**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Learning Manager CreaTech (Media & Digital /Computing)** | **Department:** | **Creative & Digital Industries** |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Director of Learning |
| **Scale & Spine Points:** | BPC 23 | **Location:** | Cross - college |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The college values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| The newly created CreaTECH curriculum area delivers curriculum (Media and Esports and Digital and Computing) for the following types of students:  16-18, Adult, Apprenticeship and Higher Education. |
| **Purpose of the Role** |
| To develop students' knowledge, technical skills, and character to benefit society, industry, and individuals.  The Learning Manager (LM) will be responsible for supporting the Director of Learning in the leading and managing of curriculum delivery, staff and resources within a designated Directorship.  The role is key to the quality of the student experience and success. The LM will work with other cross college departments to deliver high levels of student satisfaction, success and progression. |
| **Key Accountabilities & Duties** |
| * Subject specialist teaching. * Lead the delivery of an outstanding student experience. * Support and manage the implementation of quality improvements within curriculum delivery. * Lead and manage the curriculum team * Ensure the curriculum delivery develops employability skills * Liaise with the Student Support team and ensure effective strategies are in place to ensure student retention * Lead the creation of area’s annual self-assessment review, then develop and manage the implementation of the quality improvement plan in a timely and effective manner * Champion the promotion of positive student behaviour and implement the student disciplinary process where appropriate. Develop and expand the current curriculum offer. |
| **Equal Opportunities** |
| The college will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The college will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The college aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at June 2024**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and Maths  Teaching Qualification or willingness to achieve within 2 years. |  |
| **Post Specific Qualifications** | * A teaching qualification relevant to post-16 education * Evidence of relevant continued professional development and/or training. * Subject relevant degree | * Masters Level qualification * Relevant vocational assessor and verifier awards or willingness to work towards. |
| **Work Experience** | * Leadership experience in industry or education * Successful curriculum management, development and innovation. * Strategic planning and implementation. | * Work experience in an FE setting ie college or school * Experience working in the Creative economy or similar * Experience in FE curriculum delivery planning and administration including HE qualifications * Developing successful external partnerships with the ability to engage and work effectively with a range of stakeholders. * Planning, developing and delivering new courses. |
| **Knowledge** | * Competent in Microsoft Office applications * An understanding of issues that may impact student engagement with education and their learning   A broad understanding of national education policy which reflects opportunities and challenges within the current post-16, adult, higher apprenticeship landscape. | Working with student databases ie ProMonitor/ProSolution  Understanding of KCSIE and safeguarding children and vulnerable adults  Examining bodies such as Pearson, BCS, UAL, City & Guilds, EAL, NOCN  Knowledge of SEND practices that support students |
| **Skills** | Communication skills including written and verbal  Effectively building and leading teams to success.  Motivate, lead and give direction others supporting the development of their potential. | Subject specialist skills that go across different areas of the creative and digital curriculum |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours | Ability to be able to travel between sites |