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| **LEADERSHIP FAMILY** | | Sheffield |
| **LEVEL** | **5** |
| **SHAPE DESCRIPTOR : Head of Higher Education and Access**  The Head of Higher Education you will lead your team to ensure the overall development and success of the department. Working with employers, students and other key stakeholders, the leadership family is responsible for providing a high quality, coherent, demand-led and accessible curriculum portfolio which ensures progression opportunities for all students.  The role will lead the implementation and operation of quality systems for Higher Education and Access programmes, promoting a student focussed culture of high performance and excellence in teaching, learning and assessment.  The Head of HE and Access will liaise with external agencies and institutions to ensure requirements are met for Higher Education and Access programmes. The role will be responsible for the setting and monitoring Higher Education numbers against target.  To role will also influence, advise and assist in curriculum development of higher Education and Access programmes.  Additionally the role will assist in curriculum development of Higher Education programmes and in the organisation and delivery of staff development for those delivering prescribed HE programmes.  The role will also be responsible for immediate quality support in relation to provision of data, self-assessment, course review, teaching and learning observations, and student voice activities.  The key focus of the role is to manage the implementation and operation of quality systems for Higher Education programmes in order to provide a robust and consistent approach to cross college quality process and practice.  Examples of specific responsibilities and accountabilities will include, but are not limited to:   1. Lead further development and implementation of the College’s HE strategy 2. Contribute to the research, development and formulation of the College’s Higher Education strategy and its Higher Education Widening Participation Strategy and ensure requirements are met in relation to these 3. Develop the college’s Access Agreement in line with changing OFFA requirements 4. Act as the main point of contact for HEI and other related stakeholders and awarding organisations 5. Manage staff within the designated team for HE, in accordance with the guidelines of the College’s Human Resources policies and procedures. 6. Ensure that the college’s HE and Access provision is well positioned in the market place to contribute to the College’s Strategic Objectives, build strong partnerships with HEIs, employers and other stakeholders. 7. Ensure robust progression pathways are in place for our HE provision, including the development of a strong link from our Access courses. 8. Develop and enhance the college’s quality assurance procedures and systems for Higher Education to align with any changes emanating from the Higher Education and Research Act 2017 9. Manage the implementation and operation of quality systems for Higher Education provision across College. 10. Actively promote scholarship and further develop work with the HE Academy to build a vibrant academic community of staff and students 11. Oversee the continued development of the college’s HE Academy Accredited Fellowship Scheme 12. To manage the implementation and operation of quality systems for Higher Education provision across College. 13. Manage the Quality Assurance Agency, HEFCE’s Annual Provider Review, Higher Assurance Review and other external reviews of the College’s Higher Education Provision 14. Manage the process of preparing the Annual Review Report and Action Plan 15. Work with curriculum areas to ensure their HE provision meets the QAA Quality Code and other external quality agencies’ requirements 16. Provide support for staff across the College to improve standards of all aspects of the   student experience, with a focus on developing and implementing internal quality   1. Work collaboratively with other College Managers in order to ensure the HE curriculum progression pathways are in line with employer requirements in the relevant sectors 2. Assist SRIS to accurately complete the College’s HEIFES returns 3. Monitor and review targets and standards for student achievement and external requirements for qualifications, and oversee the drawing up of specifications and the running of programmes to meet these requirements and achieve continuous improvement. 4. Liaise with appropriate external organisations (HEFCE, OFFA, Office for Students, HE Academy etc.) with regard to the College’s Higher Education where appropriate. 5. Take responsibility for collaborating with the Learning Improvement and Development Manager to plan support and coordinate improvement activities. | | |
| **LEVEL SUMMARY**  Role holders will have specialist professional and/or technical expertise based on a relevant professional qualification and/or extensive vocational or profession  As a member of the College’s leadership family they will contribute to the overall success of the College.  Role holders will anticipate the needs of all stakeholders. Manages relationships with stakeholders, develops initiatives to ensure the delivery of a quality and valued service.  They will need to work closely with Directors of Learning and Heads of Service across the College which will influence strategies to have a significant positive impact on students  The ability to work towards the College’s strategic objectives, recognising and responding proactively to the key themes that move the College towards its vision.  They will provide functional leadership in a specialist area either through the management and maintenance of professional standards of one or more teams by being a senior individual responsible for managing major services and/or projects acting with a significant degree of independence.  They will develop systems and procedures and determine policy and standards for their area with significant influence upon the structure and development of that area of activity.  They will have considerable managerial or professional autonomy and responsibility and will input into College wide plans with long-term impact. In some functions, they will be the most senior professional member of staff. | | |
| **REPRESENTATIVE WORK ACTIVITIES** | | |
| Provision of Management, Professional or Specialist Level activities. | * Role holders can be required to lead research and project work activities that may involve collaborative work across functions.   + Role holders will identify trends, strengths, weaknesses, opportunities and threats in their area of responsibility to enable appropriate and timely action to be taken.   + Outcomes of project work may be shared with external professionals and could have significance for services across further education. * In specialist roles there may be a requirement to use or oversee the use and development of facilities and new technology to deliver agreed service standards.   + Role holders may manage technical or operational services and have formal responsibility for the health and safety of others. * • Detailed understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards. | |
| Planning and Organising | * Will make decisions about the nature or scale of resourcing across teams or complex projects. * May make final decisions on expenditure based on recommendations from others in the section. * May manage budgets on behalf of a Head of Department/Senior Leader and make recommendations for resources in line with future requirements. * Role holders in line management roles will provide functional leadership and input into overall staffing policy.   + Role holders without formal line management duties may be involved in the planning and management of major projects with significant impact across the College. * Will be expected to negotiate effectively with internal or external suppliers/agencies. | |
| Initiative and Decision Making | * Role holders will develop innovative solutions, encourage the application of new ideas, contribute to strategic planning and manage change.   + High level analytical and problem solving skills will be needed to develop new knowledge, policies and procedures. * Will have substantial professional autonomy within wider policies and precedents. | |
| Communicating, Persuading and Influencing | * Role holders will be required to communicate with a wide range of people across the College to ensure the successful delivery of services.   + May participate in, and may chair College committees.   + Will participate in, and may lead, external networks – may include outside agencies, commercial organisations or other Colleges.   + Likely to represent the College externally on a regular basis and build positive relationships.   + Role holders may require negotiating skills to present and promote change and developments in the teams/functions/projects they lead and manage. | |
| Teamwork | * Lead a team within the same professional area or lead substantial operational projects. | |
| **REPRESENTATIVE SKILLS, KNOWLEDGE & EXPERIENCE** | | |
| * Role holders will have a high level of professional competence and knowledge and are likely to have a degree or equivalent qualification and senior professional experience gained through progressively more demanding and influential work areas, as well as demonstrating success in an important specialist area. * In many areas a professional qualification may also be expected. * People management skills will be required. * A detailed knowledge of College structures and systems and how they inter-relate is needed. * Sufficient knowledge and aptitude to create new procedures and working practices and develop future strategy is required. * Knowledge of project management techniques may be needed. * Role holders will be proactive in updating their knowledge of relevant technical issues and legal and regulatory requirements and developing their awareness of their field of work including best practice from other institutions or sectors. | | |
| **REPRESENTATIVE PERFORMANCE INDICATORS** | | |
| * Accountable for agreeing and setting service objectives for a department or section and for monitoring and maintaining the quality of service provision. * Ensure that service provision is amended in the light of any relevant changes in legislation or regulations. * Make decisions regarding the allocation of resources within a professional service. | | |

**Person Specification: Head of HE**

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| **Attainments/Knowledge** | **Essential** | Master’s Degree or professional equivalent at level 7. |
| **Essential** | Level 2 Maths and English (GSCE grade c and above) or equivalent. |
| **Essential** | Professional Teaching qualification. |
| **Desirable** | Fellowship of the HE Academy |
| **Experience** | **Essential** | Experience of working with16-19 + and HE students |
| **Essential** | Experience of managing HE curriculum development and College programmes |
| **Essential** | Experience of developing and managing relevant quality assurance systems, procedures and policies for HE provision |
| **Essential** | Experience of liaising and working with external organisations and agencies |
| **Essential** | Experience of developing new prescribed higher education programmes |
| **Essential** | Experience of working collaboratively with a range of internal and external stakeholders and developing effective partnerships |
| **Essential** | Experience of using data to inform and drive improvements |
| **Desirable** | Strong interest in and understanding of Education policy relevant to Further and Higher Education. |
| **Skills/Abilities/**  **Specialisms** | **Essential** | Understanding and knowledge of FE and HE programmes, current policy developments and the strategic challenges and opportunities facing the sector. |
| **Essential** | Understanding and knowledge of HE and other relevant funding systems |
| **Essential** | Sufficient knowledge to enable the post holder to provide expert advice and support, interpretation, adoption and operation of standards, with particular reference to examining bodies and verification procedures. |
| **Essential** | Understanding of performance indicators and targets |
| **Essential** | Understanding and experience of internal and external HE quality improvement process |
| **Decision Making/**  **Problem Solving/**  **Planning** | **Essential** | Ability to interpret and analyse problems objectively at an individual/organisational level. |
| **Essential** | Ability to forward plan and work within specified timescales. Able to collate, analyse and evaluate information to reach well-reasoned conclusions with general guidance. |
| **Practical Effectiveness** | **Essential** | Demonstrates an eye for detail and accuracy in all work undertaken. |
| **Essential** | Demonstrates the ability to promote (face to face and online) the activities and image of The Sheffield College in a positive manner. |
| **Essential** | Good listening and communication skills |
| **Essential** | Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults |
| **Essential** | Good personal organisation and the ability to organise others |