performance indicators, remaining at or above national benchmarks.

You will also play a key role in supporting the financial sustainability of the organisation through effective budget management, efficient deployment of staff and resources, and a proactive approach to identifying and developing opportunities for growth.

Main Duties and Responsibilities:

Specific Duties and Responsibilities

- Support the Director of Innovation, Partnerships and Community in the development and delivery of an ambitious and wide-ranging curriculum offer, ensuring strong outcomes and progression opportunities for learners.
- Lead the effective implementation of Skills for Work programmes, Community Learning, and other relevant provision, ensuring that engagement, progress, retention, and achievement meet or exceed required targets.
- Oversee the delivery of a successful Community Learning programme, ensuring that participation and achievement levels align with the priorities of the Adult Education Strategy.
- Assist in the development and delivery of an ambitious and inclusive community learning offer, including related initiatives such as UK Shared Prosperity Fund (UKSPF) projects, family learning, and other externally funded programmes.
- Support the Director of Quality and HE in implementing the College's Quality Strategy, ensuring quality systems and processes are applied consistently across all relevant provision.
- Contribute to the development of clear and accessible progression pathways that lead adult learners into further education, training, or meaningful employment.
- Collaborate on the development and promotion of a responsive adult education offer that enables adults to improve their life and employment prospects, aligned with College KPIs and funding priorities.
- Act as a motivated practitioner and leader, ensuring the delivery of high-quality, innovative and impactful teaching, learning and assessment for adult learners—fostering student enjoyment, high achievement, and successful progression, in line with College quality standards.
- Promote excellence through inspirational leadership, prioritising staff development and CPD, encouraging creativity in delivery methods, and focusing on learner outcomes, progression, and the reputation of the provision.
- Line manage lecturers and team members involved in Skills for Work, Community Learning and other relevant programmes, in accordance with College policies and procedures, and in alignment with the organisation's values.
- To comply with College risk management policies and procedures as relevant to the post's sphere of influence and accountability.
- To ensure rigorous departmental oversight and compliance to ensure reliable and high-quality management information is provided by the department in line with College processes and procedures, including the monitoring and tracking of learner performance and progress.

Vacancy number:

- To effectively manage the budget allocated to your area of responsibility, in-line with college strategy, policy and procedure
- To ensure the proper implementation of financial and other controls, in line with the Colleges own delegation framework, and all other legislation and requirement of funding agencies.
- Teach where required an appropriate range of student groups (by agreement with the Director of Innovation, Partnerships and Community), modelling high quality classroom practice.
- To engage in the College's agreed cycle of performance review/appraisal.
- Provide support at key functions including enrolment, open evenings, and community events.

Team Work

- To work flexibly to meet the needs of the business, and to provide cover and support for other members of the team, as appropriate, in times of absence.
- To work closely with colleagues in other Departments, as well as with external partner agencies.
- To promote the 'one team' culture

Communication / Documentation

- To communicate clearly, effectively and professionally across a wide range of audiences.
- To ensure and maintain strict confidentiality at all times.
- Manage communications effectively including telephone calls, handle requests and liaise with external clients and organisations, and compose correspondence as necessary.

Supervision / Staffing.

- To oversee the function of the Community Engagement Practitioner and any member of the wider college team who is supporting the delivery of community learning programmes.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- To demonstrate a strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- To ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges, and Prevent. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at July 2025. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.

PERSON SPECIFICATION

Head of Learning - Skills for Work and Community

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified to Level 4 or equivalent Level 3 specialist qualification in relevant discipline Minimum of 4 GCSE's at Grade 4-9 (C or above) (or equivalent qualifications) including Maths and English. Certificate in Education and Training (Level 4), or above or an equivalent qualification 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> TAQA (Training, Assessment & Quality Assurance) qualified or commitment to gaining the qualification 	<p>A, I</p>
Experience	<ul style="list-style-type: none"> Significant recent experience in a similar, busy and fast paced educational environment Experience of leading Adult Education programmes Experience of communicating effectively with a wide variety of people both internally and externally at different levels Experience of implementing quality improvement, and teaching, learning and 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> Significant knowledge and experience in using a learner records system e.g. Pro-Solution Experience of leading and/or managing staff 	<p>A, I</p> <p>A, I</p>

Vacancy number:

	<ul style="list-style-type: none"> assessment strategies, processes and systems • Experience of internal and external quality assurance, and liaison with Awarding organisations 			
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> • Ability to organise workload to provide an efficient, effective and dynamic service • Ability to problem solve effectively, and to work on own initiative • Strong team player, with an organised, positive attitude to work • Excellent time management, organisation and prioritisation skills • Highly developed written, verbal and non-verbal communication skills • Proven ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales • Excellent accuracy and attention to detail • Well-developed IT Skills, including the use of Microsoft Office, Word, Excel 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Highly developed interpersonal skills and emotional intelligence • Ability to interpret and analyse data 	<p>A, I</p> <p>A, I, T</p>
Other	<ul style="list-style-type: none"> • Demonstrate commitment to and an understanding of diversity and equality • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Ability to travel between, and work 	<p>I</p> <p>I</p>		

Vacancy number:

	from, Burslem and Cauldon campuses as required	I		
--	--	---	--	--