

## Job Description

**Post:** Assistant Director Support

**Responsible to:** Managing Director

**Summary of Post:** To lead and manage the student pastoral support including learning support, the wider student support entitlement, recruitment service, operations service functions and the estate management of the business unit training centres.

### Specific Duties and Responsibilities:

1. To act as the senior safeguarding officer overseeing the implementation of the Safeguarding Policy and processes to ensure a culture of vigilance prevails at all times.
2. To support the Managing Director to implement a rigorous process of self-assessment at department level that critically evaluates the quality of service supporting educational improvement plans.
3. To have senior responsibility of the Operations Service to enable students to receive their full entitlement to services such as the wider support offer, student finance and bursary, Admissions; Exams, ensuring the business unit meets statutory funding and awarding body requirements.
4. To have senior responsibility and lead the Recruitment Service of the business unit to maximise income and enrolment targets of the apprenticeship and adult provision.
5. To have senior responsibility of the management of the Business Units Estate that provides inclusive and safe learning environments, meet legislative requirements, and security and safety arrangements are in place for students and staff.
6. To have senior responsibility of the students pastoral requirements, the implementation of safeguarding tutorial information, and ensure support is in place for the most vulnerable students.

7. To take senior responsibility of the business unit student entitlement to ensure students have access to advice and guidance on finance and welfare options and facilitate opportunities to engage in wider student activities, student voice, explore new interests, and promote personal, spiritual, moral, social and cultural development to prepare for life and work.
8. To assist the Managing Director as required ensuring the Business Unit strategic direction, education provision, ethos and values strives to the very highest standards.
9. To ensure leaders, managers and staff have the support and development to excel in their roles through monthly My Progress Reviews and the opportunity to engage in effective Staff development and well-being activities, including mandatory training.
10. To ensure leaders, managers and staff have the tools to perform to the highest standards and are accountable for the performance of their department and success of students.
11. To take senior leadership responsibilities in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
12. To be responsible for designated budget accounts and oversee and support managers with the effective management of resource deployment.
13. To work effectively with Group and Wider Services of the College and Group, such as HR, Finance, Technology, Business Systems, Marketing; and Estates to benefit students.
14. To work in conjunction with other Senior Staff to lead on designated strategic priorities of the business unit, presenting and assuring Governors, and implementing best practice across the EKC Group.
15. To contribute to leading the strategic direction of the business unit with stakeholders to benefit students and the future of the college.

**General Duties and Responsibilities:**

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.

3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

|               | <b>EMPLOYEE SPECIFICATION</b>  | <b>Application</b> | <b>Interview</b> | <b>Shortlisting Weighting</b> |
|---------------|--|--------------------|------------------|-------------------------------|
| <b>Skills</b> |  |                    |                  |                               |
| 1.            | Excellent leadership and management skills with the ability to motivate and inspire staff to be the best they can be | ✓                  | ✓                | 6                             |
| 2.            | A creative approach engaging students that are highly emotive and those that may be difficult to reach.              | ✓                  | ✓                | 4                             |
| 3.            | Excellent communication, organisation, report-writing and presentation skills  | ✓                  | ✓                | 4                             |

|                   |   |   |   |   |
|-------------------|---|---|---|---|
| 4.                | Tact and diplomacy in dealing with sensitive and important issues   | ✓ | ✓ | 4 |
| 5.                | Ability to work under pressure, problem solve, prioritise and meet tight deadlines  | ✓ | ✓ | 4 |
| 6                 | A thorough understanding of how learning support can be best utilized to impact on students   | ✓ | ✓ | 6 |
| 7.                | A sound understanding of external support agencies  | ✓ | ✓ | 6 |
| 8.                | Demonstrable awareness of; Prevent, British Values, Safeguarding, Equality and Diversity and how they form a significant aspect of professional teaching practice | ✓ | ✓ | 4 |
| 9.                | Detailed knowledge of the funding methodologies and qualification frameworks in FE and HE.  | ✓ | ✓ | 6 |
| 10.               | Actively contribute to the College's Safeguarding practice, procedures, culture and ethos   | ✓ | ✓ | 6 |
| <b>Experience</b> |   |   |   |   |
| 1.                | Experience of working with challenging and complex students   | ✓ | ✓ | 6 |
| 2.                | Experience of managing budgets and achieving income targets   | ✓ | ✓ | 6 |
| 3.                | Experience of managing safeguarding processes and case work   | ✓ | ✓ | 6 |
| 4.                | Experience of successful leadership to improving service to achieve high standards with high levels of staff satisfaction   | ✓ | ✓ | 6 |
| <b>Education</b>  |   |   |   |   |
| 1.                | Educated to degree level or equivalent  | ✓ |   | 4 |
| 2.                | Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)  | ✓ |   | 4 |
| 3.                | English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)  | ✓ |   | 4 |

### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process. Failure to meet all of the essential criteria would not necessarily

preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.