

## Job Description

<b>Group Member:</b>		Luminate Education Group	
<b>Job Title:</b>		Associate Dean of Higher Education	
<b>Reports to:</b>		Dean of Higher Education	
<b>Job Grade</b>	Spot Point	<b>Department</b>	HEDO

### ROLE SUMMARY:

The Associate Dean of Higher Education is a vital leadership position, working closely with the Dean to support and enhance the operational and strategic direction of the institution's higher education offering. This role is instrumental in aligning the curriculum with regional and national priorities, ensuring that the UC programmes meet the needs of both students and employers.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Lead and support the curriculum Heads of Department in the development of the University Centres; HE, Apprenticeship and Professional portfolio.
2. Lead curriculum planning within the Directorate to ensure it is future focused, delivered efficiently and effectively, and aligns with regional and national priorities while meeting the needs of employers;
3. Take lead responsibility for the performance of student outturn data securing and/or maintaining excellent provision.
4. Establish clear lines of accountability with a team of Heads of Department;

### CORE RESPONSIBILITIES:

1. Deputise for the Dean of HE.
2. Support the development and promotion of the HE ethos, strategy and priorities including achieving TEF Gold.
3. Lead and drive growth in the directorate including student numbers and income through innovative curriculum development, improved marketing, increased internal progression, improved continuation rates and enhancement of the support infrastructure.
4. Be a member of the College Senior Leadership Team and attend and complete papers for relevant Board meetings.
5. Actively promote and monitor commitment to, and engagement with, research and scholarly activity across the Directorate and all HE provision within the FE colleges.
6. Be part of the leadership team and inspire staff within University Centre Leeds to improve outcomes, quality and the student experience with the expectation that excellence will become the norm, together with a strong financial performance.
7. Any other duties that are specific to the department.

8. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
9. Ability to participate in evening/weekend work as required.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

##### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

##### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

##### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

##### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

##### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

##### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Associate Dean of Higher Education
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Level 5 teaching qualification. Commitment to the Professional Standards Framework.	A / C
E	Q3. Undergraduate degree.	A / C
E	Q4. Masters or other relevant Postgraduate Qualification.	A / C
D	Q5. Relevant recognised professional attainments.	A / C
D	Q6. Recognised as a Senior Fellow of AdvanceHE	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Thorough and up to date knowledge of Government policy in relation to higher education, including its funding and curriculum / qualification reform	A / I

E	EK2. Expertise, knowledge and understanding of the sector, including the regulatory framework	A / I
E	EK3. Proven experience managing staff in a Higher Educational setting	A / I
E	EK4. Proven experience managing HE curriculum, including planning, developing, monitoring and reviewing	A / I
E	EK5. Commitment to, and evidence of engagement in, appropriate scholarly activity and research	A / I
E	EK6. Experience of working positively with young people and adults	A / I
E	EK7. Experience of successful administration and management of financial budgets	A / I
D	EK8. Relevant up to date subject knowledge.	A / I
D	EK9. Effective engagement in the wider HE community e.g. External Examiner, validation panel member (external), quality reviewer (e.g. QAA, TEF), conference presenter	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Communicating with others Manages 'necessary' performance conversations with confidence.	A / I
E	SC2. Working with others. Promotes initiatives that continually improve the student experience and all service provisions across the group.	A / I
E	SC3. Developing and leading others, Fosters an inclusive working environment that promotes equality, fairness and respect.	A / I
E	SC4. Business Acumen. Understands and effectively interprets own budget and financial plan	A / I
E	SC5. Decision Making, Planning, Prioritisation. Has a solution focused, evidenced based approach to decision making.	A / I
E	SC6. Personal Accountability and Inclusivity. Fosters a culture of reviewing and improving current practice, using reflection to identify areas	A / I

	for development for self, colleagues and service provision.	
E	SC7. Future Proofing Actively utilizes LMI and technical data to ensure long term sustainable plans in place, to support organizational growth.	A / I
E	SC8. Innovation and Engagement. Able to review current system and develop a process for continued innovation and improvement.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I