

Job Description	
Job Title	Community Learning Leader
Main Purpose	To deliver excellent education and training to young people and adults, supporting them to make progress towards their intended, aspirational destinations.
Line Manager	Assistant Manager – Community Learning
Date Job Description Agreed	09/05/2025

MAIN DUTIES
1. Support learners through all stages of their learner journey, delivering training that builds knowledge, skills and behaviours, including, but not limited to: a. Learner recruitment b. Enrolment and induction c. Initial assessment d. Planning for learning e. Progress reviews f. Excellent and constructive feedback, including support for English and maths; g. Assessment and mentoring h. Pastoral support i. Preparing learners for examinations if appropriate 2. Deliver on programmes that meet the achievement rate targets of the best providers in the sector and that support high numbers of learners to reach their intended destinations; 3. Maintain accurate and timely records of learner progress using the appropriate college systems and documentation; 4. Plan and deliver training and assessment appropriate to the programme that is relevant, inspiring and developmental; 5. Participate in the College's procedures for improving teaching, learning and assessment and take part in relevant CPD that enhances your practice; 6. Ensure the timely and accurate submission of documentation relating to all elements of the learner journey, including enrolment paperwork and achievement and destinations evidence; 7. Set aspirational targets for all learners and support them towards the achievement of those targets, including supporting them to develop positive attitudes to learning and work; 8. Maintain an up-to-date understanding of the sectors in which you work, and ensure that your experience is current by taking part in CPD;

9. Contribute to the college's self-assessment and Quality Improvement Planning (QIP) processes, including identifying strengths and areas for improvement via Programme Review and Evaluation (CRE);
10. Support the recruitment of learners to programmes where required and maintain positive relationships with relevant stakeholders;
11. Produce and improve learning materials relevant to the programme;
12. Participate in Internal Quality Assurance activities across areas of expertise.

Other duties

1. Use those I.T. packages and systems available for the rapid and efficient completion of job tasks including online E-portfolio systems;
2. Safeguard and promote the welfare of children, young people and vulnerable adults;
3. Ensure that safe working practices are adopted in compliance with relevant health and safety regulations;
4. Demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation;
5. Attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
6. Participate in performance management procedures;
7. Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	a relevant teaching or assessing qualification or willing to work towards at Level 3.	an Internal Quality Assurance qualification
Experience	- of the delivery of excellent training - of quality improvement and quality assurance	of the delivery of community learning programmes

	• of the provision of tailored guidance and support related to individual needs of learners • of the achievement of personal/team targets within a demanding work environment • of making a positive contribution to raising the levels of retention, achievement and destinations of learners • of continuous professional development • of the development of effective quality assurance processes	
Skills and abilities	• to inspire, energise and enthuse colleagues and learners • to communicate clearly and concisely, both orally and in writing • to analyse data, using information to inform decision making • to keep accurate and accessible records • to plan and prioritise his or her personal workload effectively, acting on his or her own initiative and ensuring that deadlines are met • to contribute to improving current systems • to stay calm under pressure and meet tight deadlines	
Knowledge and understanding	• of individual target setting as a strategy for raising motivation and aspiration • of equal opportunities in all aspects of College operations • of safeguarding of young people and vulnerable adults	• of the local, regional and national contexts within which the College operates • of the Ofsted inspection framework
Personal qualities	• the desire and capacity to continually update knowledge • an active and effective team player • a resourceful and imaginative response to problems and opportunities • a determination to be successful • a readiness to adapt to changing circumstances and new ideas • consideration for learners and colleagues • openness and responsiveness to others • a distinct and credible personal presence • excellent judgement • integrity and independence of mind • enthusiasm	

	• reliability	
Other requirements	• full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)	