

Job Title: **Deputy Director of Adult and Higher Education (HE)**

Salary: **£55,000**

Responsible to: **Director of Adult and Higher Education**

Responsibilities (Higher Education)

- Work with the Director of AHED to:
 - Develop and manage the Higher Education (HE) provision at the college in
 - Identify and design progression routes onto undergraduate degrees and post graduate pathways
 - Collaborate with partner Universities to create new degree options and pathways.
 - Ensure that the provision meets the quality expected by the Office for Students, University Partners and other internal/external stakeholders
 - Ensure all courses make a healthy contribution to the college finances and develop initiatives to maximise this.
 - Recruit, induct and retain qualified and professional members of staff
- Act as the Higher Education Quality Assessor (HEQA) for the college
- Promote a culture of excellence in teaching and learning
- Attend/Chair HE specific meetings (Programme Leaders, Assessment Board, Progress Board and Finalist Board)
- Ensure all HE courses meet the learning needs of individual students
- Implement mechanisms to achieve robust student voice
- Coordinate the application, interview and enrolment process across all HE courses
- Manage the UCAS process (to include updating courses, RPA forms and applications)
- Develop and implement a focused keep warm strategy
- Liaise with the Marketing team to design, coordinate and implement innovative marketing campaigns to increase recruitment on HE courses
- Take a lead role in the creation and application of HE specific policies
- Motivate and develop the skills of the HE (and associated) team to meet the challenges of delivering Higher Education
- Teach appropriate subjects as required
- Develop the use of EdTech within the Higher Education team

Responsibilities (AHED)

- Deputise for the Director when necessary
- Explore opportunities for the application of funding streams in non-HE areas.
- Forge and develop collaborative working with local/regional organisations
- Take a lead role on capital projects/project management
- Pro-actively seek opportunities for new sources of funding (Curriculum and Capital)
- To contribute to the safety policies of the College (as directed by the Principal) and ensure that the College Health and Safety Policies are implemented
- To act as a Designated Safeguarding Lead on the AHED site
- To act as a resident first aider on the AHED site

- Prioritise the safeguarding of all students and participate in training on safeguarding matters
- Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Principal/Director

Terms & Conditions:

A full time, full year post with 35 days annual leave per annum. Full time hours are 37 per week although the nature of the role means that considerable flexibility is required for work outside normal College hours and additional hours may be needed to meet the requirements of the role. Membership of the Local Government Pension Scheme or the Teachers' Pension Scheme where the appointed person is already in membership.

PETER SYMONDS COLLEGE

PERSON SPECIFICATION

Essential Requirements

- Undergraduate Degree
- PGCE/Cert Ed
- Experience of managing a team in education
- Experience of working with external partners
- Commitment to continuing professional development
- Ability to motivate and enthuse others
- Confident using various forms of IT (used in education)
- Experience of the application of policy

Desirable Requirements

- Master's Degree
- Experience of managing a Higher Education team
- Experiencing of designing new curriculum (HE or other)
- Experience of bid writing and/or developing new funding streams
- Project Management skills
- Safeguarding experience (DSL or DDSL)
- Proficient with a plethora of software and hardware applications in education
- Policy writing experience