

SOUTHEND ON SEA BOROUGH COUNCIL

Southend Adult Community College

JOB PROFILE/JOB DESCRIPTION

Job Title	Head of Adult Skills and Employability
Reports To	Principal
Responsible for	Learning and Progression Co-ordinators Tutors and skills coaches Employer Liaison Coordinator
Level	FE pay scale 38 – 44 £41,101 - £49,052 (0.8 fte pro rata)
Main Purpose of the Job	<p>The purpose of this role is to develop, plan, grow and improve the provision for adult skills and employability. The purpose includes the need for strategic insight and to have a thorough understanding of funding, finance and data with the ability to analyse, budget and report effectively. The purpose of the role includes setting high standards, meeting expectations and improving outcomes of local people</p> <p>Key job roles:</p> <p>Curriculum</p> <p>To grow, plan and deliver an innovative and agile curriculum for skills development, employment and enterprise and apprenticeships that is responsive to the needs of individuals, employers, communities and partners</p> <p>To work with employers to grow and deliver an apprenticeship offer that meets skills and job gaps locally</p> <p>To ensure the adult skills and employment curriculum is progressive, responsive to changing needs and achieves the college intent, purpose, vision and mission</p> <p>To ensure the curriculum provides progression to further learning and work</p> <p>Ensure the curriculum optimises the use of digital technology to enhance learning and progression to or within employment or self-employment or further learning.</p> <p>Ensure the curriculum is planned in line with regulatory requirements and meets required standards</p> <p>Quality</p> <p>Promote a high performing culture ensuring all provision for adult learners and apprentices is planned and delivered to the highest standard in line with Ofsted and college and awarding body requirements</p> <p>To be accountable for the continued improvement of quality across all areas of adult learning and apprenticeships</p> <p>Ensure all provision for adult learners and apprentices is monitored regularly and that measures are implemented that have a positive impact on learner progress and destination</p> <p>Finance and Funding</p>

	<p>Effectively manage the adult education budget and apprenticeships budget ensuring they provide value for money, are sustainable and optimise funding</p> <p>Ensure all provision for adult learners and apprentices is compliant with regulatory and statutory requirements</p> <p>Grow and develop tuition fee income and commercial opportunities to achieve sustainability of provision locally</p> <p>Cross-college responsibility</p> <p>To lead on policy development and implementation of best practice procedures for either safeguarding or equality, diversity and inclusion or sustainability or staff wellbeing across all college sites.</p> <p>To be a visible leader that interacts with learners, staff and partners to ensure positive outcomes are achieved for individuals, groups and the college as a whole</p>
Key Responsibilities	<p>Specific duties:</p> <p>Curriculum development and innovation</p> <p>Shape policy and strategic direction to ensure that the college delivers a flexible, responsive curriculum that adapts to local, regional and national drivers to support economic prosperity, the achievement of the Borough Council's 2050 outcomes and builds community resilience.</p> <p>Plan a vibrant curriculum for Adult Skills and Apprenticeships that focuses on challenging disadvantage and inequality, creating opportunities for individuals and communities to progress, and enables people to enter into sustained employment and to reach their full potential.</p> <p>Work collaboratively with partners and employers, acting as an ambassador and advocate for the provision, to co-produce programmes of learning that are meaningful, inclusive and progressive.</p> <p>Ensure curriculum planning is timely, structured, costed and demonstrates a comprehensive understanding of the importance of minimum and maximum learner numbers, staff and space utilisation, compliance with regulations and financial viability</p> <p>Market and promote the employment and enterprise curriculum using a variety of innovative tools to advertise the offer to new and existing groups</p> <p>Connect with peers nationally, regionally and locally to develop best and next practice in the advancement of the curriculum</p> <p>Quality Improvement and innovation</p> <p>Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.</p> <p>Implement quality measures consistently across all areas of adult learning and apprenticeships to ensure the delivery of a high-quality provision that promotes positive learner outcomes with clear progression opportunities and leads to sustainable destinations for all learners.</p>

	<p>Achieve high levels of internal and external recognition for the College through the adult learning and apprenticeships provision that improves access to further learning and work for adults locally.</p> <p>Promote and develop apprenticeships that meet employers' needs, such as skills shortages or recruitment drives and enables apprentices to progress towards their career goals, securing sustained employment.</p> <p>Deliver services which meet the Ofsted definition of good and outstanding, conducting regular self-assessment and inviting peer review to continuously improve and innovate services.</p> <p>Be responsible for internal quality assurance to ensure that teaching, learning and assessment embed consistently high-quality practices across all types of learning and assessment activities and that all apprenticeships meet the specified standards.</p> <p>Train, develop and support staff to create a high performing culture where learners and apprentices progress is at the centre of college improvement</p> <p>Finance and funding</p> <p>Compliance, optimisation and cost effective</p> <p>Manage the budget for adult learning, skills and apprenticeships providing value for money, reducing costs, and maximising assets.</p> <p>Ensure funding is optimised enabling resources to be fully utilised, planning of learning achieves best value and learners receive the support they need within the constraints of the funding rules and guidance.</p> <p>Implement and monitor a three-year plan for growth and development with a clear risk management strategy</p> <p>Ensure that grant and levy funding is properly expended and recorded, and in compliance with relevant up-to-date funding rules and guidance</p> <p>Ensure data is accurate, timely and reported in line with college standards and expectations.</p> <p>Ensure information is provided to enable accurate monthly returns to be made to the ESFA and other funders where applicable</p> <p>Ensure all skills, employment and enterprise provision for adults and apprenticeship meet regulatory and statutory requirements</p> <p>Lead on the research, application process, implementation and monitoring of new funding that enables the college to meet its strategic intent for local people.</p> <p>Supporting people</p> <p>Management, support, professional development, wellbeing</p> <p>Effectively line manage, provide direction and clear leadership for the Learning and Progression Co-ordinators for: English; ESOL; Maths and Apprenticeships and Vocational and the tutors and skills coaches, ensuring they are set specific targets matched to learner success, curriculum innovation and growth in learner numbers.</p>
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	<p>Effectively manage staff workloads ensuring they have access to the support, resources and training they need to fulfil their role effectively</p> <p>Demonstrate collaborative behaviours that support effective cross college team working at all levels enabling staff to feel empowered to undertake their role</p> <p>To be a visible and proactive leader embedding a culture of collaboration and team development</p> <p>Ensure staff wellbeing is prioritised and promoted creating a culture where staff are valued for the contribution they make</p> <p>Cross-college role</p> <p>Strategy, policy, implementation, monitoring.</p> <p>To take on a cross-college role with responsibility for safeguarding or equality, diversity and inclusion, or sustainability or staff wellbeing.</p> <p>Lead on strategy and policy development and implementation of procedures in line with current legislation and up-to-date national and local guidelines and best practice.</p> <p>Ensure that values and procedures are disseminated and embedded across all College departments and programme areas.</p>
	<p>College wide responsibilities and behaviours:</p> <ul style="list-style-type: none"> • Staff have a responsibility and duty of care to safeguard and promote the welfare of pupils and staff. Staff must be aware of the systems within the College which support safeguarding and must act in accordance with the College's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. • Staff are responsible for their own health and safety in the workplace and that of other staff, students and visitors to our sites and must adhere to policies and procedures • Staff are required to consider sustainability of resources and the potential impact on the environment, in the workplace. • Staff wellbeing is promoted in the workplace, creating an environment of positive mental health awareness and caring for others as part of our duty of care. • Staff have a responsibility and duty of care to ensure we promote a culture of inclusion. Staff should be aware of Equal Opportunities good practice and adhere to the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace. • This role requires DBS clearance, appropriate to the function. • This job description does not form part of your Contract of Employment.

PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidenced
Qualifications or membership to a Registered Body	<p>Educated to degree level or equivalent.</p> <p>Teaching/training qualification relevant for working in further and adult education</p> <p>Leadership & management level 4</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>Qualification certificate</p> <p>Application</p>
Knowledge	<p>Evidence of significant relevant Continuing Professional Development appropriate for adult learning.</p> <p>The legislative, funding, accreditation and inspection frameworks relevant to the Adult Learning and Apprenticeships, including relevant local and national Government priorities and expectations.</p> <p>The training needs of adults and apprentices in the local operating context and potential progression pathways.</p> <p>A deep understanding of effective teaching, learning and assessment for adult learning and apprenticeships.</p> <p>Excellent leadership and management skills with the ability to motivate and lead others to achieve successful outcomes and deal with under-performance.</p> <p>Strong interpersonal, negotiating and listening skills to network, engage, build and sustain internal and external relationships and partnerships.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p> <p>Application</p> <p>Reference</p> <p>Interview/ Application/ Test/Reference</p>

Experience	<p>Leading and managing successful programmes for adult learning and apprentices</p> <p>Successful track record of curriculum planning and leadership, programme delivery, budget planning, people management, and financial management in the field of adult learning and in apprenticeships.</p> <p>Experience of using management information systems and other service intelligence to inform curriculum planning, development and quality</p> <p>Experience of managing service change to meet financial and delivery objectives.</p> <p>Proven experience of HR related processes and procedures</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	✓	Interview/ Application/ Reference
Other	<p>Developing, implementing and monitoring strategy and policy and procedures for a cross college initiative</p> <p>To have a track record in leading safeguarding, equality & diversity or sustainability</p>	✓		Interview/ Application/ Reference
Council Competencies	<p>Ability to be flexible, with a can-do attitude and work independently</p> <p>Ability to prioritise workload and work accurately with attention to detail</p>	<p>✓</p> <p>✓</p> <p>✓</p>		Interview/ Application/ Reference

	<p>Ability to work well under pressure</p> <p>Ability to seek out and understand the expectations and needs of customers/clients</p> <p>Excellent communication skills; both written and verbal</p> <p>Ability to work as part of a team</p> <p>Ability to maintain confidentiality at all times and act with discretion</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Additional Information (e.g. physical skills or working environment)				