



Buxton & Leek College (part of University of Derby) Job Description

Job Summary

Job Title

Director of Further Education & Skills

College/Department

FE Division

Location

Buxton, Leek, Derby

Job Reference Number

Salary

Director Level B

Reports To

Provost (Learning & Teaching)

Line Management Responsibility

Yes

Job Description and Person Specification

Role Summary

The Director of Further Education & Skills is responsible for the overall strategic and operational leadership of Buxton & Leek College, all Further Education (FE) provision and Levels 2 and 3 apprenticeships across the University of Derby.

The post holder will provide leadership in delivering the vision and mission, inspiring and motivating staff to achieve excellence and ensuring that FE at the University of Derby is outstanding in all aspects and plays a crucial role in responding to student and employer expectations across Derbyshire and Staffordshire.

The post holder will continue to develop consistently high-quality, responsive provision, ensuring that the University takes advantage of opportunities for sustainable growth and effective partnerships to play a crucial role in the development of excellence in learning provision and employment opportunities. The post holder will ensure that the highest possible standards are consistently applied across all sites, delivering high-quality education

and training which meets local needs and enables increased participation in further and higher education.

The post holder will be accountable for FE Safeguarding through the University governance structure.

Principal Accountabilities

Leadership and Management

Accountable for the overall strategic and academic leadership of FE at the University including the strategic and operational leadership of Buxton & Leek College, all FE provision, and Levels 2 and 3 apprenticeships, ensuring that the needs of students, employers, the community, and other stakeholders are met.

Provide inspirational leadership to develop a culture of ownership and accountability which maximises both people and funding potential through creating a culture of excellence and innovation, aligned to the vision and values of the University and that delivers excellent learning and teaching and student outcomes.

Make proposals to develop the educational character, activities, and mission of FE and Skills, in line with the University's strategic ambitions, harnessing the opportunities of the University model and delivering a vision which will inspire and motivate staff, students and stakeholders.

Translate strategy into operational plans which support the delivery of strategic objectives, institutional success measures and ambitious performance indicators. Ensure appropriate targets are set and agreed throughout FE and Skills and performance against them is monitored and that targets are met or exceeded.

As a member of the University Leadership Group (ULG) and other University senior committees, contribute to the strategic management and development of the University and lead on/chair cross-University activity, committees, initiatives, and projects.

Leadership of the effective recruitment, induction, management, development, and appraisal of staff within FE and Skills in line with the University's People Experience & Culture policies and procedures, promoting effective people management practices that ensure staff are engaged and aligned to achieve effective outcomes in pursuit of the University's strategic ambition.

Take leadership and management responsibility to ensure compliance with all relevant legal, statutory, and regulatory (including funding) requirements and with University policy.

Ensure that FE and Skills meets the requirements of quality agencies such as Ofsted and act as a nominee during any external quality assessment processes and inspections.

Lead on the annual self-assessment process, identifying improvement areas and setting actions for improvement through the annual quality improvement plan.

Apply expertise of legal and statutory requirements, sector best practice and local/national policy developments when working collaboratively with colleagues across the University / FE to develop strategy, policy, and procedures. Ensure that FE and Skills policies and procedures are compliant and regularly monitored and reviewed.

Working with the University Designated Safeguarding Lead, be accountable for FE safeguarding through the University governance structure ensuring that practices and procedures are in place and maintained for safeguarding students and staff.

Academic Development & Student Experience

Demonstrate inspirational leadership with a clear focus on the quality of teaching, learning and assessment and student experience.

Work closely with the Local Authorities, local schools, and employers to develop the most effective response to the FE and Skills agenda. Deliver an outstanding, innovative, and inspiring curriculum strategy and portfolio which is responsive to local, regional, and national needs and which has a wide range of education and training opportunities for students.

Ensure that there are effective strategies and operations in place for the recruitment of students.

Accountable for student achievement through high quality curriculum delivery models and approaches and effective and inclusive teaching and learning practices.

In collaboration with the University Leadership Group and the Student Performance and Engagement teams within the Provost (Learning & Teaching) portfolio, optimise resources and drive forward innovative pedagogical practice, outstanding performance, and an excellent holistic student experience across FE and Skills.

Ensure that there are systems in place for the effective quality assurance of teaching, learning and assessment to provide a basis for improvement.

Empower students to take ownership of their learning and improving their life chances.

Ensure the high-quality provision of student support and support for High Needs students.

Lead on the interpretation and implementation of qualification reforms.

External Influence and Engagement

Represent the University on relevant external committees, networks and working groups ensuring that FE and Skills is effectively represented and promoted in local, regional, and national forums, acting as an ambassador, and seeking out opportunities to raise the profile of the University amongst business and community organisations.

Act as a lead point of contact between the University and UK Government departments and their agencies, including but not limited to the Department for Education, the Education & Skills Funding Agency, and Ofsted.

Resource Management and Planning

Support the Provost (Learning & Teaching) in the achievement of financial plans for FE and Skills and manage the operational, financial planning and budgetary control for resources including staffing and equipment.

Ensure that there is proper and effective operation of financial, planning and management controls and funding opportunities are maximised.

Identify, create, and exploit new opportunities to secure additional income streams, ensuring appropriate diversity of income and a strong income base.

Anticipate changes to the funding landscape and advise the University on any risks, challenges, and mitigations.

Work collaboratively with colleagues in Registry to ensure that information systems are in place to provide robust data to support the management of FE and Skills including the appropriate allocation of workloads.

Take responsibility for ongoing personal and professional development in line with the University's needs and that of the role.

Act in accordance with University policies and procedures including, employment, IT, and financial management.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with seniority of the role as directed by the University.

Person Specification

Essential Criteria

Qualifications

Postgraduate degree or significant equivalent related experience

Recognised teaching qualification

Evidence of continuing professional development

Experience

Extensive demonstrable experience of contributing to, or leading, successful, and responsive curriculum development strategies basing decisions on evidence of need and demand to establish clear intent.

Significant senior leadership experience in FE with substantial experience of leading and managing staff and motivating and developing teams and individuals.

Experience of leading culture change and implementation of new and innovative approaches to academic delivery to drive up standards.

A successful record of leadership on the student experience, student outcomes, and quality assurance.

Experience of developing and delivering an excellent student experience supported by effective student services and efficient processes.

Demonstrable experience of leading on strategies to improve the standard of learning and teaching and the outcomes of students.

Experience of defining operational plans and ensuring strategic development in line with corporate goals, with an associated demonstrable track record of their successful delivery.

In-depth knowledge and experience of safeguarding relevant to the needs of children and vulnerable adults, including the Prevent duty.

Considerable experience of leadership in a highly regulated environment which also requires strong governance, compliance, and assurance.

Experience of being the nominated lead (nominee) for inspection or contributing significantly during an inspection.

Experience in building partnerships and working with stakeholders to the benefit of the organisation.

Skills, knowledge & abilities

The ability to communicate the University vision of the future and the ability to translate and operationalise that vision, inspiring and drawing on the support of staff.

In depth understanding of academic quality, learning, teaching, and student experience.

Ability to communicate both orally and in writing and to consult and negotiate effectively on a wide range of issues with different stakeholders internally and externally at a local and national level.

Ability to use and interpret numerical and statistical data to inform decisions and contribute to discussion and decision making.

Strong knowledge of student performance measures.

Strong business skills and commercial acumen and ability to manage budgets.

Excellent people leader with a proven ability to develop a high-performance culture and lead by example.

Comprehensive understanding of external quality assurance processes i.e. Ofsted.

In depth knowledge of current developments in FE and Skills, including funding methodologies, organisation, curriculum, and governance.

Ability to proactively promote a culture of equality, diversity, and inclusion.

Commitment to continuous improvement and development.

Business requirements

- Upon appointment, this role will require a Fit and Proper Persons check. For more information, please refer to [this guidance](#).
- Completed DBS (Disclosure and Barring Service) check with child barred list.
- Prohibited from Teaching check
- Ability to travel nationally for University business
- Undertake work outside of normal office hours

Desirable Criteria

Qualifications

PhD

Leadership/Management qualification

Skills, knowledge, and abilities

Knowledge and understanding of the HE sector

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website](#).

Our People

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.