

## Role Description

<b>Role Title:</b> Trade Union Education Studies Co-ordinator	<b>Pay Grade:</b> Grade 9 - £30,348-£33,156
<b>Normal Place of Work:</b> Ashley Down Centre (the role holder will be expected to travel across the region)	<b>Line Manager:</b> Director of Apprenticeships and Employer Based Training
<b>Normal Working Hours:</b> 37 per week	<b>Responsible For:</b> Lecturers and assessors within department of Trade Union Education Studies

### ROLE PURPOSE

- To lead , teach and assess TUC programmes and courses
- To promote and manage delivery of TUC-accredited training programmes
- To implement improvement plans and work with the TUC in developing new curriculum initiatives
- To provide an excellent service to students and to exceed the expectations of employers, partner and stakeholders
- To provide strong, purposeful leadership both in practical terms and by example
- To achieve excellent outcomes for students and deliver excellent teaching, learning and assessment
- To achieve departmental growth targets

### PRINCIPAL ACCOUNTABILITIES

- To co-ordinate and manage the Trade Union Education Studies department, managing the curriculum team and the day to day running of the centre.
- To liaise with trade union affiliates including the Trade Union Education Officer.
- To work within college quality assurance systems, including for student record keeping, monitoring and tracking ensuring that the requirements of the college, TUC and external validating bodies are met.
- To co-ordinate the internal verification of TUC courses and maintain appropriate documentation.
- To ensure TUC procedures are adhered to.
- To work as part of the college team to deliver a programme of union representatives training for the TUC.
- To work with the TUC's Education Officer to ensure the college is supporting TUC policy in the South West region.
- To be part of the college observation team.
- To facilitate team collaboration meetings on a weekly basis.
- To be responsible for the promotion and marketing of courses in conjunction with the Assistant Director – Apprenticeships and Employer Based Training, and in liaison with the marketing team.
- To assist the TUC in building capacity on learning and skills.
- To ensure college budgets are managed effectively.
- To be responsible for initial assessment, and induction of students.
- To attend meetings both locally, regionally and nationally.
- To maintain good external relations with the TUC Education Officer and Regional Secretary, other Trade Union Studies Centres managers/co-ordinators, TUC Union Development Staff, Trade Union Officers and Representatives and employers
- To carry out staff appraisals and development reviews in line with policy.

## Key Relationships

All posts within the College require a high degree of team working. In particular, the post holder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> <li>Marketing Manager</li> </ul>	To assist in the production of materials which will be used for promotion of TUE courses
<ul style="list-style-type: none"> <li>Senior Business Partnerships and Enterprise Manager</li> </ul>	To assist in building effective external partnerships, so encouraging growth of student numbers

## Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

## Values

To role model the College values of: integrity, respect, ambition and pride

## Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Teaching qualification (or working towards)	✓		AF/Cert
NVQ 3 Management or equivalent		✓	AF/Cert
A degree or other equivalent qualification in a discipline relevant to the job	✓		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of trade union activism	✓		AF/IV
Past experience of teaching/lecturing in post 16 provision	✓		AF/IV
Experience of teaching on the TUC Education programme		✓	AF/IV
Awareness of policies and current issues in Trade Unionism (economy and politics)	✓		AF/IV
Knowledgeable with and can show demonstrable success in delivery of : <ul style="list-style-type: none"> <li>• assessment and delivery;</li> <li>• critical review and assessment of delivery, outcomes and performance;</li> <li>• professional development of teachers;</li> <li>• use of employer and customer voice and feedback</li> </ul>	✓		AF/IV
Experience of successful and effective team working	✓		AF/IV
Knowledge of employment legislative requirements and the knowledge and ability to assure compliance and implement actions where needed	✓		AF/IV
Knowledge of funding mechanisms	✓		AF/IV
Business and commercially aware with the experience of managing budgets and resources effectively	✓		AF/IV
Knowledge of TUC Qualifications suite and pathways	✓		AF/IV

Effective team leader and experience of this in an educational / or training context	✓		AF/IV
<b>SKILLS AND ABILITIES</b>			
Excellent communication and influencing skills	✓		AF/IV
Good organisational skills	✓		AF/IV
Completer finisher who can initiate and deliver projects on time and of high quality	✓		AF/IV
Performance manager who deals quickly and effectively with issues of under-performance or where the College may be brought into disrepute	✓		AF/IV
Entrepreneurial and enterprising, able to see and capitalize on opportunities	✓		AF/IV
Personal and professional confidence to enable the development of professional relationships and links with partners and employers	✓		AF/IV
Student and stakeholder focused, with a desire and determination to create the best learning and training	✓		AF/IV
Technologically aware and confident to enable new, effective, efficient and high quality solutions to be identified and implemented	✓		AF/IV
Target driven and goal focussed	✓		AF/IV
Full Driving License	✓		AF/IV
Motivational and energised to ensure strong team performance	✓		AF/IV
Confident networker who can initiate and enable operational partnerships to effectively build reputation and position the College positively with employers and the community	✓		AF/IV
High personal standards that reinforce and present exemplary professionalism	✓		AF/IV

**\*Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

**Signed** .....

**Date** .....

## Conditions of Service

<b>Contract Type</b>	Permanent																														
<b>Grade</b>	Business Support – Grade 9																														
<b>Salary</b>	£30,348-£33,156																														
<b>Pay Date</b>	27 <sup>th</sup> of each month																														
<b>Probationary Period</b>	6 months																														
<b>Hours of work per week</b>	37																														
<b>Annual Leave Entitlement</b>	26																														
<b>Annual Leave Year</b>	1 September – 31 August																														
<b>Bank Holidays</b>	8 public holiday's, extra statutory and 8 College closure days in addition to annual leave entitlement																														
<b>Pension</b>	<p>You will automatically become a member of the Local Government Pension Scheme. You can opt out of the scheme within three months of taking up the post.</p> <p>Contributions will vary dependent on salary as below:</p> <table border="1"> <thead> <tr> <th>Band</th> <th>Whole-time pay</th> <th>Contribution rate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>up to 14,200</td> <td>5.5%</td> </tr> <tr> <td>2</td> <td>More than £14,201 up to £22,100</td> <td>5.8%</td> </tr> <tr> <td>3</td> <td>More than £22,101 and up to £35,700</td> <td>6.5%</td> </tr> <tr> <td>4</td> <td>More than £35,701 and up to £45,200</td> <td>6.8%</td> </tr> <tr> <td>5</td> <td>More than £45,201 and up to £63,100</td> <td>8.5%</td> </tr> <tr> <td>6</td> <td>More than £63,101 and up to £89,400</td> <td>9.9%</td> </tr> <tr> <td>7</td> <td>More than £89,401 and up to £105,200</td> <td>10.5%</td> </tr> <tr> <td>8</td> <td>105,201 and up to £157,900</td> <td>11.4%</td> </tr> <tr> <td>9</td> <td>£157,901 or more</td> <td>12.5%</td> </tr> </tbody> </table>	Band	Whole-time pay	Contribution rate	1	up to 14,200	5.5%	2	More than £14,201 up to £22,100	5.8%	3	More than £22,101 and up to £35,700	6.5%	4	More than £35,701 and up to £45,200	6.8%	5	More than £45,201 and up to £63,100	8.5%	6	More than £63,101 and up to £89,400	9.9%	7	More than £89,401 and up to £105,200	10.5%	8	105,201 and up to £157,900	11.4%	9	£157,901 or more	12.5%
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<b>Medical</b>	All employees must undergo a health check and may be required to undergo a medical examination																														
<b>Smoking</b>	The College has a total no smoking policy within the College buildings, grounds and car parks																														
<b>Place of work</b>	Members of staff may be required to work on either a temporary or indefinite basis at any premises within a reasonable daily travelling at which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services																														
<b>Performance Review</b>	You are required to participate in the College's Performance Review Scheme																														

<b>Notice by the College</b>	This job can be terminated by the College by giving <b>3</b> months' notice after completion of a probationary period or extension of that probationary period (except in the case of gross misconduct where your employment may be terminated without notice)
<b>Notice by member of staff</b>	You can terminate employment at any time by giving the College <b>1</b> months' notice in writing
<b>Offer of Appointment</b>	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> <li>• A medical report satisfactory to the College</li> <li>• Receipt of documentation to prove eligibility to work in the UK</li> <li>• Receipt of references satisfactory to the College</li> <li>• Receipt of all original copies of relevant certificates or evidence of qualifications gained</li> <li>• Successful completion of a probationary period</li> <li>• Receipt of an enhanced DBS Disclosure to the satisfaction of the College. You may be required to provide additional information if you are a non-British citizen or have lived overseas</li> </ul>

**Date: 31 August 2018**

**Job reference: 18 - 00181**

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