

SLOUGH BOROUGH COUNCIL**JOB DESCRIPTION****JOB TITLE:** Head of Lifelong Learning**DIRECTORATE:** Community & Cultural Services (C&CS)**RESPONSIBLE TO:** Cultural Operations Manager**RESPONSIBLE FOR:**

- Lifelong Learning Strategy & Plan
- Adult Learning
- Creative Academy and development of Creative Learning Initiative in the town (Heart of Slough)
- Extended Schools Initiative
- Out of School Hours Learning & Early Years
- Hub & Spoke Co-coordinator

JOB PURPOSE:

- To develop a comprehensive strategy and delivery plan for increasing skills and participation in learning for the post 16 population of Slough.
- To develop innovative strategies to engage local people in learning, including the strategy and management of a new programme promoting learning streams within the creative and ICT sectors.
- To manage some learning provision whilst promoting and contracting FE, HE and other provision.

MAIN RESPONSIBILITIES:**Corporate**

1. To work with Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.

5. To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
6. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties as may be required.
7. To comply with the Council's Standing Orders, Financial Regulations and Code of Conduct and to advise the Chief Executive, Head of Finance, Directors, Assistant Directors and Members as necessary.
8. To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the Council's Best Value Performance Plan.
9. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work. To have lead responsibilities for co-coordinating the health and safety responsibilities of the Directorate.
10. To promote the Council's equal opportunities policies and to avoid all forms of discrimination as an employer and service provider.

Service

1. To deliver effective and efficient management of the Lifelong Learning and Community Education and achieve best value in the delivery of services.
2. To provide high quality and timely advice to the council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive, the Director and other colleague officers on all aspects of lifelong learning and other services.
3. To be responsible to the Director of Learning & Cultural Services for the preparation and delivery of the Lifelong Learning Strategy.
4. To ensure the strategy increases participating in learning across all age ranges, skills and communities, particularly ensuring inclusion strategies to bring previously excluded groups into learning.
5. To be the lead officer for the council in creating partnerships and networks within Slough and outside of Slough to ensure learning plans are firmly grounded in the needs of local people, needs of local business and a range of providers are commissioned to deliver quality learning to local people.
6. To be the lead officer to lobby, network and submit bids for funding to increase the overall resources available for lifelong learning.
7. To lead on the creative academy in order to develop a range of creative learning resources to support the growing requirement for this provision in the town and as a major prerequisite to populating the creative hub being built as part of the Heart of Slough initiative.

8. To manage the Heart of Slough project team to ensure that targets and deadlines for various projects are achieved.
9. To promote and develop the use of schools in community education through links with East Berkshire College and Thames Valley University and through initiatives such as extended schools.
10. To manage directly some learning provision and to procure and contract other provision for FE and HE.
11. To have lead responsibility for the development and delivery of the Adult Learning Plan including monitoring and evaluation of outcomes.
12. To co-ordinate the work of the Creative Partnerships and the EAZ in relation to other activities of the Council.
13. To lead the Group ensuring the achievement at IIP status and that the council's HR policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs.
14. To plan and keep under review allocated budgets and funding obtained from partners within the priorities agreed by the Council: to monitor and control budgets and funding accounts and ensure clear accountability.

Person Specification
Head of Lifelong Learning

			Essential/ Desirable
Experience	1.1	.Extensive and varied experience as a senior manger in lifelong learning or education.	Essential
	1.2	Track record of innovation in determing and realizing objectives.	Essential
	1.3	Success in building and leading teams and acting in partnership with others.	Essential
	1.4	Record of successfully developing and implementing strategies in lifelong learning.	Desirable
	1.5	Record of achievement in promoting service improvement and in customer care.	Essential
	1.6	Developing responsive and continuing improvements in learning to diverse communities.	Desirable
Knowledge	2.1	Major challenges and opportunities facing local government and the agenda for lifelong learning.	Essential
	2.2	Aims and objectives of the statutory framework within which lifelong learning services operate.	Essential
	2.3	A clear understanding of Best Value, budget management and performance management.	Essential
	2.4	Evidence of continuous professional development.	Essential
	2.5	Understands lifelong learning principles and issues and can plan for effective implementation.	Essential

			Essential/ Desirable
Competencies	3.1	A well developed strategic perspective, creatively applied in response to a wide range of lifelong learning issues.	Essential
	3.2	Lateral thinking used to develop creative solutions to lifelong policy and management issues and creating ownership of these amongst key audiences.	Essential
	3.3	Has the personal credibility to work appropriately and effectively with politicians, key stakeholders in lifelong learning, government representatives and colleagues.	Essential
	3.4	Develops partnerships and has good negotiation skills.	Essential
	3.5	Effective leadership to the lifelong learning service and community education together with the ability to motivate and develop staff and foster a positive organisational culture.	Essential
	3.6	Communicates clearly, simply and effectively. Can influence a wide range of audiences.	Essential
	3.7	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	Essential
	3.8	Confident in leading multi disciplinary teams.	Essential
	3.9	Committed to social inclusion and equality of opportunity in employment and service delivery.	Essential
	3.10	Applies ICT solutions to improve service delivery.	Desirable
Qualifications	4.1	Degree Level.	Essential
	4.2	Teaching qualifications.	Desirable