




**NATIONAL
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Adult Learning Within Reach

 <small>Adult Learning Within Reach</small>	Job Description		
Job Title:	Education Co-ordinator		
Business Unit:	Scotland		
Grade:	4	FTE	0.5 FTE
Reports to:	Area Education Manager		
Direct reports:	Sessional Tutors		
Place of work:	Aberdeen Office or home working		
Purpose of the role:	<p><i>The Education Coordinator will report to the Area Education Manager and will have day-to-day management responsibility for a number of sessional teaching staff and volunteers</i></p> <p><i>The Co-ordinator is responsible for aspects of programme organisation and may directly influence expenditure within the budget allocations agreed with the funder, and as agreed with the AEM.</i></p>		
KEY AREAS OF RESPONSIBILITY			
<ol style="list-style-type: none"> 1. Work with organisations engaged in partnership ESOL and other community based delivery to achieve successful outcomes for WEA tutors, learners and funders. 2. Work with the AEM to ensure that the existing ESOL and other programmes are maintained, promoted, resourced and attended. 3. Support and develop identified areas of new activity, with the AEM. 4. Establish resourcing requirements for agreed delivery within budget, ensuring that relevant administrative procedures are followed 5. Organise and plan all aspects of identified programme delivery in areas of Aberdeen City and Aberdeenshire including tutor allocation and support, venues, class organisation, learner assessment and levels, and ensuring recording of attendances on college-funded ESOL courses. 6. Working with AEM, organise part time tutor allocation, recruiting and appointing new tutors when 			

required

7. Provide day- to day line management and educational support for tutors and volunteers
8. Organise tutor / volunteer training as required to ensure quality assurance requirements are met
9. Provide reports (with the AEM) on operational outcomes as required for funders/partners.
10. Promote the WEA and encourage student involvement / progression
11. Ensure that relevant administration including course / activity documentation procedures are followed.
12. Comply with all WEA Policies and Procedures

To be used in conjunction with relevant Person Specification.

	Person Specification
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Criteria	Essential (✓)	Desirable (✓)	Assessment Method (for recruitment only) A – application form I – interview T – test
Education & Qualifications			
Degree-level qualification or equivalent		✓	A
Recognised ESOL qualification or extensive relevant experience		✓	A/I
Experience			
Experience of working in partnership and/or networking with public, private and third sector agencies.	✓		A/I
Experience of delivering ESOL and/or other community based learning courses		✓	A/I
Experience of organising ESOL and/or other community based learning courses including creating a safe and secure learning environment.	✓		A/I
Experience of reporting on project outputs, outcomes & impact to funding bodies.		✓	I



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Successful experience in line management and ability to motivate staff to achieve targets and deadlines		✓	A/I
Experience of working in a voluntary/charity organisation		✓	A
Knowledge & Skills			
Effective written, verbal and interpersonal communication skills	✓		A/I
Organisational skills to meet deadlines	✓		A/I
An active commitment to equality and diversity	✓		A/I
Computer Literacy	✓		A/I
Knowledge and experience of quality assurance processes.		✓	A/I
Additional Requirements			
Comply with all WEA's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I
Willingness to undertake occasional evening/weekend work and travel	✓		

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