**Elaine Simmons**

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**PROFILE**

I am a highly self-motivated individual with an enthusiasm for applying myself fully to all situations. I am a quick learner who is eager to build on my existing experiences through undertaking a new role. I have strong time management skills and a goal-orientated mindset. I work well independently to fulfil individual tasks, but also have experience working in and leading a team to meet wider targets effectively and build strong relationships.

Many years’ experience of working and managing, in a variety of roles and with differing levels of responsibility within Adult Education, has given me a clear understanding of the education sector. I have gained an excellent grasp of the needs of my local market, a flexible attitude to work and an ability to communicate effectively and appropriately with students, teaching staff, local stakeholders and other professionals. whilst also understanding and applying the organisation’s ethos to my role. I welcome the challenges a new role would bring.

**EMPLOYMENT HISTORY**

**West Suffolk College, Park Road, Haverhill (January 2003 - present)**

Current Role: Manager Haverhill PPL:

Haverhill PPL offers leisure and vocational courses (qualifications) to adults aged 19+

**Duties include:**

* Managing a small core team of 4 admin staff to ensure enrolments are processed in a timely fashion; students are signposted to courses and enquiries are dealt with appropriately and professionally; completions are actioned in order for funding to be claimed and SEN assessments are arranged to meet the support needs of anyone identified during enrolment or by the teaching staff.
* Managing a wider team of visiting contracted tutors for both leisure and vocational courses to ensure that provision runs smoothly on-site, and any issues or concerns from either teaching staff or students are dealt with in an appropriate and timely fashion. That visitors receive a positive welcome and an exceptional quality experience.
* Day-to-day running of the centre ensuring the needs of the students and teaching staff are met. This includes but is not limited to: Caretaking; First aid; Fire Warden duties; Welfare; IAG.
* Liaising regularly with local organisations, businesses and charities to ensure our offer is relevant to the needs of the community and the college is, wherever possible, the first point of call for local provision.
* Researching and initiating a provision of vocational and non-vocational courses: Identifying gaps in the market; recruiting suitable staff to deliver short workshops and courses; advising and helping to devise suitable Schemes of Work or lesson plans for delivery; costing courses to ensure they offer a suitable financial return; marketing and advertising including FB, Eventbrite and local marketing; recruiting students to ensure courses are viable.
* Working closely with members of Haverhill Town Council and Suffolk County Council in areas around Early Help, NEET and the Children and Young People’s services to ensure a coordinated approach is in place to meet the needs of the community especially for students aged pre19
* Assist with admin duties including pre-enrolment, enrolment and post enrolment duties, to ensure the smooth running of the centre. Most of this work is done using a computer and I am competent in most Microsoft Office programmes.

I offer a supportive working environment for staff, mentoring and coaching other team members to enable them to achieve their full potential.

**ADDITIONAL RESPONSIBILITIES**:

**NHS Functional Skills provision**: In 2021 I was asked to look at a functional skills provision for maths and English in conjunction within the NHS. This is primarily for healthcare assistants and Band 3 employees who need to upskill to enable progression through a Nursing Degree apprenticeship or on to a Nursing Pathway. This was already running but was a failing provision and had less than 50 learners from 2 hospitals on programme. Working with the appropriate teams within the NHS Trusts, I have, over the past 2 years revamped processes and streamlined the provision to make it more fit for purpose.

* We now currently work with eight NHS organisations spread throughout the whole of East Anglia
* By the end of academic year 23-24, we anticipate around 600 students will have been enrolled in classes, with delivery offered on site at the hospitals and online.
* I have introduced lower level classes in both maths and English along with provision for non-native speakers to ensure we are supporting students at every entry point in their career.
* The provision requires cross department collaboration alongside with working with managers within the NHS to ensure smooth running of the provision and to ensure we continue to meet the direct needs of our NHS stakeholders.

**Free Courses for Jobs – a Government funded initiative for upskilling:**

This provision is delivered as an inter-departmental collaboration and has required me to look at ways to maximise the breadth of provision whilst utilising existing members of the wider college team to minimise costs. Last year the college spent 100% of its allocated AEB budget for this provision which is the first time this has happened.

* My responsibilities include ensuring the provision meets quality assurance standards and there are no ongoing concerns around teaching, delivery or course content.
* Managing promotional material, websites and speculative emails to ensure all material is current and relevant.
* Working as FPOC for external agencies.
* Managing a team of lecturers who are responsible for assessing and delivering the programme to ensure that there are no issues or concerns with students including the standard and regularity of submissions and any welfare concerns they may have.
* I have initiated a robust assessment process to ensure that students are enrolled on appropriate courses and devised a pre-enrolment Statement of Intent document to ensure students are adequately prepared and informed about their proposed area of study.

Under my management the centre has piloted a number of courses and events which I have researched and helped to develop and which have subsequently been adopted by the department and rolled out on a wider basis,

**Prior to my role as manager, I have previously been employed in Centre Coordinator, Administrator and Administrative assistant roles within the college. Each of these roles has given me a unique insight into college processes and procedures and has allowed me an invaluable understanding of the learner journey, the needs of the local community, funding and legal entitlements and all aspects of planning, setting up, delivering and wrapping up areas of curriculum.**

I am Designated Safeguarding Lead for the centre and have completed all mandatory SCC and national training for this role. I am also the appointed First Aider and have a current first aid qualification.

**EDUCATION AND TRAINING**

A good standard of secondary education including10 x GCE ‘O’ and 3 x ‘A’ Levels

2:2 Honours degree in English and History Hatfield Polytechnic 1987

BSL Sign Language Level 1 CACDP through WSC 2006

Award in Education and Training L3 WSC 2009

Information, Advice and Guidance -

NVQ Level 3 WSC 2011

FS maths Level 2 WSC 2015

English GCSE WSC 2017

Understanding Autism Level 2 certificate WSC 2019

Emergency First Aid at Work WSC 2023

Designated Safeguarding Lead Training SAFEcic through WSC 2024

Short CPD/Compulsory training modules

Becoming a Numeracy Champion

Fire Safety

Slips Trips and Falls

COSHH

Data Protection

Equality and Diversity

Health and Safety at Work

Manual Handling

PREVENT

Emergency First Aid at Work (current until 2025)

Risk Assessment

Safeguarding

Keeping Children Safe in Education

Professional Standards

Modern Slavery

FGM

Working with Prevent

Designated Safeguarding Lead training

**ADDITIONAL INFORMATION**

Full UK driving Licence

**INTERESTS**

I am a keen reader with a love of all genres. I enjoy walking my dog and am lucky enough to have some beautiful countryside walks close by. I regularly attend Yoga classes as a way of keeping fit and supporting positive mental health.

**REFERENCES**

Available upon request