



Workers' Educational Association

**WORKERS' EDUCATIONAL ASSOCIATION
West Midlands Region
67 Newell Street, Birmingham B3 1NQ**

January 2017

Dear Applicant,

Education Co-ordinator (0.4 FTE) – Fixed term until 31/07/2017

Thank you for showing an interest in our recent advertisement.

We have put together a pack of information that should provide you with a clear understanding of the role and the context that it will operate in. The contents of the pack are:

- Background
- Job Description
- Person Specification
- Summary of Contractual Terms & Conditions

The Application Form and Equal Opportunities Monitoring form for you to complete are enclosed as an additional document.

Please refer to the Job Description and Person Specification when completing the application form, to ensure that you include all relevant information about yourself.

Please note: we will only consider applications on the enclosed application form and emailed to the address given below. Any application not emailed or not using the correct form will be excluded from selection.

Please ensure that your completed Application and Equal Opportunities Forms are emailed to wmrecruitment@wea.org.uk by the closing date of **12 noon on Friday 20th January 2017**.

The interviews will be held the week commencing **30th January 2017 at Birmingham Regional Office**.

Further information on the WEA including our Equality and Diversity Policy and Statements can be found on our website: <http://www.wea.org.uk>.

Once again thank you for your interest.

Kind Regards

Gemma Armstrong
HR Support Officer



WORKERS' EDUCATIONAL ASSOCIATION West Midlands Region

BACKGROUND INFORMATION

Founded in 1903, the Workers' Educational Association (WEA) is a charity and the UK's largest voluntary sector provider of adult education. In 2012/13 we delivered 9,700 part-time courses for over 70,000 students in England and Scotland with classes in almost every local authority area and our work in England was assessed in 2014 as 'Good' by Ofsted.

With the support of over 400 local branches, 3,000 volunteers, 2,000 part-time tutors and our active membership, the WEA provides high quality, student-centred and tutor-led education for adults from all walks of life. We bring education into the heart of communities, helping people learn whatever they want – from Maths and English to local history. Our courses are created and provided through our regional offices and volunteer-led branches, often in partnership with local community groups and organisations.

We believe learning is for everyone and learning is for life. It helps people feel that anything is possible. It can be life-enhancing and life-changing – improving health, self-confidence and creating positive changes that ripple out from individuals to communities.



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JOB DESCRIPTION

Job Title:	Education Co-ordinator
Job Location:	West Midlands Region - Worcestershire
Salary Scale Grade:	Grade C

Key Purpose:

The post-holder will be responsible for the development and delivery of WEA education in Worcestershire - in line with local plans to meet Regional and Association objectives. She/he will work closely with a range of stakeholders which are likely to include community organisations, employers, WEA members, branches and volunteers. The post-holder will work to agreed targets relevant to the specific area of focus, for example in relation to delivery of course hours, business development opportunities or project outputs, with responsibility to maintain and improve quality of WEA provision in specified areas. She/he will be expected to represent the WEA and promote both the Association and the value of adult education in relevant contexts

Scope:

This post has line management responsibility for tutors and other staff supporting teaching, learning and assessment in an identified area.

Key responsibilities:

- Organise education provision and/or related WEA activity as agreed in work plans
- Promote WEA approach to learning across the four educational themes of Employability, Health & Wellbeing, Community Engagement and Culture in line with the Association's agreed vision, mission, values and approaches.
- Participate in digital developments to help transform the WEA's education methods and programmes, organisational structures and communications internally and externally.
- Assist in monitoring programme quality with reference to curriculum and quality improvement plans, information advice and guidance, student induction, student support, student outcomes and student progression beyond courses to ensure all provision meets or exceeds the Association's and other external standards.



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- Promote use of digital technologies in WEA education and volunteer networks.
- Develop and maintain networks and partnerships in the local community or area of specialism, in order to identify business development opportunities, anticipate change and respond to educational disadvantage.
- Provide line management for a team of WEA tutors, and assist in the recruitment, selection, induction and support of competent and motivating tutors
- Undertake Observations of Teaching, Learning and Assessment (OTLAs), participate in tutor communities to share practice and support tutors' continuing professional development appropriately including via annual reviews.
- Maintain up to date knowledge of educational specialisations through attendance at Association events and external events.
- Demonstrate commitment to equality, diversity and inclusion and ensure provision of student support in relation to suitable venues, access issues, health and safety and addressing barriers to learning.
- Undertake teaching duties as appropriate.
- Contribute to the development and delivery of regional self-assessment, strategic and quality improvement plans and targets.
- Assist with extending the WEA's reach by developing productive relationships at community levels in the identified area.
- Support the activities of WEA members, seeking ways to extend and diversify the Association's voluntary base, ensuring frequent communication with branches and teaching staff in order to maintain high standards.
- Drive forward the WEA's commitment to equality, diversity and inclusion.
- Comply with all organisational policies including grievance, disciplinary, sickness absence, health and safety, etc., and ensure that these are followed by your direct reports
- Ensure effective dissemination of information to staff
- Ensure effective team functioning and promote good working relationship
- Manage financial and other resources as required, ensuring effective utilization and financial viability as appropriate at all times.
- Identify operational and contractual risks within the service and to work with colleagues to mitigate against significant risks



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- Develop, nurture and manage local relationships in the community.
- Work with members, volunteers, learning champions and ambassadors to build a vibrant educational movement at local levels.
- Represent the WEA and act as an advocate for adult and community learning in general and WEA students and members in particular.
- Support staff, tutors, branches and volunteers with marketing, communications, celebratory events, award nominations and public relations.
- Understand, uphold and work with the vision, values, aims and objectives of WEA
- Prepare for and participate in supervision and appraisals
- Identify own training and professional development needs
- Facilitate and attend both internal and external meetings
- Notify your manager of any occurrences which may affect the service or reputation of the organisation
- Provide written records and reports as required by the organisation and your line manager
- Undertake such other duties as reasonably requested by your manager



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Job Title: Education Co-ordinator

Job Location: West Midlands Region - Worcestershire

Person Specification:

Essential

- Educated to degree level or equivalent
- Must hold, or obtain with 18 months of appointment, a Level 4 Certificate in Education and Training (QCF) or an equivalent (i.e. CTTLs, C&G 7407 Stage 2 ATLS Status).
- Teaching experience, preferably in an adult and community learning context.
- Ability to co-ordinate teaching, learning and assessment to ensure positive outcomes for adult students with different life experiences, backgrounds and motivations to learn.
- An understanding and appreciation of the value of adult education in society and of the WEA vision, mission and values and approach to learning.
- A working knowledge of teaching and learning, quality improvement and student support, and of skills funding and Ofsted common inspection framework.
- Commitment to and awareness of role of digital learning technologies in adult education.
- Effective organisational and time management skills.
- Effective communication skills including ability to build relationships and work with a range of stakeholders in an education context.
- Ability to operate on own initiative, respond flexibly to new challenges and to work effectively in teams
- Experience of supervising staff, working with a range of stakeholders and with volunteers.
- Experiences of project management and programme planning within agreed constraints.



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- Ability to monitor progress, work to targets and work with data.
- Excellent IT skills including a significant commitment to the use of educational and communications software to support teaching, learning and development..
- The post-holder must be willing to undertake evening and weekend work and to travel within the region and possibly the UK.

Desirable

- An appreciation of the challenges of working for a Charity to improve lives.
- Local knowledge of communities and networks in the geographical area which the post is based.



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West Midlands Region

Education Co-ordinator (0.4 FTE) – Fixed Term until 31/07/2017

SUMMARY OF CONTRACTUAL TERMS AND CONDITIONS

Location:	WEA Worcester Study Centre (Angel Centre)
Salary Scale Grade	11 £23,903 (Normal starting salary) pro-rata 12 £24,784 13 £25,665 14 £26,546 15 £27,427
Hours of Work:	14 per week (0.4FTE)
Annual Leave:	30 days plus UK bank holidays (pro-rata) and the period between Christmas and New Year
Pension:	WEA defined contributions pension scheme managed by NOW: Pensions You Pay WEA Pays 2% 3% 3% 4% 4% 5% 5% 6% 6% 7%
Parental Leave:	Generous WEA Parental and Personal Responsibilities Leave
Other Benefits	Child Care Voucher scheme in operation Season ticket loans available for public transport users Cycle Scheme Employee Assistance Programme Credit Union