

Job title:	Director of Adult Skills
Reports to:	Executive Director External Partnerships & Skills Development
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

The Director of Adult Skills will assist the Group Executive Director for External Partnerships & Skills Development (EP&SD) in leading the growth and development of adult provision across the Group whilst ensuring quality improvement measures are embedded which will lead the provision to outstanding.

As a key member of the senior leadership team, the postholder will be responsible for effectively and positively leading a culture of high performance and high engagement and an environment of continuous improvement amongst all colleagues.

Whilst helping to shape a high-quality adult curriculum offer across all levels, the post holder will develop, analyse, and ensure there are meaningful progression routes for all learners, which meet their needs and the needs of the local labour market.

The Director of Adult Skills will assist the Group Executive Director EP&SD in ensuring the curriculum is current, relevant and fit-for-purpose, through engagement with external partners and stakeholders in West and North Yorkshire, and East Riding.

The post holder will deputise for the Group Executive Director for EP&SD as directed and will be expected to work in a flexible, proactive manner to ensure these key objectives are achieved.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Responsibilities:

Strategic

- To plan and implement a long-term strategy to further grow and develop the adult curriculum to meet priorities and needs whilst ensuring financial viability
- To understand and maintain knowledge of local, regional and national skills policies and economic frameworks that influence the development of strategy and direction of travel

Curriculum Development

- To ensure that the Group is prepared to deliver high-quality adult provision which is responsive to changes in the political, economic, legal and environmental context

- To lead a half termly meeting with all Heads of Curriculum with Adult provision, to develop our longer-term strategy and curriculum plan for adult provision, and to monitor our performance against agreed KPIs
- To ensure provision and projects are successfully planned and delivered

Line Management

- To directly line manage Heads of Curriculum in key areas of growth for adult provision – Engineering & Motor Vehicle, Construction, Digital, ESOL and Sport & Public Services, and the Group's Distance Learning provision

Funding and Income

- To monitor performance of adult-related funding, including WYCA or ESFA adult education budget, full cost provision, loans funded provision, special projects
- To work with the Group Executive Director EP&SD and the Head of Regional Partnerships & Special Projects to identify and tender for additional funding streams, such as Strategic Development Funding, Skills Bootcamps, etc

External Liaison

- To attend any relevant external networks to position the Group effectively to grow provision
- To contribute to the development of employer forums across the Group to help shape provision
- To develop relationships with collaborative partners to secure funding opportunities and growth through tendering

Students

- To ensure that students are supported appropriately to achieve their learning goals and progression pathways including effective initial and diagnostic assessment and development, implementation, and monitoring of effective and efficient support plans
- To develop and maintain an environment that successfully promotes learning and enables students to achieve their full potential
- To increase levels of learner satisfaction of provision within the designated areas of learning.

Quality

To work with senior leaders in quality to:

- Ensure a consistently high standard of teaching, learning and assessment which meets the Group's Standards for Teaching and Learning and other relevant policies
- To ensure that any under-performing provision is subject to intensive recovery action which results in swift and significant improvement
- To ensure that staff are expert in assessing in accordance with awarding body standards and requirements
- To ensure that success rates meet or exceed national averages or the Groups targets
- To monitor Heads of Curriculum performance against Key Performance Indicators and act in a timely way to address any emerging issues.

Marketing and Relationships

- To develop the reputation of the Group's provision with external stakeholders

- To work with the Marketing and Employer Engagement Teams to ensure adult provision is effectively promoted

Human Resources

To support direct line report Heads of Curriculum to lead their teams by:

- Participating in the recruitment and selection of staff in departments as required
- Supporting in the recruitment and selection of other Group staff as required
- Supporting the successful induction of new staff as required
- Supporting the effective management of performance, conduct, and absence of staff as required
- Ensuring that Heads of Curriculum undertake appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements

Financial Management

- Liaison with relevant Heads of Curriculum to ensure that the curriculum offer maximises funding and opportunities for student success
- Develop and maintain appropriate networks to ensure funding opportunities are maximised
- Actively participate in the business review process as required
- Ensure compliance with audit requirements.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Demonstrate a commitment to Group values
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary
- Are committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach
- Act in accordance with data protection legislation at all times
- Participate in team meetings and development opportunities as identified
- Ensure the health and safety of students, staff, and resources with their scope of responsibility
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, and Barred List check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Relationships to other posts in the College:

Responsible to: Executive Director External Partnerships & Skills Development

Liaison with: Managers and staff across the Group

Supervision of: Direct line management of a number of Heads of Curriculum. The post holder is required to lead teams on various cross college projects.

Person Specification: Director of Adult Skills		
NOTE TO APPLICANTS – please ensure you note in your on-line application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task
<u>Qualifications and Training:</u>		
Professional qualification or degree in a relevant area (level 4 or above) or equivalent.	E	A
PGCE /Teaching Qualification	E	A
Safeguarding and Prevent training (or to be completed within one month of appointment)	E	A
GCSE Maths and English at Grade A* – C or equivalent (9 - 4)	E	A
Qualified to level 6 or above	D	A
Management qualification at level 5 or above	D	A
<u>Relevant Experience:</u>		
Significant experience of strategy development and curriculum innovation	E	A, I
A track record of managing curriculum staff and teams to the successful achievement of challenging targets in terms of high achievement outcomes and funding/enrolments	E	A, I
Successful experience of establishing a culture of a high expectation of performance ensuring achievement of excellent standards of teaching and learning and learner outcomes	E	A, I
Experience of working with external stakeholders, including employers to inform the development of adult provision	E	A, I
<u>Skills/Expertise:</u>		
Knowledge and understanding of government skills policies and regional economic and skills frameworks to inform strategy	E	A, I, T
A track record of successfully managing curriculum to teaching, learning and assessment through direct observation and other measures and identifying appropriate remedial measures where appropriate	E	A, I
Experience of developing the curriculum to meet needs and interests of stakeholders	E	A, I, T
Ability to give clear, honest, and constructive feedback to individuals and teams on their performance and improvement targets	E	A, I

The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met	E	A, I
Understanding of FE funding regimes, pertaining to adults	E	I, T
Ability to plan and manage within budget, to specification and on time	E	A, I
Competent user of MS Word, Excel, Outlook, and PowerPoint	E	I, T
Excellent communication and presentation skills	E	I, T
<u>Additional Factors:</u>		
A professional approach	E	I, R
Emotionally intelligent	E	I, R
Open and responsive to feedback	E	I, R
The ability to engage effectively with all levels of staff, students, and stakeholders	E	I, R
A flexible approach to working practices	E	I, R
Good team member	E	I
Reliant and adaptable to change	E	I
A commitment to the principles of Equality and Diversity	E	I
As the Group has three Colleges, flexibility, and willingness to work across all sites is required	E	I

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.