

JOB DESCRIPTION

Post:	Director of Higher Education
Reports to:	Vice Principal Training, Skills and HE
Responsible for:	Higher Education
Grade:	
Salary:	
Hours of work:	

The Director of Higher Education reports to the Vice Principal Training, Skills and HE and is a member of the Heads of Schools team. The role of the post is to:

- Lead on cross College Higher Education curriculum, developing and delivering a strategy for growing the provision to meet the needs of students, local employers, residents and other stakeholders.
- Ensure that the curriculum of Higher Education is integral to the local area, by working on HE providers, related to businesses and other stakeholders.
- Lead on curriculum development and planning for the provision of Higher Education, to ensure there is a sustainable and growing department.
- Provide curriculum support for the planning and development of Higher Education in Apprenticeship.
- Provide leadership and line management to teachers and support staff within the Higher Education department, managing performance to meet College's objectives.
- Teach 3hrs per week.

1. Main purpose and scope of the post

- 1.1. To work with the Vice Principal Training, Skills and HE on developing a culture of innovative HE curriculum, which can be translated into robust curriculum growth.
- 1.2. To work closely with the HE related institutions and other stakeholders on projects to ensure that the College HE curriculum meets the needs of students' employers and residents.
- 1.3. To develop the HE curriculum at all levels expanding student numbers and increasing income within the department.
- 1.4. To ensuring HE courses are continuously updated to meet students, employers, and stakeholder needs, and are aligned to QAA and OfS expectations.
- 1.5. To lead and manage performance of teachers and support staff in your areas of responsibility, ensuring it is aligned to strategic objectives, monitoring and reporting on progress against plans, and ensuring action is being taken where delivery differs from plan.
- 1.6. To oversee quality improvement in your areas of responsibility and ensure it is within the corporate quality framework as well as QAA framework, and that related Quality Improvement Plans are implemented.
- 1.7. To ensure appropriate targets are set at all levels in your area of responsibility, and that management information is used to inform decision making and report against key performance indicators.
- 1.8. To manage the marketing function within HE ensuring the implementation of the marketing and communications strategy.

- 1.9. Contribute to the production of accurate and rigorous self-assessment, and to ensuring staff understand performance measures and the actions required to continue to improve.

2. Responsibilities - General

- 2.1. To manage the budget and resources allocated to your area and ensure delivery in line with budget.
- 2.2. To ensure that effective planning and implementation leads to the delivery of all key financial and performance targets
- 2.3. To lead continual improvement within the area of responsibility.
- 2.4. To ensure effective and clear internal and external communication and build relationships with stakeholders
- 2.5. To attend meetings as required
- 2.6. To lead on ensuring a culture in which the college is responsive to employer demand

3 Leadership and Management

- 3.1. To provide inspirational leadership and work collaboratively with members of the college management team.
- 3.2. To articulate and represent the ethos and values of the College and ensure they underpin all leadership decisions at all times
- 3.3. To lead by example and to take line management responsibility for a number of direct reports
- 3.4. To contribute to the further development of the management team to ensure that College leadership is, and remains, excellent.
- 3.5. To provide effective line management to ensure that College Plans, as agreed with the Principal and Vice Principals are implemented and achieved within allocated resources

4 General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect
- Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role

- Comply with and promote College Safeguarding, Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College Procedures
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification: Director of Higher Education

The following is a list of the experience, qualities and competencies which the College would look for when appointing to the post. The list is not exhaustive.

Knowledge & Understanding

Education to degree level

A qualification related to Education or Training

Business acumen and the ability to see the College in its financial context

Ability to innovate, to recognise challenges, analyse problems and apply effective solutions

A demonstrable ability to create and deliver curriculum and business development plans which lead to business growth

A good understanding of best practice management information and data management

Demonstrable evidence of managing a significant and complex curriculum/course portfolio in a rapidly changing environment

Able to establish and maintain relationships with key people, both internally and externally

The ability to provide leadership to teachers and support staff

Experience

A record of successful curriculum and business development in Higher Education

Experience of implementing successful curriculum plans which meet corporate objectives

A track record of developing and overseeing the delivery of HE related courses to budget, while meeting targets.

A track record of working with effective performance management systems, and developing high performing teams and services

Experience of developing innovation curriculum and efficient business

Experience of dealing successfully with significant financial and resource challenges

Demonstrable experience of commitment to Equality and Diversity in all aspects of working life

Robust experience of safeguarding (including Prevent) in an educational setting

Skills & Attributes

The skills to work in a management role including resilience, a consistently positive outlook and high-order communication and presentation skills

The qualities of a team player who plays to individual strengths and adds value to the College management team

Change orientation and the ability to calculate and manage risk effectively

Ability to work efficiently and effectively and manage competing deadlines

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