**RETAS Leeds**

**Job Description**

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| **Job title** | Learning Manager/tutor (PT) |
| **Location** | RETAS Leeds, 233-237 Roundhay Road, Leeds, LS8 4HS |
| **Hours** | 28 per week |
| **Salary** | £27,849 (SO 2 pro rata) Actual (£22,279) |
| **Responsible to:** | CEO of RETAS |
| **Responsible for:** | Full-time, part-time tutors, and volunteer teaching assistants |

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| **Job Purpose:**  To develop, manage and deliver a high quality education and training programme appropriate to the lifelong learning needs of refugees and asylum seekers who use the services of RETAS. The post holder will lead on implementing the policies, systems and procedures for raising and maintaining standards in teaching and learning.  A certain amount of teaching will be involved, and the associated functions of preparation, assessment, internal verification and all aspects of quality assurance. |

**Key Objectives:**

1. To develop and plan a teaching and learning programme in accordance with funding contracts, local and regional, and national government priorities, ensuring all targets for enrolments are met.
2. To work with tutors and learners to create and deliver imaginative and stimulating learning programmes relevant to learners’ lives and aspirations
3. To effectively manage the teaching and learning programme by:

* Ensuring that adequate resources and suitable accommodation are provided for the learning programmes
* Delivering the programmes on time and in budget
* Ensuring there are effective systems for monitoring enrolment, retention, achievement and progression and that data is used for programme development and improvement planning.

1. To manage the recruitment, selection and induction of tutors and volunteers and to provide supervision and support for their continuing professional development (CPD), carrying out regular appraisals, including observation of teaching and learning.
2. To work in accordance with all administration and data collection systems, policies and procedures prescribed by funders ensuring all deadlines are met and the organisation meets all compliance expectations.
3. To implement a Quality Improvement Action Plan that drives up standards and includes regular reporting on learner progress, self-assessment of teaching and learning and internal audits of students’ individual learning plans.
4. To adopt a positive and collaborative style of management, encouraging team working.
5. To work with teachers and other staff to promote a safe learning environment in line with RETAS policies.
6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

**Post Title: Learning Manager/Tutor**

**Person Specification**

Detailed below are the type of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to carry out the role more effectively, with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| **Educational and Professional Qualifications and Knowledge**  *In the spaces below, please detail your Educational and Professional Qualifications, and detail the evidence to show how you meet the Essential and Desirable Requirements of the role in respect of the above category.* | **Essential** | **Desirable** |
| Holds, or is working towards, degree level or equivalent UK qualifications | **x** |  |
| Holds a recognised teaching qualification (minimum Level 4 PTTLS or equivalent) | **x** |  |
| Holds a recognised qualification for teaching ESOL | **x** |  |
| Knowledge of teaching adults and specifically ESOL learners | **x** |  |
| Knowledge of Ofsted Inspection Framework | **x** |  |
| Holds a relevant management qualification |  | **x** |
| Commitment to self and team development | **x** |  |

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| **Experience**  In the spaces below, please detail evidence to show how you meet the Essential and Desirable Requirements of the role in respect of your Experience | **Essential** | **Desirable** |
| Of teaching adults and specifically ESOL learners | x |  |
| Of developing and managing learning programmes | x |  |
| Of managing and monitoring the achievement of targets | x |  |
| Of carrying out observation of teaching and learning and making judgements on quality provision |  | x |
| Of leading, coaching and motivating staff |  | x |
| Of managing and monitoring continuous improvement | x |  |
| Of managing resources and budgets |  | x |
| Of recruiting and supporting staff, including volunteers |  | x |

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| **Skills**  In the spaces below, please detail the evidence to show how you meet the Essential and Desirable Requirements of the role in respect of the skills required. | **Essential** | **Desirable** |
| Ability to work under pressure, managing competing priorities, and ensuring deadlines are met | **x** |  |
| Good organisational, administrative, and time-management skills | **x** |  |
| A high level of pedagogical creativity | **x** |  |
| Committed and highly self-motivated with ability to enthuse, inspire, and motivate others in order to ensure RETAS’ objectives are achieved | **x** |  |
| The ability to work in a self-directed manner and as part of a team, including the ability to develop and build good working relationships with all employees, volunteers, and clients | **x** |  |
| A high level of interpersonal and communication skills, both written and verbal | **x** |  |
| Ability to improve quality of delivery and support a culture that drives up standards and performance | **x** |  |