

Job Description

Job Title	Director of Adults Learning
Reports To	Vice Principal – Adult & Skills
Contract	Full-time
Grade	Leadership Tier 4
Location	Stratford, East Ham, Institute of Technology Community venues

Job Purpose

The Director will hold line management responsibility for a number of curriculum areas across the College and identify new developments which will lead to growth in adult programmes across the college. The Director will lead, manage and develop the strategic direction of the adult curriculum offer, maximising student participation and success rates, and ensure all students within the curriculum area receive a consistently outstanding experience. The Director will also play a proactive role in the delivery of Newham College's strategic initiatives, aims and ambitions, with a focus on adult vocational programmes and local employment

Key Duties and Responsibilities

➤ **Strategic Leadership:**

- Build high impact, adult programmes that balance the demand for ESOL programmes with provision that will support adult learners into well paid work. Over time, pivot the adult offer, from a predominately weighted ESOL offer, towards a weighting of vocational programmes that align with funder and LSIP priorities, taking care to manage the financial impact and student demand for community services.
- Liaising closely with the Vice Principal, develop the relationship with LB Newham's Adult Skills provision delivered by *Our Newham Adult Skills & Learning* to minimise competition / duplication and maximise positive progression pathways between the two services.
- Leverage the College's improved estate to offer a richer range of adult provision.
- Design, deliver and implement a range of delivery modes (part time, full time, weekend and evening provision) to ensure wide adult participation in the college.
- Monitor and report on, delivery and attainment of all adult learners in the college, regularly liaising with managers, senior and executive teams.

➤ **Curriculum Development and Quality Assurance:**

- Ensure high quality student experience, engagement and outcomes throughout the student journey.
- Take the lead in ensuring retention, pass and achievement rates are above national benchmark levels and meet agreed targets.
- Implement robust business plans to deliver the Adult Skills Fund budget, plus any other ringfenced projects/funding streams allocated to the postholder.
- Oversee the adult learning financial performance, ensuring financial goals are achieved, allocations are met and exceeded annually and that results are reported monthly.

- Take a lead on the college SAR for the adult curriculum.
- Manage the budget and resources for adult learning in the college.
- Ensure the rigorous implementation of designated quality assurance procedures and have oversight of the quality improvement plans to ensure the college meets all its deadlines.
- Increase levels of adult learner satisfaction and provision and maximise completion of funder learner satisfaction surveys.
- Oversee and co-ordinate the adult curriculum planning, delivery and timetabling process.
- Monitor and lead on the adult learning targets, ensuring that allocations are met.
- Lead on adult student recruitment and enrolment, working closely with the marketing and admissions teams.
- Use management information and data to monitor and improve the quality of provision. Drive up standards of teaching and learning within the curriculum schools by encouraging models of best practice in teaching and learning and the use of innovative and creative curriculum delivery.

➤ **Line management and culture:**

- Line manage Heads of School/ Assistant Directors as appropriate and ensure they are effectively deployed to support the achievement of high-level adult offer and high attainment rates.
- Work closely with other Directors, Assistant Directors and Heads of School to ensure the smooth planning, monitoring, development and delivery of the adult curriculum across the provision.
- Manage a high performing, collaborative team ensuring exceptional communication and delivery.
- Promote and facilitate a culture of continuous professional development and improvement across all adult learning streams.
- Demonstrate exceptional leadership and management skills, fostering a collaborative and innovative environment for staff and students.
- Maintain staff workloads so that appropriate contributions are made to processes associated with student recruitment, interview, selection, enrolment and induction, including college processes to ensure learner eligibility.
- Manage the performance of staff within the curriculum areas as appropriate.

General Responsibilities:

All leaders employed at Newham College must demonstrate a commitment to:

- uphold and model the **Nolan Principles** of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership
- adopt a **student-first philosophy** and consider all decisions based on how these will benefit our students
- manage **departmental budgets and resources** effectively to deliver optimum output and value for money and to ensure staff are happy and successful
- undertake **work to a high professional standard**
- develop a **collaborative culture** of **continuous improvement**
- model behaviours that uphold the College's commitment to **equality, diversity and inclusion**

- build **environmental sustainability** into leadership decisions and team plans and targets and personally support the college's journey towards Net Zero
 - act in a way that protects the **health and safety** of all staff, students and visitors to Newham College
- respect **confidentiality obligations** and ensure that all data is handled in line with the General Data Protection Regulation
 - keep professional practice in line with evolving sector norms and take responsibility for one's own **professional development**
 - keep current the knowledge and understanding of **safeguarding** policies and statutory guidance documentation, apply these principles in practice, and ensure compliance across the postholder's portfolio of responsibilities
 - take on any other duties which may be reasonably required and that are commensurate with the role.

Person Specification

Essential Qualifications:

- Educated to at least degree level (or equivalent) with a recognised teaching qualification (E)
- Minimum L2 English & Maths qualification (E)
- Leadership and management qualification (D)
- Evidence of continuous professional development including participation in leadership and management programmes (D)

Experience & Knowledge:

- At least five years successful operational and strategic management experience at a senior level within a complex organisation.
- Experience of leading and developing adult further education and skills, and/or related employment/enterprise services at a senior level.
- Experience of building and implementing skills escalators for adults.
- Experience of planning for and delivering a broad, adult offer, focussed on skills, local employment and high impact delivery of adult learning.
- Significant experience of all adult funding streams, bid opportunities, finance and GLA funding allocation mechanisms.
- Leading and cultivating innovation to better meet the needs of customers; joining-up services within local, regional and national systems and priorities; developing new and more effective solutions to complex problems; and responding to the opportunities presented by local diversity and the demands for social and economic inclusion.
- Building collaborative relationships with employers and developing demand led curriculum.
- Significant experience of cross college, Multi site working in a fast paced and complex FE college.
- Significant experience of managing a range of staff.
- Demonstrate experience of working with a range of stakeholders and partners, relating to adult learning.

Personal Qualities:

- Outstanding personal and professional judgement.
- A pro-active "can do" approach, challenging, collegiate, reliable, supportive, and empathetic to others.
- Demonstrate institutional dedication, honesty, and personal integrity.
- Be flexible and adaptable to change, politically sensitive, collaborative, able to meet deadlines and work under pressure, willing to take on major challenges.
- Detailed knowledge of the English further education and skills systems including the national strategic and policy framework, quality improvement systems, and funding methods.
- Empathy with the issues faced by people and businesses in Newham and the surrounding areas of East London, including linguistic and cultural diversity, educational and skills under-

attainment, poverty, worklessness, and the needs of small and micro businesses – with a clear vision for overcoming barriers.

- The ability to persuade and influence at all levels.
- Good written and presentation skills.