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| **Position Information** |
| **Job Title:** **Contract:****Salary:** **Hours:** **Annual leave:****Pension:**  | **Associate Director – Adult Professional Development****Full-Time Permanent****Management Salary Scale from Pt 4 – Pt 10****£38,536 to £45,316, subject to a progression criteria****37 per week****36 per annum plus statutory Bank Holidays****Teachers’ Pension or Teesside Pension Scheme**  |

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| **Job Purpose** |
| To lead the planning, monitoring and delivery of a dynamic responsive curriculum. To ensure academic staff plan and deliver a wide range of challenging, relevant learning and work experiences that ensure all learners can develop and apply the skills, knowledge, behaviours and attitudes required for the 21st Century learning, life and work.  |

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| **Strategic Objectives** |
| * To actively contribute to the College’s Strategic Plan and in particular the ambition to become an outstanding provider of education and training.
* To hold and actively demonstrate the College’s Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself….
* Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.
* To ensure the College complies with the College’s Health & Safety and Equality & Diversity Policies and Procedures.
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| Post Holder’s Responsibilities |
| 1. To provide academic leadership and management for all staff in the department.
2. To develop new curricula and employment related opportunities which meet the needs of students and employers.
3. To ensure high quality Learning, Teaching & Assessment and the management of underperformance.
4. To manage and take part in the observation of Teaching & Learning within the department and standardise with observers across the College.
5. To ensure the department is fully compliant with the College’s Health and Safety policies and procedures.
6. To maintain, review, develop and expand the curricula on offer, enabling effective planning of staff and course timetables.
7. To effectively manage the department’s budget.
8. To develop the department’s portfolio of Higher Education.
9. To champion Quality Assurance in the department.
10. To achieve the department’s Key Performance Measures (KPM’s).
11. Ensure all students are supported effectively to achieve their goals, providing appropriate Additional Learning Support where required.
12. To assist with the appointment of staff and arrange cover for absent staff.
13. To monitor the interviews of prospective students and induction arrangements including pre-course counselling and diagnosis, as agreed, with the Assistant Principal - Student Services.
14. To ensure that the College’s Performance Review System is applied to all staff and that underperformance is identified and managed.
15. To deputise for the Assistant Principal, as appropriate.

**Team Contribution**1. To attend and contribute to course team meetings, section meetings, tutor and area team meetings where applicable.
2. To partake in marketing and recruitment activities including open evenings, school tasters and visits, student profiling for publications, interviews, induction, awards evenings, results day and enrolment etc.

**Flexibility**1. The post holder may be required to undertake such other duties as may be reasonable required and in addition to the main tasks identified above.
2. Within the limitation set out in the contract of employment, working hours are flexible and can be subject to variation depending upon curriculum needs.
3. This Job Description is current at the date shown below and in consultation with you and your Trade Union Representative (if applicable) it is liable to variation to reflect or anticipate changes in, or to, the College environment.
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| Person Specification |
| **Qualifications*** Qualified teacher with substantial and successful teaching experience.
* To hold a relevant Degree or equivalent.
* Management qualification – desirable.
* GCSEs at Grade C / Level 4 or above in English and Maths, or equivalent.

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| **Experience*** Successful experience of leading a team.
* Successful experience of ensuring compliance with Quality Assurance Processes.
* Proven track record of innovation.
* Experience of financial management – desirable.
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| **Knowledge & Skills*** Knowledge of current issues facing the FE Sector, adult education and HE.
* Excellent interpersonal, written and verbal communication skills.
* Ability to pro-actively lead and motivate staff through periods of change.
* High level of IT competency.
* Report writing skills.
* Accuracy and attention to detail of data.
* Proven ability to manage with clarity and purpose.
* Ability to collaborate effectively with other agencies, both internal and external.

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.** |