

Group Member:		University Centre Leeds	
Job Title:		Dean of Higher Education	
Reports to:		Deputy CEO, Luminate Education Group / Executive Principal, Leeds City College	
Job Grade	Spot Point	Department	University Centre Leeds

ROLE SUMMARY:

The Dean of Higher Education (HE) at the University Centre plays a key strategic leadership role, both within the Luminate Education Group and externally. This role focuses on growing and aligning the University Centre's curriculum with regional and national priorities while increasing student numbers and stakeholder engagement. As part of the Luminate Senior Leadership Team, the Dean will drive improvements in outcomes, quality, and student experience, fostering a culture of excellence and ensuring strong financial performance.

SPECIFIC ROLE RESPONSIBILITIES:

1. Develop a productive and purposeful culture that raises the expectations of students, staff, the employers, communities and other stakeholders that leads to a highly successful and supportive learning environment.
2. Lead in ensuring consistently high expectations of students and staff across the University Centre and Luminate Education Group, based on the principles of restorative practice, and take the lead in the promotion and delivery of a positive, empowered staff culture.
3. Lead on the design and organisation of the curriculum at the University Centre, and the group, with a particular focus on the development of new Foundation Degrees, new full Degrees, Higher Level Apprenticeships and Higher Technical Qualifications.
4. Lead on the efficient operation of all business support, administrative and regulatory functions at the University Centre as part of group Professional Services for HE.
5. With ELT, and other senior leaders with responsibility for HE and Professional Services, co-create effective and efficient shared services for HE across the group.
6. Develop and lead on comprehensive strategies, projects and initiatives that improve recruitment, income, efficiency, academic excellence, reputation and student experience at the University Centre and, as appropriate, across the group. Ensure the effective marketing and external reputation of the University Centre.
7. Ensure effective quality assurance and enhancement procedures embedded across the University Centre, and HE across the group, are met and that provision consolidates its positive key performance measures.
8. Lead on the development and implementation of the Access and Participation Plan, ensuring appropriate support is provided for all learners to facilitate excellent outcomes for all.

9. Ensure the continued development and implementation of an active research community in the University Centre which facilitates both internal and external facing activity.
10. Ensure that the academic and regulatory infrastructure meets OfS and QAA requirements in order to achieve/maintain relevant awarding powers. Represent the University Centre on regional and national committees and groups.
11. Attend meetings of the University Centre Leeds Board of Governors; reporting on academic, organisational and regulatory aspects.
12. Ability to participate in evening/weekend work as required.]

CORE RESPONSIBILITIES:

13. Provide dynamic, visible and effective leadership. Be an active part of the Luminate Senior Leadership Team (SLT) supporting other team members and their work. Bring new ideas and contribute to shared team decisions.
14. Help to ensure that the group, and all our organisations, remain focused on our purpose to 'Collectively Transform Lives through Inspirational Education, Training and Support'.
15. Ensure consistently high expectations of students and staff and take a lead in the promotion and delivery of a positive, empowered staff culture.
16. Help to embed a culture of continuous improvement.
17. Actively support and contribute to the 'Business Planning and Performance Review' system, processes and meetings.
18. Take responsibility as a Core Budget Holder and/or line manager and support Core Budget Holder/s.
19. Represent Luminate and member organisations at internal and external events. Chair relevant meetings.
20. Develop excellent relationships and be visible and know amongst targeted stakeholders.
21. Line manage, coach and mentor leaders and managers. Create and support a working environment that celebrates diversity and delivers equality of opportunity for all staff, students and pupils.
22. Draft and contribute to the content of a wide range of policies and procedures that align with best professional practice and which are compliant with legislative and regulatory requirements.
23. Develop a relationship with board members based on openness, transparency and absolute integrity.
24. Draft formal papers and reports for boards and committees and ensure that clear and relevant data, information and options are available to support decision-making.]
25. Any other duties that are specific to the department
26. Assistance in the preparation, support and participation of examinations and invigilation across the Group

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 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

Job Title:	Dean of Higher Education
-------------------	--------------------------

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 personal statement section of the application form. Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to degree level of equivalent	A / C
D	Q2. Level 5 or higher teaching qualification	A / C
E	Q3. 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
D	Q4. Relevant recognised professional attainments	A / C
E	Q5. Masters or other relevant postgraduate qualification	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. An excellent understanding of all relevant quality requirements including Ofsted, OfS, QAA and associated improvement strategies	A / I / P

E	EK2. An excellent understanding of pedagogy, particularly in relation to HE	A / I
E	EK3. Good knowledge and understanding of key markets, policy and funding in education and the impact on the University Centre, group and local partners	A / I
E	EK4. Able to demonstrate performance management of staff and demonstrate improvements in results as a result of this management – ensuring effective team working and accountability	A / I
E	EK5. Demonstrable understanding of what is required to translate strategic planning into the delivery of high quality education and training provision	A / I / P
E	EK6. A clear understanding of stakeholder engagement, key stakeholders and how to develop effective partnerships	A / I / P
E	EK7. Recent, successful experience of operating at a senior level in HE provision and developing and leading highly effective teams to secure good, outstanding/excellent and/or improving outcomes as well as improving teaching, learning and assessment	A / I / P
E	EK8. A recent track record of leading curriculum teams to successfully develop curriculum which meets national and local priorities	A / I
D	EK9. Recent experience of leading the development and implementation of policy and practice to meet regulatory requirements	A / I
D	EK10. Recent experience of leading the development of an active inwardly and outwardly facing research community	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills	A / I
E	SC2. Organisational and Educational Sector knowledge. Effective knowledge of the group and an appreciation of the wider educational issues	A / I / P
E	SC3. Interpersonal and Communication skills Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing	A / I / P
D	SC4. Influencing skills Takes effective action to affect the behaviour and decisions of other people	A / I
E	SC5. Critical thinking Ability to make sense of complex issues, identify and solve problems and to think on one's feet	A / I / P
E	SC6. Self-management and learning Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	A / I
E	SC7. Achievement and Action Focuses on making progress, achieving results. Keen to get going and keep going	A / I
E	SC8. Initiative and Innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges	A / I
E	SC9. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives	A / I / P
E	SC10. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A / I
D	SC11. Emotional Intelligence Understanding the benefits of different	A / I

	leadership / management styles. Gauging own impact as a leader / manager	
--	--	--

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