# 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. | |
| **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. | |

# 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 | Y  Y | Y | A/I  A/I  A |
| **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 | Y  Y  Y  Y | Y | A/I  A/I  A/I  A/I  A/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 | Y  Y  Y |  | A/I  A/I  A/I |
| **Skills** | | | | |
|  | * Proven administrative skills * Communication * Ability to work as a team member * Deal effectively with a new challenge | Y  Y  Y  Y |  | A/I  A/I  I  A/I |
| **Qualities** | | | | |
|  | * Flexibility * Enthusiasm and Commitment * Innovation * Suitable to work in an environment where children, young people & vulnerable adults are present | Y  Y  Y  Y |  | I  I  I  I |
| **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**