

PRINCIPAL ADULT EDUCATION AND SKILLS



Role Profile

Title	Principal (Adult Education and Skills)	
Grade	GRADE K	
Reference:	N1452	
Reports to:	Head of Skills and Post 16	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Manager	
Primary purpose of role	<p>The Principal will champion the education and skills remit of the local authority across the city ensuring learners, employers and communities receive a quality offer and service that meets their needs. The role is key in supporting development of an outstanding skills systems, which drives high aspirations and attainment while meeting the needs of employers and individuals across all communities.</p> <p>The Principal is responsible for formulating and implementing progressive strategic plans for development, improvement and long-term sustainable growth whilst providing highly effective leadership across the organisation to ensure achievement of the agreed mission, vision and purpose. The role will strategically lead and manage adult education and skills in relation to Ofsted and funding organisation expectations and contracts to support people to achieve their career aspirations.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Build organisational capability for sustainable growth in the adult education and skills service expanding the training and learning provision 25% ▪ Lead on collaboration, cohesion, and quality across the city, developing and nurturing key relationships with external partners, employers, stakeholders, and internal staff and learners 25% ▪ Be the ambassador for and lead the efficient operation of the adult education service meeting quality, financial and resourcing 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Ofsted grade good or better ▪ Matrix accreditation ▪ KPIs for continuous operational and learner satisfaction and improvement ▪ Ongoing continuous improvement of the adult education and skills service ▪ Improved recruitment, retention, and achievement of adults across STEM subjects ▪ Higher number of residents accessing skills, jobs and support to thrive in Plymouth

	<p>performance targets to a secure financial position 25%</p> <ul style="list-style-type: none"> ▪ Develop, lead, manage and evaluate a curriculum which develops the knowledge, skills, and behaviours that learners need, and employers want particularly within local key growth sectors 25% 	<ul style="list-style-type: none"> ▪ Employers secure growth and increased productivity through access to a more diverse and better skilled workforce ▪ Simplified, responsive and city-wide skills system which shares best practice and innovation with clear plans and measure for outcomes and progress
<p>Key activities</p>	<p>Build Organisational Capability 25%</p> <ul style="list-style-type: none"> ▪ Identify opportunities for external funding and participate in the necessary process to secure the funding, driving growth and pipeline for future opportunities ▪ Lead on development of innovative specialist adult education and skills provision that reduces skills gaps and creates career opportunities for all ▪ Create capacity and capability to deliver education and skills to meet clean energy and low carbon growth plans, STEM and digital subjects and key growth sectors ▪ Lead on business development forming strong and effective partnerships to ensure planning is based on local employer need and local, regional, and national priorities <p>Lead on collaboration, cohesion, and quality across the city 25%</p> <ul style="list-style-type: none"> ▪ Lead on delivering the vision and priorities of the Skills4Plymouth plan working effectively and collaboratively with the Skills and Post 16 team ▪ Create and promote opportunities for new partnerships to help secure high-quality education and training choices for learners and businesses through developing clear progression pathways ▪ Develop and maintain effective links with all key national and local stakeholders, employers, funding bodies, audit, and regulatory frameworks, keeping fully abreast of further education and skills policy and legislative developments and other developments impacting upon the services current and future operating context ▪ Serve on external committees, representative forums and collaborative arrangements as deemed important to the service's capability and capacity to be a productive and reliable partner and to keep the service informed of strategic developments and opportunities ▪ Promote Plymouth's position as one of the best places to start and grow a social enterprise ▪ Establish an Employer Hub to support SMEs to encourage clustering of SME businesses to increase skills, enable career progression and increase average wages ▪ Contribute to the training gap analysis activity in the city to inform FE and HE curriculum 	

	<p>Efficient operation of the adult education service 25%</p> <ul style="list-style-type: none"> ▪ Overall operational responsibility for the services adult education delivery, managing new projects and overseeing the compliance, monitoring, performance, quality, and delivery of all the services contracts ▪ Lead development and planning of resource management and be responsible for efficient use of resource and equipment to ensure a healthy and safe learning environment ▪ Prepare accurate reports, information and briefings for staff and stakeholders including financial and performance information ▪ Ensure leaders and managers are effectively involved to manage emergent risk so that appropriate and timely consideration and action can be taken ▪ Ensure high quality careers advice and guidance that supports positive destinations ▪ Ensure leadership and direction to ensure the achievement of all targets leading on performance management, promoting professional development and a working culture that fosters initiative, productive team working, and high levels of engagement <p>Develop, lead, and manage a curriculum 25%</p> <ul style="list-style-type: none"> ▪ Provide dynamic leadership and management ensuring effective, high quality, learner focused and cost-efficient curriculum which meets the needs of all learners within the context of local and national targets and initiatives ▪ Build strong employer relationships to ensure that through training and upskilling you help local businesses to recruit and retain skills and motivated staff that increase productivity and support economic growth ▪ Support the development, implementation and management of quality assurance, quality improvement, self-assessment, and curriculum development ▪ Ensure learner recruitment, retention, attendance, achievement, and progression are effectively managed and monitored and that appropriate records are kept. <p>Carry out other duties appropriate to the grade of the post.</p>
<p>Essential qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Specialist knowledge of Ofsted Education Inspection Framework and measures for success ▪ Assessors/or Internal Quality Assurers award or proven ability to lead on and manage Quality Assurance ▪ Knowledge and substantial experience in application of post 16 funding methodologies ▪ Specialist knowledge of Safeguarding, Prevent, Equality and Diversity, British Values and Health and Safety

	<ul style="list-style-type: none"> ▪ Knowledge and understanding of funding initiatives and national and local policy in relation to education and adult learning ▪ A proven track record of meeting targets, particularly in relation to further education and skills ▪ Knowledge of MIS systems ▪ Demonstrable digital competence ▪ Degree in relevant discipline or equivalent experience/qualifications in Post 16 education ▪ Teaching Qualification Cert Ed/PGCE or equivalent ▪ Evidence of continuing professional development
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ Management qualification or equivalent leadership experience and knowledge in a Further Education or Adult Skills educational setting ▪ Driving license and access to a vehicle for work purposes
Essential experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of an innovative and entrepreneurial approach to curriculum supporting people to overcome barriers and achieve long term career progression ▪ Experience and proven track record of leadership and management of education and training in the adult skills/community/vocational and FE sector ▪ Experience of Ofsted inspections and demonstrable service improvement in line with measures for success ▪ Experience in leading and managing, assessing and teaching over a wide range of levels and programmes ▪ Experience of curriculum and business planning, course leadership and managing resources ▪ Experience of collating and interpreting data and providing reports ▪ Experience of business development and liaison with various external stakeholders including community groups ▪ Experience in managing a team of direct and indirect reports for a minimum of five years and be experienced in recruitment and other HR functions linked to lecturer competency ▪ Experience of working across a diverse range of providers to deliver successful contracts or projects ▪ Experience of target setting, action planning and contractual compliance in the adult learning/community sector ▪ Experience of leading change and developing enterprising and innovative solutions to meet changing demands and situations
Desirable experience	<ul style="list-style-type: none"> ▪ Ofsted nominee

	<ul style="list-style-type: none"> ▪ Special Educational Needs, ESOL, Workforce development, STEM, Health and Wellbeing, Digital Skills, Community Empowerment, Enterprise, Employability, CEIAG
Essential skills	<ul style="list-style-type: none"> ▪ Strong leadership skills ▪ Team leader and team building skills ▪ Excellent time management, organisational, planning and delegation skills ▪ Highly developed interpersonal, negotiation and communication skills ▪ Excellent digital skills and fluency in current learning technologies ▪ Excellent report writing skills
<p>Corporate standards</p> <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	