

**Job Description**

**Post title:** Project Manager for the WM College ‘Multiply’ Programme

**(**3-year fixed term)

**Responsible to**: Director of Learning: Learning and Life Skills

**Salary:** AoC Scale Points 45 to 47 (£48,610 - £51,561)

**Purpose of Job:**

To lead and manage WM College’s Multiply programme, a large-scale new initiative delivering maths to the community, starting in September 2022. This will require establishing the programme and embedding it in the curriculum and community, securing participation of our target learners whilst meeting the targets for the outputs and outcomes as identified in the College’s Multiply Investment Plan (MIP).

**Main Duties and Responsibilities:**

A dynamic, entrepreneurial project leader to:

1. Take ownership of all aspects of the WM College Multiply Investment Plan (MIP) from its initiation in 2022 to its conclusion in 2025, ensuring sustainability of the programme, working with college managers to ensure it is appropriately resourced and supported.
2. Lead and advise on the development of an appropriate curriculum for delivering the Multiply Programme.
3. Set up and implement effective systems for monitoring and reporting on expenditure, performance data, and the delivery of outcomes.
4. Working with relevant College departments, ensure effective processes are in place for enrolment of learners onto the Multiply provision.
5. Through robust management, ensure the project remains on budget and working with the MIS department, is compliant with the Department for Education’s data collection requirements.
6. Liaise with a range of existing partners across Camden and identify and create new partnerships with schools and other community organisations to deliver the offsite element of the MIP.
7. Work effectively with Curriculum Managers across the College to embed Multiply into existing programme areas.
8. Work with managers to promote progression pathways between Multiply and other qualification courses.
9. Identify and create a teaching team as appropriate, working with College managers to contribute to the overall team structure.
10. Working with partners and the Marketing team, set up a recruitment strategy that ensures the Multiply Programme is marketed effectively to reach agreed learner and course number targets.
11. Be accountable to the Executive Management team for all aspects of the programme’s progress, ensuring that all targets and milestones are met.

**Meeting learner needs**

* Ensure that a suitable induction programme is in place for every course
* Ensure that tutorial provision is delivered as appropriate
* Ensure differentiated learning with planning to meet individual needs
* Ensure that additional learning support is provided where necessary
* Ensure that e-learning and ICT are used effectively to facilitate learning
* Ensure that learner achievements are recognised and celebrated
* Ensure learners are aware of processes and policies and support staff in implementing procedures where required

**Quality improvement**

* Working with the Quality team, ensure that schemes of work, lesson plans, individual learning plans are completed to a high standard
* Implement the College’s lesson observation scheme
* Ensure assessment and verification is in place where appropriate
* Monitor recruitment, retention and achievement
* Monitor equality and diversity data
* Monitor student feedback including survey results, complaints, comments
* Contribute to the self-assessment process, supporting tutors to participate, and producing reports

**Leadership and management**

* Line manage and carry out target setting and appraisal for an administrative officer and other staff as required
* Advise managers of staff development needs within the area
* Maintain close communication with line managed or seconded staff, ensuring they receive all necessary information

**General**

1. Comply with and actively promote all College policies and be responsible for adherence to and promotion of Health and Safety, Equality, Diversity and Inclusion, General Data Protection Regulation (GDPR), Safeguarding/Prevent duties as laid out in WM College’s policies and procedures.

* Actively participate in professional development and training activities, developing your own personal networks, and reflecting on your own performance.
* Be a role model of excellence and professionalism for all staff and learners.
* Perform other duties as may be required by the Principal or SLT Members to ensure the efficient functioning of the College.

**Other Duties and Responsibilities:**

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate as of June 2022 but is subject to change and development in line with the needs of the College.



**PERSON SPECIFICATION: Project Manager for Multiply**

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

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|  |  | **Essential** | **Desirable** | **Method of Assessment**  **A -Application form**  **I – Interview**  **T- Test** |
|  | **Qualifications** |  |  |  |
| 1 | Degree or appropriate equivalent level qualification in relevant subject | ü |  | A |
| 2 | Teaching qualification |  | ü | A |
| 3 | Management Qualification or relevant experience | ü |  | A |
| 4 | Literacy and Numeracy qualifications at least Level 2 | ü |  | A |
|  | Experience |  |  |  |
| 5 | Substantial experience of project management, including budgetary and data management and reporting systems | ü |  | A/I |
| 6 | Experience of working in a management position preferably within an education setting, including performance management of staff | ü |  | A/I |
| 7 | Experience of managing a curriculum for both qualification and non-accredited programmers, ideally in numeracy related subjects |  | ü | A/I |
| 8 | Experience of managing and implementing quality assurance and compliance procedures | ü |  | A/I |
| 9 | Experience of curriculum development, planning and timetabling | ü |  | A/I |
| 10 | Experience of promoting equality and diversity | ü |  | A/I |
| 11 | Experience of partnership working, working with a range of community organisations, and identifying and creating new community partnerships | ü |  | A/I |

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|  | Skills and Knowledge |  |  |  |
| 12 | Ability to establish and maintain effective working relationships across a wide and diverse range of stakeholders | ü |  | A/I |
| 13 | Effective interpersonal, leadership, negotiation and reasoning and communication skills | ü |  | A/I |
| 14 | Interpretation, analysis and reporting on management information data and reports including excellent excel skills | ü |  | A/I /T |
| 15 | Excellent knowledge of all aspects of foundation and entry level numeracy curricula | ü |  | A/I |
| 16 | Understanding of needs and interests of adult learners engaging in life-long learning and the delivery of high-quality education for adults | ü |  | A/I /T |
| 17 | Knowledge and understanding of central and local government policies and funding directing the Multiply Programme | ü |  | A/I |
| 18 | Knowledge of and ability to implement the criteria of awarding bodies |  | ü | A/I |
| 19 | Ability to organise, prioritise and work autonomously, meet targets, and manage tasks within limitations of time and resources | ü |  | A/I |
| 20 | Proactive, self-motivated and ability to manage change | ü |  | A/I |



**EMPLOYEE BENEFITS PACKAGE**

The benefits available to all staff employed at WM College include the following:

* Competitive salary, paid monthly
* Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
* Generous annual leave entitlement
* Interest free season ticket loan
* Full CPD programme reflecting individual needs and aspirations
* Cycle to work scheme
* 50% discount on most College classes (terms and conditions apply)
* Employee Assistance Programme
* Death in service benefit insurance (providing 2 x salary cover)
* On-site café
* Family friendly HR policies