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| **Job Description for:** | ACL co-ordinator |
| **Grade** | 31 – 34 |
| **Hours:** | 1 FTE |
| **Responsible to:** | Innovation and Distance Learning Manager |
| **Location:** | Greenwich Park |

**MAIN PURPOSE OF THE JOB:**

Reporting to the Innovation and Distance Learning Manager the post holder will co-ordinate an innovative programme of Adult and Community Learning for the Royal Borough of Greenwich (RBG).

The role will work closely with RGB to develop programmes to supporting healthy integrated and resilient communities, Progress In To Work and Progress In Work.

The post holder will work closely with the Innovation and Distance Learning Manager to ensure the ACL contract value is achieved and an engaging range of full cost programmes are designed, delivery and recruited to, ensuring all income targets are achieved.

In liaison with the Innovation and Distance Learning Manager, the post holder will be responsible for coordinating training programmes and quality assuring the delivery. The post holder will carry out quality assurance and teaching duties according to the College’s quality systems and will meet agreed learner recruitment, success and client satisfaction targets. A key part of the role includes acting as a first point of contact for students.

The post holder will be based at the Greenwich Park campus and will work closely with the Employment Co-ordinator in ensuring the operations of the Greenwich Park campus are in place. To the post holder will co-ordinate with the service teams on campus, to ensure smooth and uninterrupted business services and operations, including all health and safety requirements.

**MAIN DUTIES AND RESPONSIBILITIES OF THE POST:**

**Coordination Duties**

* Develop and co-ordinate all ACL curriculum activity
* To build relationships with key community organisations, development responsive programme in co-ordination with the Innovation and Recruitment Manager to meet the requirements of the Royal Borough of Greenwich ACL contract
* Support the course area in ensuring regular tracking, reviews and assessment cycles. Monitor action plans for those learners not on track for timely achievement within the course area.
* Maintain an up-to-date knowledge of qualification frameworks, subject specifications, assessment procedures and national initiatives.
* Liaise with the Quality Team and Quality Improvement Leader on a regular basis
* Liaise closely with the wider Employer Engagement and Innovation team to enhance learner recruitment activity.
* Be learners first point of contact for the delivery area to ensure a responsive provision and high satisfaction with the service delivered.
* Support colleagues with the production of an annual Self-Assessment Report
* Deputise for the Innovation and Distance Learning Manager in their absence.

**IQA Duties**

* Plan and implement the internal quality assurance of assessment activity related to allocated courses in accordance with College policies and awarding body requirements.
* Sample assessment decisions in accordance with College policies and awarding body requirements ensuring consistency of decisions across the team.
* Observe teaching and assessor practice and record outcome of observation.
* Provide constructive feedback to tutors/ assessors on observed and sampled assessment activity.
* Share and promote good practice across the team
* Agree individual training and development plans with delivery team
* Evaluate and improve internal assessment and quality assurance systems in liaison with the Career Pathway Manager and Quality Improvement Leader.
* Organise and run a series of standardisation meetings with all team members as required.
* Work with tutors/ assessors to ensure success rate targets are achieved.
* Liaise with awarding bodies and standards verifier as required.
* Support with teaching duties as an when needed such as cover requirements.

**General:**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The post holder must comply with and implement relevant health, safety, security and welfare processes as required by the relevant statutory or college procedures.

**PERSON SPECIFICATION:**

**Qualifications:**

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|  | **Essential** | **Desirable** |
| Hold a Level 3 vocational qualification or equivalent in a field relevant to the programmes being delivered | ü |  |
| Hold IQA or Internal Verifier qualification | ü |  |
| Hold a teaching qualification, PTTLS as a minimum or be working towards |  | ü |

**Knowledge and experience:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Current occupational competence and qualifications required by a relevant awarding body for the delivery of the programmes | ü |  |
| Current practice within a vocational setting | ü |  |
| Experience of assessing and training | ü |  |
| Experience of working in a variety of settings with flexible working arrangements | ü |  |
| Experience of delivering to agreed quality and performance targets | ü |  |

**Skills and competencies:**

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|  | **Essential** | **Desirable** |
| Microsoft Office skills appropriate to post | ü |  |
| Good written and verbal communication skills | ü |  |
| Respecting confidentiality | ü |  |

**Other qualities:**

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|  | **Essential** | **Desirable** |
| Car driver |  | ü |
| Good interpersonal skills | ü |  |
| Effective organisational skills | ü |  |
| Prepared and able to promote equal opportunities and anti discriminatory practice | ü |  |
| Prepared to work in accordance with the College Health and Safety policy | ü |  |