JOB DESCRIPTION

**POST TITLE:** Director of Higher and Adult Education

**GRADE:** Competitive salary

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**DIRECTORATE:** Learning Skills & Innovation

**RESPONSIBLE TO:**  Deputy Principal Learning Skills & Innovation

**RESPONSIBLE FOR:** Directing the Higher and Adult Education strategy for the organisation. Providing effective leadership to ensure achievement in Higher and Adult Education attains the College’s vision to become and sustain outstanding.

**PURPOSE OF THE POST**

The post holder will:

1. Provide outstanding leadership and management across the college group in respect of learners' achievement in Higher and Adult Education.
2. Ensure every student and apprentice experiences the highest quality teaching and learning experience in Higher and Adult Education, supporting them to achieve the very best outcomes and progressions.
3. Manage a staff team to become highly achieving practitioners and creating a centre of excellence for the provision of Higher and Adult Education.
4. Strive to achieve consistently outstanding provision.

# **DUTIES AND RESPONSIBILITIES**

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|  | Provide leadership across the college group in developing an outstanding culture of teaching, learning and assessment for students and apprentices of Higher and Adult Education. |
|  | Research, develop, implement, evaluate and reflect upon the design of the Higher and Adult Education strategy which will enable learners to attain outstanding levels of progress in their learning. |
|  | Provide robust, supportive and developmental quality assurance on Higher and Adult Education programmes which supports students throughout the student journey and leads to outstanding practices within the organisation and performance manage individual curriculum lines where appropriate. |
|  | Relentlessly pursue an outstanding teaching and learning experience for all students by ensuring effective planning for learning that is innovative, experimental and engaging and impacts positively on learning outcomes, higher grades and progression. |
|  | Develop and sustain excellent working partnerships with local Higher Education Institutions (HEIs) that supports delivery of the Higher Education Strategy and positions the college as a key local provider of Higher Education (HE). | |
|  | Implement innovative and creative approaches that support the delivery of a programme of continual professional development that supports new and existing Higher and Adult Education staff and raises academic standards. | |
|  | Develop outstanding technologically enhanced learning opportunities for Higher and Adult Education delivery across the college group. | |
|  | Establish and manage a quality framework for HE provision to comply with the requirements of external validating and regulatory bodies and the Quality Assurance Agency for HE compliant with sector specific benchmarks. | |
|  | Lead self-assessment and quality improvement activity for the area being relentless in pursuit of development activities that enables the college to attain outstanding. | |
|  | Lead a staff team to become practitioners who excel in their subject and who support the college to become a centre of excellence. | |
|  | Lead the college group to be a cutting edge provider and innovative in its delivery of Higher and Adult Education underpinned by current educational thinking and research. | |
|  | Plan budgets for substantial areas of provision and undertake prudent management of costs against those budgets. | |
|  | Lead on the planning of funded income for Higher and Adult Education, taking into account all budget streams. Manage efficient maximisation efficient staff utilisation and effective budget management. | |
|  | Drive the strategies that ensure staff have high ambitions for learners attainment and all learners achieve well against stretching targets set by managers and teachers. | |
|  | Ensure a strategy is in place to ensure every learner has the opportunity to achieve in examinations including the development of: exam techniques, support strategies and exam practice. | |

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

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| **Post:** | Director of Higher and Adult Education | **Department:** | Learning Skills & Innovation |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Level 5 or equivalent qualification in a relevant discipline | **E** | **A** |
| Teaching qualification (PGCE, Cert Ed. or equivalent) | **E** | **A** |
| Assessor and Verifier Awards or willingness to work towards | **D** | **A** |
| **Experience:** |  |  |
| Experience of leading the quality of teaching and learning towards outstanding. | **E** | **A/I** |
| Providing effective management for a large and diverse cross-college service. | **E** | **A/I** |
| Experience of leading quality assurance activities which drive continual development of provision. | **E** | **A/I** |
| Leading innovation within teaching and within curriculum design providing highly engaging programmes. | **E** | **A/I** |
| Sound experience in budget planning and managing costs within budgets. | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Experience of working and collaborating with external partners in the field of Higher Education | **E** | **A/I** |
| Extensive understanding of Higher and Adult educational provision | **E** | **A/I** |
| Deep understanding of outstanding quality with the ability to lead the directorate to attain and maintain this. | **E** | **A/I** |
| Experience supporting Higher Education QAA process, knowledge of TEF, OFFA and other regulatory frameworks that support the governance and quality assurance of higher education | **E** | **A/I** |
| Very well informed regarding funding methodology and curriculum policy; has the ability to respond to changes quickly and place these within college strategy. | **E** | **A/I** |
| Well-developed skills in analysing and interpreting data. Ability to accurately spec and translate reports. | **E** | **A/I** |
| Able to plan efficient and logical systems regarding the operations of the directorate. | **E** | **A/I** |
| Highly skilled in motivation staff and teams to achieve outstanding results when provided stretching targets. | **E** | **A/I** |
| Skills in developing provision using technology enhanced learning that meets the needs of classroom based and work-based learners. | **E** | **A/I** |
| Outstanding written and verbal communication skills, including the ability to write reports addressing a wide range of audiences. | **E** | **A/I** |
| **Qualities:** |  |  |
| Confident with the competence to represent the organisation in a wide range of situations. | **E** | **I** |
| Outstanding track record in enabling staff to achieve highly through, management, mentoring, coaching and support. Staff are clear about the performance targets which will drive their success. | **E** | **I** |
| Able to apply higher order thinking techniques to upcoming problems to ensure these are quickly rectified. | **E** | **I** |
| Able to take a strategic view on subjects across the college group and drive an encompassing agenda that leads towards outstanding success. | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children and Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | GP | **Date Produced:** | February 2018 |