# NewCollegeLogo_Colour

# **JOB DESCRIPTION**

**Job Title:**  Higher Education Manager

**Responsible To:** Faculty Manager (Head of Higher Education)

**Updated On:** November 2017

**Job Purpose:** To be responsible for improving the quality of teaching, learning and assessment for all HE (Higher Education). To monitor key performance indicators and implement efficient and effective support to improve the learner experience.

To develop a HE curriculum and manage the relationships of a range of stakeholders and partners.

To lead and manage internal and external HE quality assurance and improvement systems and processes.

**Job Activities:**

**Key Responsibilities**

1. To improve the quality of teaching, learning and assessment for all Higher Education, including carrying out observations, learning walks, HE based CPD and sharing best practice across college.
2. To support Curriculum Managers with day to day operational management of HE delivery, quality assurance and improvement.
3. To critically analyse data ensuring accuracy and appropriate use to secure improvements in HE.
4. To formally evaluate the impacts of measures taken to improve HE and utilise findings for further future improvements.
5. To support HE planning systems and processes while considering market demand, college policies and funding parameters.
6. To lead on key internal and external HE processes such as the internal HE Quality Cycle, NSS (National Student Survey), Awarding Body moderation, DLHE (Destinations of Learners from HE), TEF (Teaching and Excellence Framework), QAA (Quality Assurance Agency), HESA (Higher Education Statistics Agency), HEFCE (Higher Education Funding Council for England) / OfS (Office for Students), and UCAS (University and Colleges Admissions Service) or any equivalent programmes/initiatives/directives.

**Detailed Responsibilities**

1. To observe HE teaching, learning and assessment and work with the college observation team to improve the quality of HE.
2. To ensure a consistent application of HE college procedures and processes in a timely fashion and the completion of any required HE data reporting.
3. To regularly monitor HE attendance and the completion of HE registers including actions to improve any areas for development.
4. To manage a monitoring and improvement system for HE learner progress, learner support and tutorials.
5. To be accountable for HE learner experience and quality of HE provision utilising support from cross college colleagues and curriculum areas/business support areas.
6. To support in the development of new HE staff members when being inducted into the College.
7. To support staff development planning for HE related activities.
8. To support HE marketing and promotional activities and initiatives.
9. To support Curriculum Managers with reviewing the performance of HE teaching staff members.
10. To manage HE budgets allocated by the line manager.
11. To support Curriculum Managers in the planning of staff resources for HE delivery.
12. To operate an effective communication strategy for HE related information to the appropriate learners, staff members, stakeholders and partners.
13. To manage and lead the HE student enrolment processes.
14. To continually monitor the HE performance in year and produce HE self-assessment and quality improvement plans. This should also include contributing HE related performance information to the College Quality Improvement Plan and updates to College Governors.
15. To ensure HE learners receive effective and timely IAG for progression to further learning or employment and may include supporting careers advisors within the College.

**OTHER**

1. Undertaking such other duties as may reasonably be required of you, commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites.
2. Ensure health & safety practices are adhered to at all times.
3. To implement the Colleges’ Equal Opportunities policy.
4. Responsible for developing and maintaining records linked to HE programmes.
5. Developing ICT proficiency to access College information and statistical records, and to communicate effectively.
6. To participate in the College’s performance review process.
7. All staff at New College must comply with equalities legislation and Ofsted/QAA requirements by advancing equality of opportunity, fostering good relations between different groups of people, eliminating discrimination, harassment and victimisation, recognising diversity and embedding equality and inclusion in their work.
8. You are required to have or obtain knowledge and understanding of your responsibility for promoting and safeguarding the welfare of children and young people that you are responsible for, or come into contact with.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined above.

All staff at New College must comply with equalities legislation and Ofsted requirements as stated in the Common Inspection Framework (CIF) by advancing equality of opportunity, fostering good relations between different groups of people, eliminating discrimination, harassment and victimisation, recognising diversity and embedding equality and inclusion in their work.

You are required to have or obtain knowledge and understanding of your responsibility for promoting and safeguarding the welfare of children and young people that you are responsible for, or come into contact with which includes the PREVENT Duty.

This job description is not a comprehensive definition of the post.  Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined above.

**PERSON SPECIFICATION – Higher Education Manager**

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| **Method of Assessment**  The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.  **In addition to the candidate’s ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.** | **Essential or Desirable** | **Application Form** | **Interview** | **Presentation** | **Test** |
| **Qualifications** |  |  |  |  |  |
| Minimum Level 2 in English and maths or equivalent | **E** | **X** |  |  |  |
| Educated to degree level or holds alternative relevant Level 5 qualification | **E** | **X** |  |  |  |
| Full Level 5 teaching Qualification | **E** | **X** |  |  |  |
| Leadership & Management Qualification at Level 4 or above | **D** | **X** |  |  |  |
| **Knowledge / Previous Experience / Skills** |  |  |  |  |  |
| Ability to work with and lead teams and individuals to support quality improvement | **E** | **X** | **X** | **X** |  |
| Demonstrate effective planning and organisation skills | **E** | **X** | **X** | **X** |  |
| Professional and effective communication skills | **E** | **X** | **X** | **X** |  |
| Ability to lead, coach and inspire teaching staff | **E** | **X** | **X** |  |  |
| Ability to produce? high standards of work and motivate others to do so, which meet deadlines within agreed budgets | **E** | **X** | **X** |  |  |
| Ability to build and nurture effective professional stakeholder and partner relationships to expand provision. | **E** | **X** | **X** | **X** |  |
| Ability to analyse and utilise data to improve key performance indicators and inform HE provision decisions and the direction of developments | **E** | **X** | **X** | **X** |  |
| Ability to successfully implement and deliver change management and continuous improvement in the learner experience and enthuse all participants in any transformation | **E** | **X** | **X** |  |  |
| Evidence of effective budget and resource management | **E** | **X** | **X** | **X** |  |
| A sound and broad knowledge of Higher Education within Further Education | **E** | **X** | **X** | **X** |  |
| Evidence of in depth understanding of Government policy and initiatives on Higher Education | **E** | **X** | **X** | **X** |  |
| Evidence of continuous professional updating to retain sector knowledge and specialisms | **E** | **X** | **X** | **X** |  |
| **Personal Attributes** |  |  |  |  |  |
| An effective team worker and leader with the ability to enthuse and develop teams | **E** | **X** | **X** | **X** |  |
| Self-starting, showing initiative and creativity in working practises and in approach to trying out new ideas. | **E** | **X** | **X** | **X** |  |
| Flexible approach to location, working hours and days when required to undertake development, build business relationships or attend/represent at New College events | **E** | **X** | **X** | **X** |  |