

## Head of Adult and Community Education

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<b>Department:</b>	Children, Young People, Education and Skills	
<b>Section:</b>	Highlands College	
<b>Reports to:</b>	Director of Enterprise and Business Studies– Highlands College	
<b>JE Ref:</b>	CYP1233	
<b>Grade:</b>	CS 11	<b>Date:</b> 05/08/2024

### Job purpose

The role of Head of Adult and Community Education is to plan, manage and deliver a high quality, comprehensive, cost-effective and accessible programme of learning experiences for the adult community that addresses the drive for lifelong learning, the up skilling of the workforce and States initiatives on culture and educational provision for an increasingly ageing population.

### Job specific outcomes

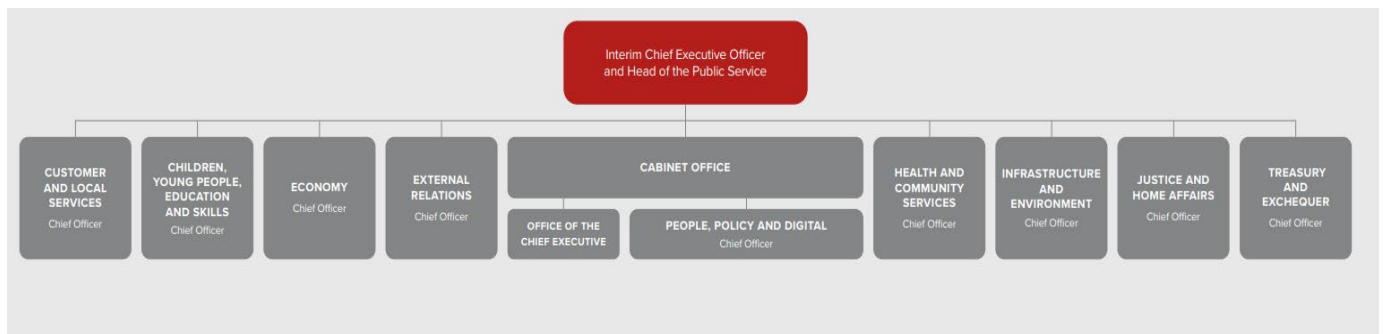
- Manage and implement the department's budget and all financial planning to deliver a robust programme within financial boundaries
- Provide leadership and management to ensure the delivery of a high quality, responsive and fit for purpose curriculum that will enable learners to succeed and progress
- Recruit up to 15 visiting lecturers per year, ensuring that all lecturers have the skills and qualifications to provide high quality teaching and learning
- Plan and develop an Adult Education programme of courses that supports and meets the needs of the community, widens participation in learning and raises aspirations
- Liaise with the Adult Education team and other support services such as CIS and Finance to manage the administration needs of 2,000 student enrolments per year,
- Instigate and deliver robust processes, excellent customer service and appropriate course programming to achieve high levels of student recruitment, success and progression.
- Co-plan advertising for the curriculum with the Head of Marketing to achieve high levels of learner recruitment.
- Ensure that all College operational policies and recommended practices are implemented and adhered to across the programme
- Work closely with tutors and lecturers, offering programmes to support them achieving the right skills and qualifications through referrals to the Teaching, Learning and Development Team at Highlands.

- Create strong relationships with other providers to enhance the programme

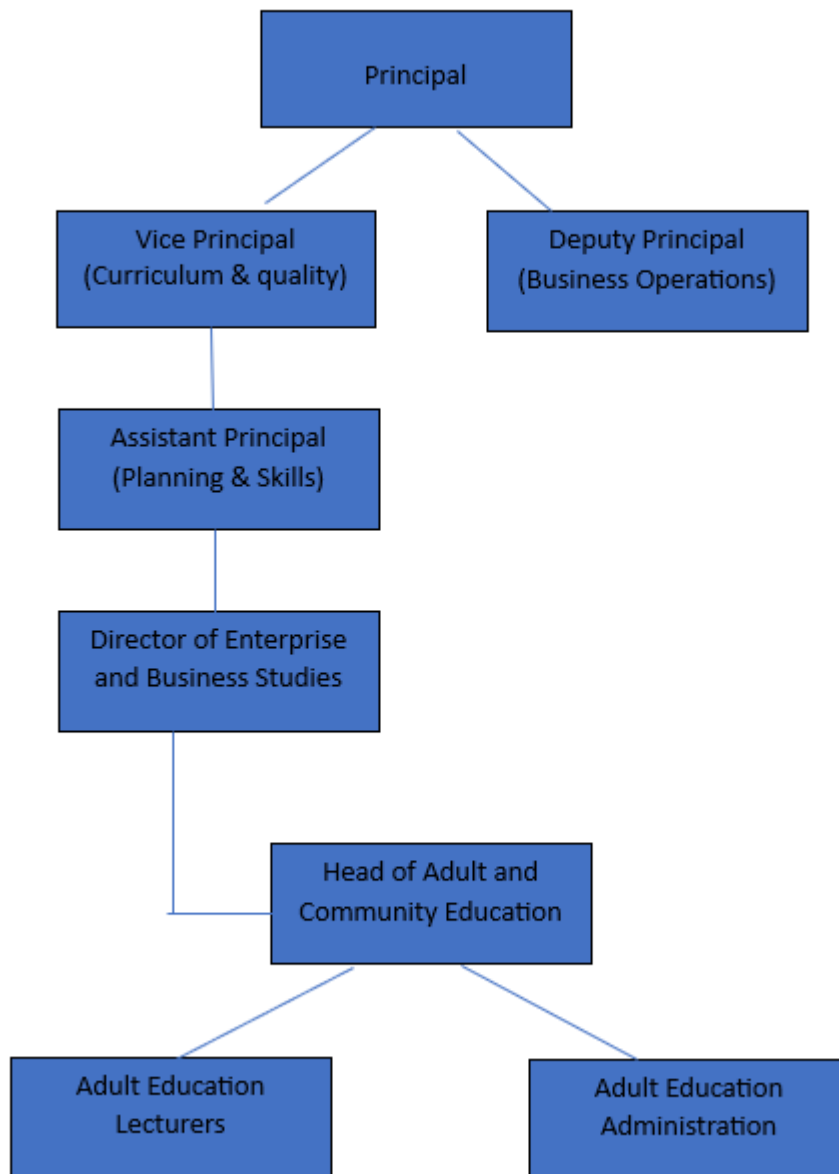
### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



## Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>  <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>The post holder will be educated to Degree level in Business Administration or be able to demonstrate an equivalent.</p> <p>A management qualification such as CMI level 5 with experience of managing large teams, OR a willingness to work towards it</p>	<p>L3/4 TAQA</p> <p>AET qualification and teaching experience</p>
<b>Knowledge</b>  <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Solid IT skills in Microsoft Office, e-mail and Internet, and the ability to learn in-house software packages</p> <p>Knowledge and understanding of technical and vocational pedagogy. Track record of developing new business opportunities.</p>	<p>Curriculum development experience.</p>
<b>Technical / Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	<p>Advanced written English and report writing skills</p> <p>Clean driving licence</p>	
<b>General Skills/Attributes</b>  <i>This relates to more general characteristics required to do the job</i>	<p>High level communication skills</p>	

effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.	<p>Excellent customer service skills</p> <p>Problem solving skills</p> <p>Confidence to positively influence staff, learners and external stakeholders</p> <p>Able to work independently and manage own time effectively.</p>	
<p><b>Experience</b></p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of managing a large team</p> <p>Experience of recruitment and selection processes</p>	<p>Curriculum delivery, assessment and moderation</p>

## Personal Attributes

### Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.