

Job Description

Post:	Director of Adults, Partnerships and HE
Salary Grade:	Band E Managers Scale

Key Purpose

To be a member of the Curriculum Leadership Team, supporting the relevant Centre Principals and curriculum teams in the planning, development, quality assurance and promotion of the Adult, Partnerships and HE at SCC Group. Specific responsibilities will include supporting the strategic and operational development of Adult, Partnerships and HE Programmes at the College.

Duties & Responsibilities

A	To lead on the development of an Adult and HE curriculum offer that is aligned with the College's strategic priorities and meets local and regional needs in collaboration with the Curriculum and Senior Leadership Team.
B	To have oversight of the curriculum and business planning processes across relevant curriculum areas and work in collaboration with the Centre Principals to ensure the supply of courses meets the strategic objectives of the college and student demand efficiently and effectively while achieving the Adult Skills Allocation.
C	To maximise and report on adult and HE enrolments each academic year to meet funding agreements and achieve growth.
D	To work collaboratively with the Centre Principals, Heads of Department and the Admissions and Marketing team to ensure adult and HE learners are provided with high quality initial advice and guidance, pre-enrolment engagement activities and transition onto learning programmes.
E	To monitor and measure the quality of adult (including subcontracted and tailored learning provision) and HE as part of the Self-Assessment Report process.
F	To monitor key performance indicators, specifically attendance, retention, progress, attainment and destinations in respect of all Adult (including tailored learning and subcontracted provision) and HE.

G	To oversee and manage the funding and regulatory frameworks for adult and HE programmes working in collaboration with the Head of Quality Assurance, Centre Principals and Curriculum Leadership Teams
H	To constantly strive to improve the student experience with a view to further extending their opportunities and progression to further study or employment, including the provision of innovative forms of delivery that will support adult and HE student engagement at the College.
I	To lead on the development of the pastoral, tutorial and learner voice package for adults and HE students working collaboratively with internal and external stakeholders to ensure a consistency of approach and experience, always acting as an advocate for the adult and HE cohort.
J	To work in collaboration with the cross-college safeguarding lead, to ensure that safeguarding arrangements for adults and HE students are effective.
K	To further develop opportunities for Adult and HE learners to be recognised for their progress and achievement, with a particular focus on raising the profile of the adult and HE cohort at the College and the opportunity to celebrate their achievements as part of the national Lifelong Learning Week that is aligned to Salford Skills and Work Strategy focus on the celebration of, and the importance, value and impact of lifelong learning.
L	To lead on the planning for and communication of the new Lifelong Learning Entitlement (LLE) to support students to access financial support that will cover the costs for the equivalent of four years of post-18 study.
M	To oversee, monitor and evaluate performance against targets as set out in the SCC Group Access and Participate Plan (APP)
N	To lead on outreach projects as required.
O	To keep abreast of local, regional, and national policy, with a particular focus on supporting the new Salford Skills and Work Strategy.
P	To develop innovative marketing strategies in collaboration with the college marketing team to support the promotion of the Adult and HE curriculum offer at the college
Q	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.



All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



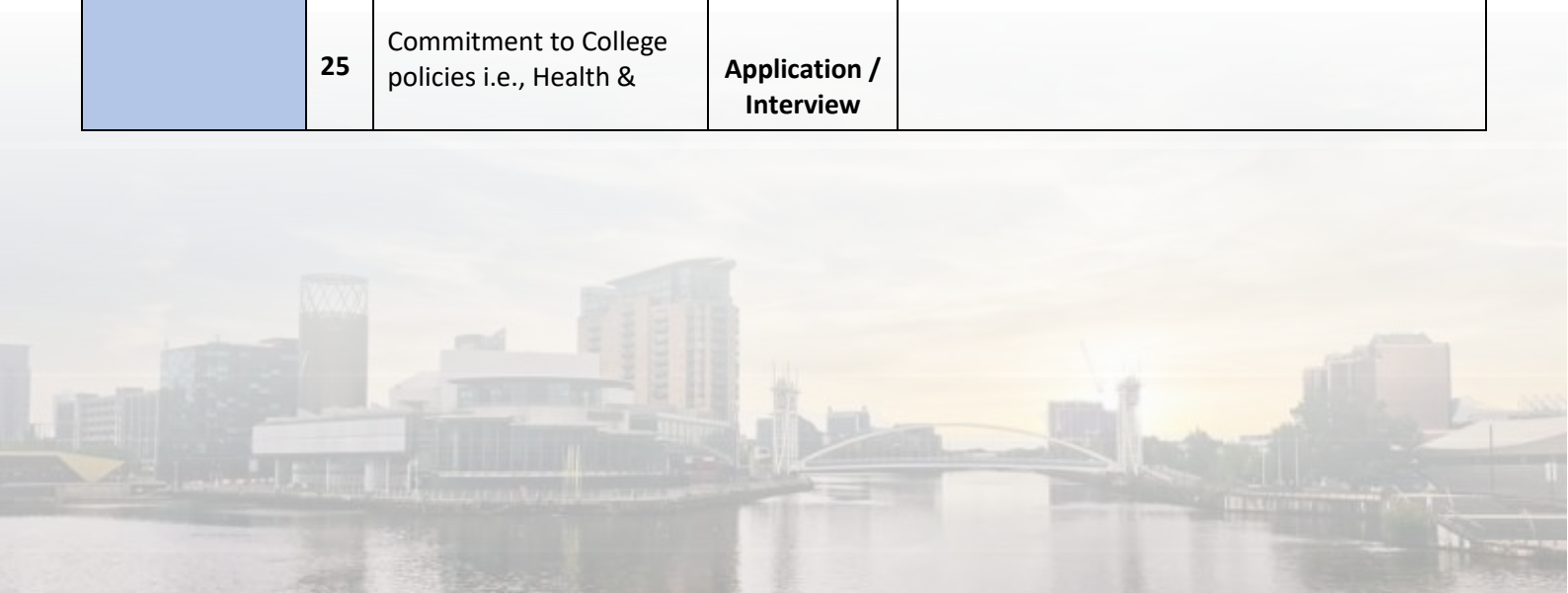
Person Specification

	Essential			Desirable		
Qualification	1	Degree or equivalent	Application / Certificate	A	Postgraduate Qualification	Application / Certificate
	2	Qualified Teacher Status				
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Experience of HE and Adult Education within FE at a management level	Application / Interview			
	5	A successful track record of teaching adults and higher education and experience of student pastoral care				
	6	Experience of partnership and stakeholder relationship management				
	7	Experience in the preparation of validation documents and in leading teams through formal validation processes				
	8	Experience of managing a complex multidisciplinary team				
	9	Experience of creating, developing and				

		implementing strategies to enhance the student experience and effect change and service quality improvements for adults and higher education students. 10 Experience of HE recruitment, admissions and marketing activity 11 Experience of engaging employers and other stakeholders 12 Experience of leading and managing human, financial and physical resources within FE / HE.		
Knowledge	13 14 15 16	Knowledge of current curriculum issues and national and regional developments Knowledge of current and possible future developments within the FE sector, particularly the Education Inspection Framework (EIF). Understanding of developments and quality processes in adult and higher education. In depth knowledge of	Application / Interview	



		the Code of Practice and QAA review requirements		
Skills / Qualities	17	Ability to respond flexibly and creatively to new challenges and opportunities	Application / Interview	
	18	Ability to produce policies and reports		
	19	Ability to audit processes and monitor relevant data		
	20	Ability to work under pressure whilst maintaining accuracy and meeting deadlines		
	21	Ability to work on own initiative but also as part of a team		
	22	Good IT skills		
	23	Excellent communication, interpersonal and organisational skills		
Other	24	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	25	Commitment to College policies i.e., Health &	Application / Interview	



	26	Safety, Equality, Diversity & Inclusion DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	
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