



# Candidate Brief & Job Description

**Vocational Team Co-ordinator**



**LONDON  
ASSEMBLY**

# About ELATT

At ELATT we think everyone should have the chance to learn new skills. We offer free training and skills within the local London community. Choose from full, part-time or evening courses and change your future with us.

Our highest priority is the focus on employment throughout your learning, giving you the tools and support to reach your career goals: whether that's joining a new industry after up-skilling on one of our digital courses, returning to work or starting your career from scratch.

Our tutors and student support staff are outstanding: year on year our pass rate and job success results get even better. What's more, we were awarded Grade 1 (Outstanding) in our most recent Ofsted Inspection (January 2015). In 2016 we exceeded all expectations by winning three awards at the TES Further Education Awards 2016, including Employer Engagement of the Year; Training Provider of the Year; and the most prestigious prize, Overall Provider of the Year.

Our students graduate thinking differently about themselves and their future. Join our learning community today.

## About the Vocational Team Coordinator role

An exciting opportunity has arisen in the ELATT Vocational Learning Team. You will need to be a strategically-minded coordinator, focused on seeing the bigger picture but with a keen eye for operational detail. You will believe passionately in our vision to create opportunities for our students at all stages in their progress, combined with an even stronger belief in the skill and determination of your team to achieve that.

Apply today and participate in an enriching experience which directly impacts on improving the lives of some of the most disadvantaged communities in London.

# Job Description

Salary grade: D3    £32,154 to £34,583  
Responsible to:    Head of Vocational Curriculum  
Term:                Permanent

## Aims of the post

1. To coordinate the delivery of Vocational courses
2. To raise the quality and success of Vocational delivery
3. To coordinate and teach on Vocational courses.

## Key Performance Indicators

1. Exceptional student experience both as individuals and as a community
2. Excellence in delivery of contracts, meeting output and outcome targets

## Our Values

Before applying for this role, please ensure that you share the following values:

- You believe in the life-changing value of education
- You celebrate and value diversity and the enrichment and benefit it brings to society
- You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
- You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
- You believe in the importance of continuous improvement and learning new skills

Read more about our values here: <https://www.elatt.org.uk/about/values>

# Responsibilities of the Post

1. To coordinate delivery of Vocational provision supported by Management including timetabling classes, overseeing recruitment of learners, selection of staff, and implementation of quality improvement measures related to delivery of Vocational courses and additional learner support.
2. To work with Internal Verifiers to promote good practice in assessment on Vocational programmes.
3. To teach and act as tutor/assessor on ELATT courses, in line with all ELATT policy, funding requirements and best practice, in order to achieve targets related to learner success rates and employability.
4. Supervise the day-to-day activity of Vocational delivery.
5. Liaise with external funders, partners and awarding bodies as necessary.
6. Develop the quality improvement of Vocational courses, in line with the new Ofsted Education Inspection Framework, internal procedures and other quality marks, including observing teaching and learning and promotion of best practice.
7. To lead and innovate the development of the IT Curriculum.
8. To take delegated responsibility of the team in absence of Head of Vocational Curriculum.
9. To provide information to funders in line with contractual requirements and to support external and internal audit requirements of contract delivery.
10. To liaise with such relevant external networks as appropriate in order to ensure ELATT's service delivery is in line with best practice.
11. To take an active role in developing a strong culture of team work at all levels of the organisation.
12. To follow the full range of organisational policies and procedures (including our equal opportunities and health and safety policies) and recommend changes to these as appropriate.
13. In the interests of the smooth running of the organisation any other duties as may be reasonably required from time to time.

# Person Specification

## Qualifications and Experience

### Essential

1. A PGCE/Cert.Ed (or equivalent) teaching qualification, or a willingness to achieve this.(F)
2. Minimum 2 years experience of planning and delivering Vocational specialism to Adults within Further Education or Adult and Community Learning. (F)

### Desirable

4. Experience of coordinating the delivery of a curriculum area is desirable. (F, I)
5. Experience of innovating and developing an IT Curriculum. (F, I)
6. Experience of leading a team including curriculum planning, target-setting and team member development. (F, I)
7. Knowledge, skill or experience to teach basic software design or development. (F, I)

## Skills and Abilities

8. Excellent learner-centred teaching skills and the ability to motivate a team in the delivery of high-quality teaching techniques. (F, A)
9. Creativity and flexibility to develop and enhance teaching materials and styles in order to engage learners and respond to learner interests and employer demands. (F, A)
10. Organisational and administrative skills necessary to coordinate courses and contracts in the day-to-day running of Vocational delivery. (F, I)
11. Evaluative and analytical skills to monitor learner progress over a curriculum area and to develop quality assurance within Vocational delivery. (F, I)
12. A practical understanding of Education Inspection Framework. (F, I)
13. An awareness of the importance of English, Maths, employability and basic skills and its relationship to IT Curriculum and in classroom practice. (F, I)
14. Understanding of the needs of unemployed adults and the barriers faced by people from disadvantaged or excluded communities in accessing learning and work and an ability to address these needs through the curriculum design and learner support. (F, I)
15. An ability to tailor delivery to employer and learner need. (F, I)
16. Excellent IT skills that fully embrace technology in all areas of work. (A, I)
17. Highly professional demeanor, responsible and able to work together well with other people (F, I)
18. A passion to consistently strive for excellence, and achieve a high degree of personal success. (F, I)

### Guide to assessment:

F – Tested by CV/supporting statement; A – Tested through assessment; I –Interview

*This job description will be kept under review and may be amended from time to time,*

*following consultation with the post-holder, to reflect changing organisational needs.*

## Further Information

If you would like to have an informal conversation before submitting your application, please contact Naima Elmansouri, Head of Vocational Curriculum on 0207 275 6750 or email: [naima@elatt.org.uk](mailto:naima@elatt.org.uk).

## To apply

Please send your CV to [Nafisah@elatt.org.uk](mailto:Nafisah@elatt.org.uk) copying [Naima@elatt.org.uk](mailto:Naima@elatt.org.uk) with a supporting statement addressing each point in the person specification.

## Key dates

**Application deadline Wednesday 20<sup>th</sup> November 2019 10 am**

**Interviews and Assessment Friday 29<sup>th</sup> November 2019**