



## Job Description

<b>Post</b>	Adult Learning Manager
<b>Reports to</b>	Senior Manager: Learning
<b>Salary</b>	£47,244 per annum
<b>Working pattern</b>	35 hours per week, Monday to Friday with occasional evening and weekend work
<b>Contract</b>	Permanent
<b>Location</b>	North Kensington, London, W10

The Westway Trust is a unique charity that stewards the resources of a 23-acre estate under the Westway A40. The Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021 a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a whole range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: [www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/) We achieved well with our first Horizon Plan and we have just created a new one which sets out our direction to 2028. This will include a number of large refurbishment projects preparing for new buildings.

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 4 car parks, 34 offices, 32 shops, 2 entertainment venues, a Community Centre, and an Olympic-registered skate park. This role is critical to ensuring management of a vibrant, diverse and thriving estate.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting and enterprise opportunities here together so that it is a place the community is proud of, and even more visitors can enjoy.

### Job purpose

Westway Trust is seeking to recruit a highly motivational Adult Learning Manager with experience of leading the Adult Learning provision within a community setting.

The Adult Learning Manager will work with the Senior Manager: Learning and the wider Learning team to implement a strategic plan for the Learning programme reflecting Trust priorities regarding enhanced outcomes. Providing strategic and operational leadership and management to the programme team in the delivery of these objectives, the Adult Learning Manager will demonstrate an entrepreneurial flair in identifying and implementing opportunities to develop unique and distinctive learning opportunities specifically oriented to the communities of North Kensington.

Leading and motivating a team of tutors is key to the Programme's success and our strategic goal of putting the community at the heart of what we do. This role works closely with the Senior Manager Learning to ensure that the design and delivery of the programme is creative and responsive to the needs of community interest. This role is responsible for developing a compelling vision and purpose for the Adult Learning programme area which provides a clear understanding of who we are, what we offer and who our curriculum serves.

The Adult Learning Manager will lead on the continuous quality improvement efforts of the Adult Learning team, co-ordinating targeted CPDs and best practice sharing as appropriate. Drawing on their knowledge and experience of accredited learning, they will ensure compliance with all standards and regulations stipulated by our awarding body partners.

### Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility, as by the nature of this role, the Adult Learning Manager will be expected to take ownership of the areas of accountability and develop the role in line with the needs of Westway Trust.

## Strategic Leadership and Curriculum Development

- Clear understanding of the national and local policy context of the Adult Education Sector with a focus on:
  - impact on funding
  - impact on the future curriculum
- Ensuring the curriculum aligns with educational standards, accreditation requirements, and community demands.
- Leading on the servicing and management of specific regulatory and statutory inspections.
- Develop and articulate a compelling purpose and identity for the Learning Programme to reflect the Trust's strategic objectives, ensuring that all activities are aligned to this purpose and driving performance.
- Working to ensure that the design and delivery of curriculum combine the best market intelligence with subject expertise to create distinctive, high-quality programming, setting the standard for lifelong learning.

## Programme Management

- Contribute to Royal Borough of Kensington & Chelsea (RBKC) self-assessment process, including supporting the Senior Manager-Learning in analysing data and drafting appropriate sections of the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Offer clear academic and managerial leadership to all teaching staff involved with the programme and to deploy and organise the team in a way that makes the most effective and efficient use of all team members.
- Working with the team to foster a culture of pride and ownership, setting high expectations and supporting operational discipline and best practice.
- Be responsible for all Adult (19+) learning programmes and activities including a small suite of creative courses.
- Ensure the effective management of the Adult Learning budget.
- Provide timely and impactful information to the Board of Trustees committees and in support of funding bids as required.
- Co-ordinate the assessment and internal verification process where appropriate, including liaison with the external verifier and preparing for the External Verifier visit.
- To carry out internal verification as required and adhere to quality frameworks, such as the Education Inspection Framework, Internal Quality Assurance and External Quality Assurance requirements.

## Quality Improvement

- Working to ensure the highest quality of experience is at the heart of what we do and ensure compliance as required for external regulators.

## Talent management and team development

- Working to foster a culture of engagement, ownership and co-creation in the team, cultivating high expectations of themselves and others within a peer support environment.
- Identify and develop the skills and capabilities within the team to deliver its objectives.

## External Advocacy

- Represent and advocate for the Trust externally to cement and raise profile and internally when collaborating to meet organisational objectives.
- Help raise the profile of the Westway Learning programme with the wider community.

<b>Person specification</b>
-----------------------------

You will have experience of strategic thinking and strong communication, innovation and people skills and will have experience of working in Education and ideally within a Charity. You will be able to listen and gather the views of local people and feed these back into the direction, work and decisions of the Trust.

## Essential Experience, Skills and Attributes:

- A minimum of 2 years' experience and up-to-date knowledge of policies, funding frameworks initiatives and developments of Adult Education.
- Teaching qualification or relevant equivalent qualification/experience.
- Educated to degree level or can demonstrate relevant equivalent experience.
- Level 4 TAQA qualification in the Internal Quality Assurance of Assessment Processes or equivalent qualification.
- Curriculum Development: drive the development of the Adult Learning provision incorporating innovative teaching methods and ensuring alignment with Funding Framework and Government directives.
- Designing and delivering an innovative and distinctive creative/cultural practice curriculum programme in response to identified market needs and to successfully attract new students.

- Managing a diverse team in an educational setting or learning environment, proactively creating a positive working environment and effectively leading a high performing team that contributes to organisational success.
- Working with awarding and Quality Assurance bodies to ensure compliance with identified standards.
- Managing accredited and non-accredited courses.
- Demonstrate an understanding of the teaching, learning and assessment needs of adult learners ensuring that an outstanding student experience drives quality improvement.
- A track record of working with external audit organisations e.g. Awarding Bodies and Ofsted.
- Knowledge of the Education Inspection Framework and funding methodologies and their impact on courses and programmes of learning.
- Knowledge of national, regional and local priorities for adult and community learning services.
- Excellent communication skills and an ability to adapt approach to engage with a variety of internal and external stakeholders.
- A proven ability to work collaboratively, and the capacity to lead, inspire and influence others, raising the profile of the Westway Trust Learning Programme.
- Resilience and able to work under pressure.
- The ability to be a self-starter and able to work independently but also able to work in a team environment.
- Be solution focussed and a problem solver.
- Effective time management skills.
- Excellent knowledge of contemporary teaching practice and policy.

**Desirable Experience, Skills and Attributes:**

- Ideally the post holder will also have a background in **ESOL**.
- Engagement with and knowledge of contemporary creative practice.
- A good understanding of the local area (North Kensington).

The ideal candidate will demonstrate the Trust's Values – Openness, Courage, Equity, Integrity and Sustainability.