



## **JOB DESCRIPTION**

**JOB TITLE:** Personalised Learning Manager

**Grade:** MS 752-757

**Responsible to:** Excellence and Innovation Manager

### **Purpose of the job:**

*To lead and direct the personal development agenda across college including partnerships and any subcontracts.*

*To lead delivery of the personal development agenda for 16-18 learners.*

*To lead and direct support for the personalised learning journey including pastoral support, where required.*

*To lead, direct and manage the personalised learning journey for Bolton Council community learners.*

*To support delivery of the Wellbeing for Learning and Life Strategy.*

*To support delivery of the Learning for Careers and Life Strategy.*

## **MAIN RESPONSIBILITIES AND DUTIES:**

1. To direct and manage the LDM team leader in the delivery of personalised learning, personal development, behaviour and attitudes, wellbeing and employability agendas.
2. To support management of the LDM team in the delivery of personalised learning, personal development, behaviour and attitudes, wellbeing and employability agendas.
3. To oversee the development of tutorial provision across college for young people and over time adults if required.
4. To provide quality assurance and quality improvement for the LDM team against agreed targets.
5. To carry out observations of personal tutorials.
6. To support and deliver on the employability agenda as part of the Learning for Skills, Careers and Life Strategy with the emphasis on driving the development of learners' employability skills, qualities and values.
7. To establish and maintain effective processes to monitor learner progress in support of learning goals, achievement and progression.
8. To lead and manage the Community Learning Excellence Practitioner (CLEP) in support of the personalised journey for Bolton Council community learners.
9. To lead on, quality assure and continually improve the quality of RARPA processes for the College and Bolton Council contract in compliance with GMCA requirements.
10. To lead the course and quality validation process for all non-accredited adult provision including local authority community learning.
11. To ensure the personal development and employability agendas meet or exceed the requirements and standards of national agendas including Ofsted and the National Occupational Standards for Personal Tutoring.
12. To support College attendance and retention strategies.
13. To deliver and organise staff training in support of the personalised learning agenda.
14. To engage in and support College projects such as Journey 2 Employment.
15. To produce reports for Directors and the Deputy Principal as required.
16. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
17. Any other duties as he/she may from time to time be instructed to carry out providing that such duties are commensurate with their grading
18. Attend training and other courses as part of on-going staff development and product familiarisation
19. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.

20. Promote and market the College positively and professionally at all times through formal and informal locations.
21. To ensure commitment to customer care at all times.
22. Be able to commute effectively between College sites.
23. Comply with all College's HR Policies and Procedures.
24. To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda.
25. The post holder will be expected to comply with the 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.
26. To be fully aware of and comply with the College's policy on confidentiality.
27. In carrying out their duties, the post holder must
  - Comply with Health and Safety regulations and policies
  - Be aware of the College statement on Health and Safety
  - Be fully aware, and comply with, College policies including equal opportunities and risk management.

## **Place of Work**

The principle place of work for this post will be the Colleges premises at the Deane Road Campus. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations, mainly in the Bolton area when required e.g. schools to promote the course.

## **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 37 hours per week including on an annual basis 480 contact hours. It is essential that these hours are based delivering provision and are not subject to various forms of remission.

The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week. The post will require some evening work to support student performance and may require Saturday working.

## **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The College reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

## **Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the College.

In the interests of health and safety, smoking is not permitted in Bolton College.

**This job description was agreed and updated on: 16 March 2020**

**By Director of Quality**