# ERC logo mono for Word - Mar 2009

# JOB DESCRIPTION

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| **Department: Hairdressing, Beauty Therapy and Hospitality** |
| **Job Title: WBL Co-ordinator** |
| **Responsible to: Head of Curriculum Area** | **Date: April 2014** |
| **Responsible for: N/A** |
| **Purpose of job:** * To lead on the delivery of responsive, employer-facing skills training within the curriculum area.
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| **Responsibilities****A Training and Learning*** To work with the business development team, to achieve targets for learner recruitment and income generation.
* To train & assess in the curriculum area as directed by the Head of Curriculum Area.
* To drive quality improvements in the team.
* To review teaching, learning & assessing strategies regularly in the context of changing needs of learners and programme requirements.
* To carry out appropriate learner assessments in accordance with course/programme requirements.
* To prepare and assemble suitable teaching & assessing materials and learning resources for the delivery of all courses/classes designated.
* To maintain up-to-date syllabi for all courses/classes taught.
* To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course management file, as appropriate.
* To carry out distance learning delivery as per college policy
* To monitor, supervise and track framework progression via individual learning plans
* To contribute to the organisation and administration of placements, as required.
* To carry out teaching, learning & assessing observations and implement actions to address identified weaknesses.
* To contribute towards maintaining and improving the quality of the wider curriculum area.

**B Curriculum Development*** To respond to new curriculum issues affecting programme delivery resulting from national development or local learner needs.
* To develop, promote and review the learning programme portfolio within the curriculum area.
* To maximise the use of ILT in the curriculum delivery and to implement ILT initiatives relevant to the curriculum area.
* To seek out new opportunities for curriculum development in line with new funding streams and sources of income.

**C Course Leadership*** To lead the assessment team, managing caseloads and maximising efficiencies of delivery.
* To liaise with employers, placement providers and other external agencies.
* Meet monthly with team members to review progress of candidates on an individual basis.
* Report to HOCA on progress of candidates.
* To maintain the course management file for all courses with course leadership responsibilities.
* To contribute to the marketing, promotions and enhancing of the profile of the curriculum area.
* To monitor retention and achievements against College targets and National Benchmarks.
* To carry out course reviews of all courses with course leadership responsibilities according to the procedures in the College’s Quality Manual for learning programmes.
* To act as a mentor, giving support to new permanent and part time hourly staff in the curriculum area.

 * To carry out the administrative duties associated with the post including registers and timetabling requirements.
* To organise and minute course team meetings.
* To assist the Head of Curriculum Area in the preparation of course submissions and validations.
* To maintain links and parity across all sites.
* To encourage and facilitate innovation and a culture of enterprise.
* To develop new links with employers and lead on employer forums.

**D General*** To safeguard children and vulnerable adults from harm and to report concerns in accordance with the College’s internal referral arrangements.
* To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.
* To deal professionally with colleagues and external partners as required.
* To ensure the confidentiality and security of all the College’s documentation and information.
* To attend training/refresher courses and meetings as required by the Line Manager
* To co-operate and take part in the College’s appraisal scheme.
* To perform such other duties as reasonably correspond to the general characteristic of the post and are commensurate with the level of responsibility.
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# EAST RIDING COLLEGE

## PERSON SPECIFICATION FORM

**POST TITLE**: WBL Co-ordinator **DATE**: April 2014

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|  | **Requirement** | **Essential** | Desirable | **Proposed****Selection****Method\*** |
| **Experience** |
|  | * Recent relevant training & assessing experience in one of the team’s subject areas
* Experience of Course Management and College Procedures
* Mentoring experience
 | YY | Y | A/IA/IA |
| **Education/Training/Qualifications** |
|  | * Degree or equivalent
* Qualification relevant to one of the team’s subject areas
* Hold or be willing to gain Level 2 (or equivalent) Literacy & Numeracy
* Possession of Assessing award
* Possession of Internal Verification award
 | YYYY | Y | A/IA/IA/IA/IA/I |
| **Specialist Knowledge** |
|  | * Knowledge of ILT in curriculum
* Able to implement initiatives and other developments relevant to the Curriculum Area
* Knowledge of a range of related qualifications
 | YYY |  | A/IA/IA/I |
| **Skills** |
|  | * Proven administrative skills
* Communication
* Ability to work as a team member
* Deal effectively with a new challenge
 | YYYY |  | A/IA/IIA/I |
| **Qualities** |
|  | * Flexibility
* Enthusiasm and Commitment
* Innovation
* Suitable to work in an environment where children, young people & vulnerable adults are present
 | YYYY |  | IIII |
| **Working arrangements and availability** |
|  | * Willingness to travel and work unsociable hours
 | Y |  | A/I |

\* A=Application Form I=Interview T=Test

**COMPLETED BY: Signature**

**APPROVED BY Signature**