

<b>Group Member:</b>		Leeds City College	
<b>Job Title:</b>		ilearn Lead	
<b>Reports to:</b>		ilearn Programme Manager	
<b>Job Grade</b>	LEG C	<b>Department</b>	ilearn + Digital Innovation

### SPECIFIC ROLE RESPONSIBILITIES:

1. Ability to participate in evening/weekend work as required.

### CORE RESPONSIBILITIES:

1. To lead the campus Independent Learning teams including ilearn Mentors and Study Support Officers.
2. To support the ilearn programme manager in driving the development of student independent learning skills and support for learning outside of the classrooms within the ilearn hubs and ILZ spaces and/or in a college.
3. To enable, encourage and support learning using the full range of college resources, including digital and online, and develop their understanding and knowledge on this theme.
4. To support the team which you lead to develop innovative approaches to the delivery of academic skills, digital and information literacy programmes and provide high quality support for users of the College ilearn hubs and study spaces maintain a suitable environment for study.
5. Lead on and implement effective links with campus schools to discuss teaching, resources and support developing independent learning skills and which support them
6. Lead on the agreement of work with Curriculum Schools and monitor and report on this as guided by the ilearn leadership team's targets.
7. To drive the independent learning strategy that supports students to share responsibility for their own learning and assessment, through the embedding and development of independent learning skills and opportunities within the curriculum, alongside integrated support for the continuation of independent learning outside the classroom.
8. Lead on and develop the library catalogue and indexes; cataloguing, classifying and indexing resources.
9. Participate in selection, acquisition, management and evaluation of stock.
10. Offer support in the validation and review of courses and attend relevant course
11. Attend committees and meetings on behalf of ilearn.

12. To lead on the development of high quality quality support, training and assessment in ilearn Hubs and ILZ spaces (as well as in class setting where appropriate) using the most appropriate delivery methods in order to achieve successful outcomes for learners and employers.
13. To identify training needs for groups of and individual learners, and support the planning and delivery of sessions, activities, training as appropriate.
14. To ensure assessment/delivery meets the performance/achievement targets as set by the college/department.
15. Maintain and promote up to date knowledge of new developments in learning and assessment strategies, inclusiveness and widening participation
16. To actively promote the development of English, maths, digital literacy and independent learning skills with individual and groups of students
17. Promote and support change in educational practice, curriculum and learning space design, to increase an understanding of pedagogical principles and make best use of technology available to serve those principles.
18. To provide robust learner progress information as and when required, ensuring all record keeping is up to date.
19. Any other duties that are specific to the department.
20. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

#### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

#### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

#### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

#### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

#### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

#### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Teaching qualification at level 5 (or level 3 with significant FE experience)	A / C
E	Q2. English and Mathematics and IT at level 2 or above	A / C
E	Q3. Level 3 qualification or work-related experience at an appropriate level	A / C
D	Q4. Relevant degree or highest professional qualification appropriate to the role	A / C
E	Q5. Google Educator/Trainer or willing to work towards	A / C
D	Q6. An information-based qualification or willingness to work towards.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	EK1. Experience in leading a team and supporting staff to improve performance and deliver excellent customer service	A/I
E	EK2. A proven track record of developing, planning, and leading the delivery of high-quality, innovative learning services.	A / I / T
E	EK3. Experience of successful staff management and the ability to inspire loyalty, ensure compliance, and the delivery of very high standards and a culture of continuous improvement.	A/I
E	EK4. Recent experience of supporting and resourcing effective learning strategies in an FE or HE environment.	A/I
D	EK5. Extensive working knowledge and experience of supporting the use of learning technologies and devices across a range of learning spaces.	A/I
E	EK6. Demonstrable experience of planning, monitoring, and deploying resources efficiently and effectively.	A/I
E	EK7. Knowledge and understanding of the sector, educational and technological pedagogy and research.	A/I
E	EK8. Extensive working knowledge and experience of cloud technologies and their use in supporting and enhancing learning (e.g., Google Apps, Extensions).	A/I/P

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Good organisational skills and ability to prioritise work to meet deadlines, using your own initiative.	I
E	SC2. Ability to support the growth and develop the use of independent and online learning; providing a quality service and improving outcomes.	I
E	SC3. Ability to effectively coordinate a large and diverse program of work.	I

E	SC4. Ability to work within budgetary constraints to achieve the most effective and efficient outcomes.	A/I
E	SC5. Proven communication and negotiating skills and evidence of the ability to influence others to achieve positive and mutually beneficial outcomes.	A/I
E	SC6. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways, with a 'can-do attitude'	I
E	SC7. Demonstrates ability to lead and motivate others.	A/I
E	SC8. Ability to gather and interpret quantitative and qualitative data to monitor, review, and report on impact and progress of the work being done by the team.	A/I
E	SC9. Proven ability to develop effective coaching and mentoring relationships.	A/I
E	SC10. Ability to make sense of complex issues, identify and solve problems, and to be responsive. A/I E	A/I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I