

Job Description	
Job Title	Adult Learning Manager
Main Purpose	To lead the planning, delivery and quality of the College's adult learning programmes, aligning provision to the needs of learners, employers and stakeholders. Responsible for contract management, whilst ensuring high-quality teaching and outstanding outcomes for learners.
Line Manager	Assistant Principal - Curriculum
Responsible for	<ul style="list-style-type: none"> • Adult Education Tutors (x5) • Online Learning Tutors (x2)
Date Job Description Agreed	26 March 2026

MAIN DUTIES
<ol style="list-style-type: none"> 1. Leadership and Management: <ul style="list-style-type: none"> • Provide leadership and direction within the College's adult learning programmes. • Develop and implement departmental plans that align with the College's objectives, priorities and aims for adult learning programmes. • Foster a culture of continuous improvement and innovation, driving performance and accountability. 2. Leadership of Teaching, Learning and Assessment: <ul style="list-style-type: none"> • Lead the development and delivery of high-quality teaching, learning and assessment. • Champion inclusive, engaging and innovative pedagogical practice that supports learner outcomes. • Ensure teaching practices consistently meet or exceed sector, regulatory and awarding-body expectations. 3. Curriculum Development: <ul style="list-style-type: none"> • Oversee the design, delivery, and evaluation of high-quality, relevant curricula for adult learners. • Ensure compliance with regulatory and awarding body requirements. • Promote the integration of new technologies and teaching methodologies. 4. Staff Management: <ul style="list-style-type: none"> • Lead, manage, and develop staff within the department. • Conduct regular performance reviews, learning visits and provide professional development opportunities. • Foster a collaborative and supportive working environment. 5. Learner Outcomes: <ul style="list-style-type: none"> • Monitor, record and enhance student performance and progression. • Implement strategies to improve retention, achievement, and learner satisfaction rates. • Ensure effective support services are in place to meet student needs. 6. Resource Management: <ul style="list-style-type: none"> • Lead the timetabling process for all areas directly managed.

- Manage departmental budgets and resources efficiently.
- Seek external funding and partnership opportunities.

7. Quality Assurance:

- Implement robust quality assurance processes.
- Conduct regular self-assessment and contribute to external inspections.
- Use data and feedback to drive improvements.

8. Stakeholder Engagement & Contract Management:

- Contract management of our Adult Skills Fund and other partnership projects.
- Represent the College at external events and forums.
- Promote the department's achievements and capabilities.

9. Health and Safety:

- Ensure compliance with health and safety regulations.
- Promote a safe and inclusive learning environment.

10. Other Duties:

- Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or relevant professional experience 	<ul style="list-style-type: none"> • Teaching qualification
Experience	<ul style="list-style-type: none"> • Proven track record of curriculum development and quality improvement • Experience of managing budgets and resources 	
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to inspire and motivate staff and students • Strong analytical and problem-solving skills 	<ul style="list-style-type: none"> • Project management skills • Ability to secure external funding
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the education sector and current trends • Understanding of quality assurance processes • Knowledge of health and safety regulations 	
Personal qualities	<ul style="list-style-type: none"> • Commitment to continuous improvement • High level of integrity and professionalism • Ability to work under pressure and meet deadlines 	

	<ul style="list-style-type: none">• Flexible and adaptable approach	
Other requirements	<ul style="list-style-type: none">• Commitment to the College's values and mission• Willingness to undertake further training and development• Ability to meet the transport requirements of the post.	