

Job description: Director of Higher Education and Assistant Principal

Programme area / Department	Coleg Llandrillo
Main site	Rhos-on-Sea with occasional working required at other Grŵp sites
Salary	£71,081.49 - £77,317.47 per annum Manager Grade 16 - 20
Contract type	Permanent
Contract terms	Full Time
Reporting to	Principal of Coleg Llandrillo

Job purpose

As a senior leader within Grŵp Llandrillo Menai you will be committed to the overarching mission for the Grŵp which is 'Improving People's Futures' and is embodied in our five key strategic themes:

- Leading the way in a modern world
- Our place in the community
- Learner opportunity and success
- Driving the economy through skills and knowledge
- Our role in a sustainable Wales

Main duties and responsibilities

This hybrid role combines senior leadership (Director) responsibility for Higher Education across the entirety of Grŵp Llandrillo Menai, with senior leader (Assistant Principal) responsibilities for one or two Coleg Llandrillo curriculum areas across its Conwy and Denbighshire campuses. The greater weight of the role sits with the Director of Higher Education element and includes, but is not limited to the following key duties:

For Higher Education:

- Leading on the planning, monitoring and development of the Grŵp's HE provision and associated finance
- Leading on regulatory requirements for the Grŵp's HE provision
- Leading on the Grŵp HE external partnership arrangements e.g. HEIs, Employers and Regulators
- Supporting the creation and achievement of the Grŵp's HE strategy
- Leading on the reflection and evaluation of the Grŵp's HE strategy, curriculum and related activities
- Supporting Tîm Polisi (executive team) members in the Grŵp's quality assurance processes
- Influencing and supporting senior and middle managers across GLIM in HE growth, curriculum innovation, quality improvement and self-evaluation

The Assistant Principal element of the role includes duties concerning senior leadership responsibilities for one or two curriculum areas, depending on the successful candidate's curriculum expertise and experience. We are particularly interested in candidates with vocational experience in one or more of Creative, Digital or Health and

Social Care, due to the significant volume of higher education provision within the Grŵp in those areas. Duties as an Assistant Principal include but are not limited to:

- Leading the development of innovation within the curriculum and in teaching and learning
- Leading on quality development processes within the area of responsibility to achieve excellent standards of teaching and learning and learner outcomes
- Line managing Programme Area Managers ensuring that managers are supported and developed to perform to the highest standard
- Ensuring staff within area of responsibility are efficiently and effectively deployed through coherent planning in line with curriculum needs
- Overseeing Programme Area delegated budgets to ensure effective resource management

The following areas of responsibility will apply to both the HE and FE senior leadership roles:

- Leading the curriculum planning process within the curriculum area(s) of responsibility to provide a coherent, responsive and cost-effective curriculum offer.
- Liaising with the Grŵp's Marketing Team to promote and market the college's provision and services and lead campus marketing and promotion activities
- Maximising recruitment to ensure that enrolment targets are met
- Ensuring the learner journey is of the highest quality with excellent retention, successful completion and progression
- Ensuring learners receive appropriate support which enables them to achieve their goals and fulfil their potential
- Responding appropriately to issues relating to Safeguarding and Prevent
- Chairing Learner Admissions and Disciplinary Panels
- Ensuring responsiveness to the views of learners within areas of responsibility
- Promoting bilingualism in line with the Grŵp's Welsh Language Policy and Standards
- Ensuring equality of opportunity and services for all learners and staff, celebrating diversity
- Overseeing the recruitment and professional development of staff within areas of responsibility
- Ensuring performance management processes are utilised effectively to support staff to achieve their full potential
- Building and developing teams to work effectively together to provide excellent learner experiences
- Utilising a range of communication strategies to support the effective management of the college
- Developing and maintaining a range of external relationships and networks in order to promote and enhance the interests of the campuses and college
- Liaising with Corporate Services Directors to ensure that the college working environment is safe, secure and fit for purpose
- Maintaining high standards of professional conduct and act as a role model to staff and learners
- Undertaking any other duties appropriate to the role and position which may be required by the Principal or the Chief Executive Officer

Person specification	Essential	Desirable	Assessment method
Qualifications			
Academic qualifications to a minimum of a good honours' degree or equivalent together with a recognised teaching qualification	X		Application form
A post-graduate qualification in a related academic subject		X	Application form
A management qualification		X	Application form
Knowledge and experience			
Significant teaching experience in a related area	X		Application form / Interview
Substantial experience of curriculum design, innovation and management	X		Application form / Interview
Successful record of leadership and management of higher education programmes	X		Application form / Interview
Track record of leading high quality educational provision	X		Application form / Interview
Substantial experience of staff leadership within educational contexts	X		Application form / Interview
Developing and maintaining successful external networks and partnerships	X		Application form / Interview
Successful record of leadership and management of further education programmes		X	Application form / Interview
Knowledge of delivering and managing HE in an FE environment	X		Application form / Interview
Experience of delivering and managing HE in an FE environment		X	Application form / Interview
Trained as an Estyn peer-assessor		X	Application form
Experience of leading teams through Estyn or QAA inspections		X	Application form / Interview
Skills and attributes			

Proven, effective leadership skills	X		Application form / Interview
Excellent interpersonal skills and communication skills.	X		Application form / Interview
Excellent track record of successful negotiation, leading to business development		x	Application form / Interview
Ability to represent the college knowledgeably, confidently and effectively at all levels, to include communications with staff, learners, wider and diverse stakeholders and within external networks	X		Application form / Interview
Strong IT skills and ability to use standard software packages competently and effectively	X		Application form / Interview
Ability to manage complex, substantial budgets, dealing with financial matters and negotiations confidently	x		Application form/interview
Ability to manage own workload to a high standard, solve complex problems and meet targets effectively	X		Application form / Interview
Personal attributes			
Committed and loyal	X		Application form / Interview
Has drive and enthusiasm	X		Application form / Interview
Well-organised	X		Application form / Interview
Has vision and can inspire others	X		Application form / Interview
Committed to inclusivity and equality	X		Application form / Interview
Committed to GLIM's bilingual ethos	X		Application form / Interview
Commitment to further and continuous personal and professional development.	X		Application form / Interview
An innovative approach to curriculum delivery and organisation	X		Application form / Interview

A commitment to the use and development of Learning Technology	X		Application form / Interview
Knowledge			
Knowledge of legislation relevant to the FE sector relating to Safeguarding and Prevent	X		Application form / Interview
An understanding of the role of ESTYN within the education sector	X		Application form / Interview
An understanding of the role of Medr within the education sector	X		Application form / Interview
Knowledge and understanding of HE in FE and its associated opportunities and challenges	x		Application form / Interview
An understanding of the role of QAA within the education sector	X		Application form / Interview
An understanding of FE planning and funding	X		Application form / Interview
Knowledge of current Qualifications Wales work and the implications for the FE sector	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Foundation		Application form / Interview
Welsh Speaking	Foundation		Application form / Interview
Welsh Literacy	Entry		Application form / Interview
Please note: consideration will be given to applicants who indicate that they are below level 2 of the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills to a minimum of level 2.			
Mandatory requirements			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p>			

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

Summary of the terms and conditions

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	<ul style="list-style-type: none"> ● 37 days leave per annum (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Teachers' Pension Scheme (https://www.teacherspensions.co.uk/)
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the GLIM Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.