

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Head of Adult & Community Learning/ Campus Lead - Cradley Heath Skills Campus
Responsible To:	Deputy Principal Curriculum and Skills
Department:	Wider Leadership Team
Salary Grade:	Director grade (£60-65k)

JOB ROLE

This exciting, new opportunity is at the forefront of the next stage of the Sandwell Colleges' Adult Skills strategy, leading the development and implementation of plans for the new Cradley Heath Skills Campus.

This is a unique opportunity to drive the success of a brand-new campus and its provision and to embed our work in Cradley Heath and Rowley Regis. The Head of Adult & Community Learning/ Campus Lead will drive the development of the brand-new Campus provision, providing leadership and management of the facility and team, and with support and guidance developing a curriculum offer that will engage learners, supporting them to progress to further education, higher education, res-skilling and upskilling and/or in to employment. The post also provides an exciting opportunity to prepare for senior leadership. This role will actively engage;

1. Students and applicants
 - Recruitment of Adults (and some young people) and the development of Sector Work Academy Programmes (SWAP) to support progression to work
 - Working with young people and those who are not in education, employment and training to develop pathways to vocational qualifications
 - Developing programmes to support young people aged 16-24 with High Needs to provide an ambitious and rewarding curriculum
 - Collaboration with the apprenticeship team to develop pathway to apprenticeship programmes
2. Community & Voluntary bodies
3. DWP
4. Employers
5. Special Schools and colleges
6. Wider College Departments and Campuses

This is a high-profile development for the College working with funding from the Towns Fund and the West Midlands Combined Authority. The postholder will be critical to the future success of the Campus; acting as its senior ambassador leading external and internal engagement activities to ensure the profile of the Campus is established and continually championed; that opportunities for

local people are communicated effectively and engagement with employers, local communities and wider regional partners are made and that opportunities for the Campus are maximised. The role will be primarily working in the locality of Cradley Heath & Rowley Regis to build a stand-out provision working closely with other Sandwell colleges and campuses.

KEY DUTIES

No	Description of Duties
1	Provide leadership and development of a relevant, responsive and highly engaging curriculum linked to the Sandwell Colleges' strategy to grow its adult offer and specifically at the Cradley Heath campus, ensuring that learning experiences and outcomes are exceptional and realise the potential of each student.
2	Working with senior colleagues to design and develop an appropriate curriculum offer continually improving and evaluating its impact.
3	Act as a senior ambassador for the work of the Skills Campus and wider work of the Colleges, its students, including planning and delivery of external events, presentations, contributing to PR pieces and wider business development activities.
4	Be responsible for identifying learning and other resources for the Campus, liaising with wider College departments during the transfer and/or establishment of new provision.
5	Be responsible for monitoring the delivery of provision to ensure that delivery complies with funding targets agreed with relevant funding bodies.
6	To raise awareness of the Campus in the local area through a variety of high-profile engagement activities; developing material and workshops to secure high levels of community and customer engagement at the Campus
7	Establish and maintain a range of effective external relationships including but not limited to; <ul style="list-style-type: none"> • employers in the locality (working across the Colleges with, for example Head of Business Development) with the purpose of either supporting the delivery of our curriculum and/or delivery of solutions for local skills needs. • DWP, voluntary, community groups, jobcentre plus and local authority services in the locality • Head of Centre and Campus Principals across the Sandwell Colleges to develop an engagement strategy for EHCP learner places in Cradley Heath.
8	Inform and support the recruitment of the appropriate human resources for the Skills Campus.
9	Work closely with the Head of Marketing to develop, implement and monitor a marketing plan for the Campus.
10	Ensure that the appropriate Health and Safety policies and practices for staff, students and visitors are in place and aligned to wider College approaches.
11	Work with the Estates, Project Delivery Team & Assistant Principal for Adult Learning to ensure staff are engaged in the design and delivery of the building and its facilities for both staff and students.
12	To lead a range of internal staff and wider external meetings to deliver operational messaging and wider strategic communications.
13	Prepare progress and monitoring updates against implementation plans for the College's Capital Projects Committee.
14	In conjunction with other College Managers, organise and participate in the learner recruitment process, the induction of learners and ensure there is effective support for learners on programmes.

15	Undertake appropriate in-service training when required to do so.
16	Commit to, promote and operate in accordance with the colleges' values and goals including but not limited to: safeguarding; health and safety; equality, diversity and inclusion.
17	Lead and participate in a range of cross college activities including but not limited to: enrolment and open events; business planning; professional development opportunities.
18	Ensure a high level of confidentiality at all times.
19	Adhere to the Risk Management approaches and register and notify SLT of any risks identified.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

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Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the Campus and its work		X
1.2	Certificate in Education or Level 5 Teaching or Management Qualification	X	
2. Experience			
2.1	Teaching experience with demonstrable impact	X	
2.2	Significant experience of the leadership, management of, and development of Adult Learning and High-Level Skills	X	
2.3	A track record of successful project delivery	X	
2.4	Proven experience in employer and stakeholder engagement	X	
2.5	Experience in developing a range of provision including short courses and commercial activity		X
3. Skills/Abilities			
3.1	Inspirational people management and leadership skills	X	
3.2	Excellent communication and interpersonal skills	X	
3.3	A good understanding of career and curriculum pathways		X
3.4	The ability to analyse and effectively manage and use data	X	
3.5	An ability to represent the Campus at a senior level both internally and externally; influencing outcomes and building confidence and credibility	X	
4. Special Requirements			
4.1	Knowledge of the locality, including employment and skills needs	X	