

JOB DESCRIPTION

JOB TITLE: Foundation Learning Progression Co-ordinator

Grade: SO1

Responsible to: Curriculum Leader

Responsible for: A small team of staff
Co-ordination of the Provision for Foundation Learning

Purpose of the job:

To support the Curriculum Leader by co-ordinating and supervising a small team of staff in the delivery vocational tasters to provide high quality and inclusive provision within a curriculum area.

To support the Curriculum Leader by liaising with schools and other providers to enable the successful transition of learners into Foundation Learning.

Line management of Atom in order to maximise the value of the college shop with regards to the Foundation Learning curriculum, value for money for learners, and financial efficiency.

To support the Curriculum Leader to maximise the use of Atom in order for learners to develop social and employability skills which will support learner progression.

To support the Curriculum Leader in reaching or exceeding targets for learner numbers, income, income generation and expenditure.

To support learners from school and liaise with colleagues, to support the department's vision for outstanding provision and outcomes.

To support initial progression within the college, for example through Foundation Learning and into vocational study.

To liaise with cross college colleagues to support learners within their first term on internal mainstream vocational provision in order to increase retention.

To liaise with colleagues and coordinate progress from college into supported internships/volunteering.

To take part and comply with all quality assurance procedures and systems within the area of responsibility.

Comply with all College policies and procedures and maintain compliance within the team of staff directly supervised.

In pursuance of Bolton College's Mission and Values, assist in achieving the strategic objectives and outcomes of the College.

THE ANNUAL WORKLOAD WILL INCLUDE THE FOLLOWING KEY RESPONSIBILITIES AND DUTIES:

Planning

1. To co-ordinate a team e.g. Internships/work placements within Foundation Learning.
2. To Manage and co-ordinate the vocational tasters.
3. Identify and develop new provision in response to identified marketing opportunities for income generation.
4. To positively contribute to the College's marketing strategy, including taking part in publicity and public relations exercises including liaison with schools, employers and other stakeholders.
5. To work as part of a team to achieve agreed outcomes and objectives.
6. Lead localised team meetings and ensure communication of outcomes to interested parties.
7. Supporting timetabling arrangements within the programme area.
8. Carry out the appraisal for staff employed to work in Atom in conjunction with the current Appraisal Policy.
9. Support the Curriculum Leader to actively track learner destinations and progressions and follow through with College systems to optimise the successful progression of learners.
10. To engage with and undertake student admission, enrolment, induction and initial assessment activities.
11. Support the Curriculum Leader to co-ordinate, prepare and action Service Level Agreements for the College Contract for a bound agreement for insurance purposes.
12. To appraise the work placement team and admin team ensuring that targets are met.
13. To support the Curriculum Leader in planning and administrating the overall running of the Vocational Tasters ensuring that staffing, rooms and timetabling are co-ordinated, systems are adhered to.
14. To support the Curriculum Leader to set up and deliver regular meetings with the curriculum staff delivering the Vocational tasters delivering sessions on expectations, behaviour and the complexities of delivering on the vocational tasters.
15. To support the Curriculum Leader to adopt a commercial focus to build income generation beyond established funding streams with sustainable, new and innovative

ideas, testing new concepts and initiatives within the Foundation Learning department covering a range of areas e.g. deaf awareness, mental health etc...

16. Create relationships with both internal and external agencies to boost income generation.
17. To research and create marketing material for the department to promote the work of the department such as income generation opportunities.
18. To support the Curriculum Leader to action/review performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and activity levels with regard to the Atom shop

Quality assurance and performance management

19. Comply with and contribute to all College quality assurance systems including course reviews and self-assessment and quality cycle reviews.
20. Support the learner voice process via surveys and curriculum forums
21. To support the Curriculum Leader to identify, develop and monitor effective quality improvement strategies.
22. Monitor and make effective use of resources under the direction of Head of Area and Curriculum Leader.
23. Proactively use College data systems to monitor students' attendance, activity, retention and achievement and produce reports and action plans as appropriate.
24. Attend and contribute to appropriate meetings as identified by line manager.
- 25.** Maintain records, registers, reports, statistics, schedules and materials as directed and in a timely manner, in line with College expectations.
26. Comply with all College systems and procedures necessary to ensure accurate, complete and robust data is collected and maintained for all provision.

In carrying out his/her duties the appointee must:

27. Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
28. Attendance at external meetings, curriculum planning activities and staff training and briefing events.
29. Promote and market the College positively and professionally at all times through formal and informal locations.
30. The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.

31. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
32. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.
33. Comply with and be aware of the College's Health & Safety policy and associated procedures.
34. Ensure a safe working environment for all learners at all times.
35. Comply with all College's Personnel Policies and Procedures.
36. Maintain knowledge of, and implement College policies.
37. To engage in continuous professional development.
38. To understand and apply the principles of equality of opportunity in an academic context.
39. Have a positive commitment to inclusive learning.
40. Undertake appropriate training and staff development as requested by SMT.
41. Be able to commute effectively between all College sites.
42. Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
43. Must be prepared to work some evenings and weekends.
44. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
45. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
46. To ensure commitment to customer care at all times.
47. The post holder will demonstrate a clear understanding and commitment to the College values and ethos identified within the Strategic framework.