**Job Description**

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| **Job Title:** | Head of Adult Education |
| **Reports to**: | Assistant Principal for Higher Education and Adults |
| **Grade:** | Management Spine points 6-9 |
| **Hours** | Full time – 36 hours per week |
| **Staff Group**: | Leaders |
| **Job Purpose:** | To manage and lead on the delivery, development and maintenance of quality Adult provision.  To provide leadership within the area and support the Assistant Principal for Higher Education and Adults in delivering high quality learning programmes which meet the needs of adult students, providing them with excellent learning experiences. |

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| **Main Tasks and Responsibilities** | |
| 1 | To manage and lead on the delivery, development and maintenance of a quality provision within the curriculum area throughout all stages of the student journey – from application stage to exit from the College |
| 2 | To provide leadership within the area and support the Assistant Principal for Higher Education and Adults in delivering high quality learning programmes that place student learning and success as a core strategic purpose of the College. |
| 3 | To be accountable to the Assistant Principal for Higher Education and Adults for the management and effectiveness of course teams and their teaching and learning resources within the curriculum area. |
| 4 | To develop and encourage an innovative and problem-solving approach in order to raise standards and meet challenging targets in line with key performance indicators relating to recruitment, retention, achievement, progression and student satisfaction. |
| 5 | To carry out, within the College’s quality framework, thorough and self-critical monitoring, audit and evaluation of courses and to take the appropriate action relating to quality improvement. |
| 6 | To ensure continuous course development across the curriculum area, keeping the offer up to date and relevant to students’ and employers’ needs |
| 7 | To develop and ensure consistency within the curriculum area, and across the area in consultation with other Heads and the Assistant Principal for Higher Education and Adults. |
| 8 | To manage teaching and support staff within the curriculum area using the full range of HR strategies in order to maximise student success and the efficiency of the service |
| 9 | To recruit staff and ensure their suitability via application of the College’s recruitment and probationary procedures |
| 10 | To support new staff, including application of the College’s Probationary Procedure |
| 11 | To manage staff to ensure high standards of performance and professional conduct and compliance with job descriptions and College policies and procedures |
| 12 | To appraise staff in line with the College’s appraisal procedures and to monitor the resulting individual staff development plans |
| 13 | To identify and meet staff development needs within the curriculum area, ensuring that staff development plans and actions reflect and support the development of the teams and individuals within the curriculum area |
| 14 | To work in collaboration with the Head of Resource and Performance to optimise the use of resources available to students |
| 15 | To identify resource requirements for the curriculum area and to plan to efficiently optimise resources to maximise their benefits for all students e.g. High Needs Funding |
| 16 | To ensure that the curriculum area actively promotes equality of opportunity and prepares students to live and work in a diverse society |
| 17 | To communicate effectively with staff at all levels formally and informally at all times |
| 18 | To assist the College’s corporate managers in co-ordinating cross-college programmes and quality assurance processes |
| 19 | To develop and promote constructive relations with local employers and other external stakeholders for the benefit of the students and the communities the College serves |

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| **General Responsibilities** | |
| 1 | To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures:   * Equal Opportunities * Health, Safety & Welfare * Child Protection * Data Protection * Risk Management |
| 2 | To undertake any other similar duties of this level as required by the Assistant Principal for Higher Education and Adults and/or the Principal. |

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| **Our Ways of Working at City College Norwich** | |
| Open and Informative | Communicate the right information, to the right audience, at the right time, in the appropriate manner. |
| Respectful and Fair | To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background. |
| Creative and Positive | Provide creative and positive solutions and seek new ways to improve the working and learning environment. |
| Collaborative and Inclusive | Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College’s vision. |
| Consistent and Responsible | Proactively take responsibility to deliver an outstanding service. Actively seek to support others. |
| Exemplary and Tenacious | Lead by example. Set exacting standards for continuous improvement (including, for example, industrial updating) via professional conduct to ensure continued student success. |
| Aspirational and Entrepreneurial | Contribute to the improvement of student experience and outcomes. Actively identify relevant sources of self-development and opportunities to share expertise and knowledge with colleagues. |

**Person Specification**

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| Job Title | Head | Location | City College Norwich |
| Department | Adult Education | Grade | Management Spine, Points 6-9 |
| Reports to | Assistant Principal for Higher Education and Adults | Post Reference | RCCN |

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| Criteria | How Assessed?  Application (A) Interview (I)  Task (T) |
| Qualifications / Education / Training |
| 1. A relevant first degree and/or professional qualification | A |
| 1. A teaching qualification at Level 4 or above (e.g. Cert Ed, B Ed, PGCE). | A |
| 1. A relevant Verifiers qualification (TAQA /V1/Oscar) | A |
| Experience |  |
| 1. Recent, relevant experience of effective course leadership | AI |
| 2. Recent, relevant experience in managing the provision of courses within the subject area, including moderation of BTEC/CaCHE qualifications | AIT |
| 1. Successful experience of managing curriculum development and change within the context of provision. | AIT |
| 1. Experience of monitoring quality systems to enhance the learning of students. | AI |
| Skills, Knowledge and Level of Competency |  |
| 1. Aspirational and inspirational as a leader with the ability to influence and lead by example | I |
| 1. Adaptive and flexible approach | I |
| 1. High achieving, with high standards of self and others. | AI |
| 1. Ambitious and innovative with the ability to challenge and introduce new ways of working. | AI |
| 1. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College. | IT |
| 1. An ability to develop and manage a supportive and achievement-led team. | AI |
| 1. Highly developed communication, negotiation, external liaison and networking skills. | IT |
| 1. Ability to deal with multiple tasks and meet tight deadlines. | AI |
| 1. An innovative approach and proactive style. | IT |
| 1. Strong leadership skills and the ability to motivate and inspire others to achieve the delivery of high quality learning programmes. | AI |
| 1. The ability to analyse and solve problems and implement change. | IT |
| 1. The ability to identify and implement continuous quality improvements to the curriculum area. | AI |
| 1. The ability to analyse and interpret management information. | IT |
| Personal Qualities |  |
| 1. A team worker with an adaptable and flexible approach to work | AI |
| 1. Creative, imaginative and entrepreneurial thinker | IT |
| 1. Persistent and resilient approach to work | AI |
| 1. Enjoys working collaboratively and seeking collaborative opportunities | AIT |
| 1. Committed to student success and supporting students to fulfil their potential | AI |
| 1. Continuously improving and commitment to own personal and professional development | AI |
| 1. A commitment to equal opportunities | AI |
| 1. The ability to influence others | I |
| 1. A commitment to the continuous improvement of standards of performance and services. | AI |
| 1. A responsive and flexible attitude to changing the needs and demands of the curriculum. | IT |
| 1. Self-motivated with a high level of personal initiative. | I |
| 1. An awareness of, and involvement in, current education and training initiatives. | AIT |