



# Role Specification

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Position:	Contract & Curriculum Lead (TLC)
Reports to:	Managing Director
Key Relationships:	Directors & ETF group Staff Sub-contractors, Partners, Schools, Colleges & Employers

## Role information

This role is subject to an enhanced DBS check with a 6 month probationary period.

Annual Leave	28 days inclusive of statutory bank holidays ( <i>holidays to be taken outside of term time</i> )
Place of Work	Torbay, also required to work at other sites as directed ( <i>Must have a valid driving licence, car available, business use insurance for any business related travel OR be able to travel efficiently to sites as required</i> )
Hours	37.5 per week and may include work during evenings, weekends and bank holidays
Shift Pattern	Planned and agreed with Business Operations Director
Salary Band	£24,000 to £32,000 depending on experience

## Overview:

This role will operate flexibly across ETF Group<sup>1</sup> as a business support role, to meet the needs of the delivery co-ordinators, staff and subcontractors to enable them to meet their income or contract targets whilst maintaining high quality provision. This could mean working on assignments that will change from day to day for example:

- Checking the quality of subcontractors and action planning areas for improvements
- Developing course materials, workbooks, lesson plans (or sourcing these)
- Delivering internal staff training in education, mentoring, IAG etc (or external paid placements)
- Maintaining quality of provision through IQA
- Manage short term projects that link to mainstream activity (e.g. ESF or grant funded)

## Key Objectives:

1. Ensure quality of regulated and non-regulated provision
2. Ensure contract and curriculum delivery through quality resources
3. Ensure staff (inc volunteers & sub-contracted staff) are suitably trained and qualified
4. Ensure sub-contracts and short term projects are fully achieved
5. Contribute to Business Development and bid writing

## Responsibilities:

### Quality

- Working to the Director of Safeguarding & Quality, manage quality assurance for your area of responsibility
  - Team and standardisation meetings
  - Quality Improvement Plan
  - Self-assessment

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<sup>1</sup> ETF Group represents companies wholly or partly owned/controlled by Eat That Frog C.I.C.



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- Assist with gaining and maintaining the IIP, MATRIX and other standards within ETF group
- Ensure quality is measured and assessed in line with corporate and contractual expectations
- Lead internal verification and co-ordinate assessment for your area of responsibility,
  - EV visits
  - compliance with audit and awarding body regulations and standards.

## Resources

- From identified needs (Curriculum Plan), develop or source course materials for both regulated and non-regulated learning aims
  - Scheme of work/Assessment Plan
  - Lesson plans
  - Workbooks/assignments, etc
  - Support materials, handouts, teaching aids
  - Assessment materials
  - Worked examples
- Support/Train staff to implement resources

## Staff Training

- From identified needs, develop a continual professional development (CPD) plan for staff, volunteers and subcontracted staff
- Create and work to a budget for CPD
- Deliver staff training to meet the CPD plan or source training to meet this need
- Evaluate and delivery and include any improvements within corporate self assessment
- Recruit and select project staff for your area of responsibility (if applicable)
- Undertake staff appraisal, supervision and management of project staff (if applicable)
- Timetable project staff delivery to meet the needs of learners and contracts (if applicable)

## Contracts

- Gather subcontractor proposals and ensure due diligence in procurement
- Ensure all subcontractors meet pre-qualification requirements to deliver
- Cost all applications and issue contracts
- Ensure the client administration (Projects and Subcontracted) and documentation is accurately completed within the required timeframe
  - including staff calendar, registers, enrolment, pursuing student absence, progression, achievement of goals and any other student related administration as deemed appropriate.
  - Contract specific paperwork
  - Track progression and destination of clients during and after completion of ETF group provision
- Mirror contract requirements for subcontractors reviews and undertake in a timely fashion
- Forward plan contracts and project, monitoring against actual delivery taking action to ensure achievement of contract income



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- Maintain and review appropriate data (YETI) and reports to enable business management decisions, reporting as required to the ETF Group Board.
- Cost new business cases, and ensure existing provision operates in a cost effective manner
  - Track and report on financial targets
  - Ensure invoicing is completed and update cash flow forecasting

### General

- Contribute to business development, identifying funding opportunities and supporting bid writing/applications
- Maintain petty cash systems and financial controls in line with company financial requirements
- Market group provision and attend meetings/conferences within a network of professional contacts as required and deputise for directors when required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF group establishments, community based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

### Safeguarding

ETF GROUP is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.



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<b>Person Specification</b>	Essential	Desirable
<b>Qualifications</b>		
Level 4 Management qualification		✓
DTLL's/PGCE or IAG Level 5 (within 3 years be working towards achieving QTLS)	✓	
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
Safeguarding Level 3		✓
Health & Safety level 3		✓
<b>Skills &amp; Experience</b>		
3 Years management experience		✓
3 years experience in delivery of teaching and learning	✓	
Experience of developing teaching and learning resources	✓	
Experience of embedding maths & English	✓	
Knowledge of RARPA, MATRIX, Ofsted		✓
Experience of performance management	✓	
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent, organisational, presentation and communication skills	✓	
Excellent time management and project management skills	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate staff	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker/teacher	✓	
Motivational leader	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	