



**Post Title:** Dean of Higher Education and Assistant Principal

**Responsible to:** Principal

**Salary Scale:** Up to £75,812 (M18 – M29)

**Status:** Permanent

**Purpose of the job:**

Provide leadership of the Higher Education provision at University Centre Reaseheath (UCR), working in partnership with the University of Chester, driving growth and innovation. Deliver the UCR strategic plan and play an active role as part of the College's Executive team in leading and developing the wider College. Provide effective oversight and development of the Cheshire and Warrington Institute of Technology.

The Dean is a member of the Academic Leadership Group at the University of Chester as well as being a member of the University Senate.

**REASEHEATH COLLEGE MISSION**

**“Industry Focused, Career Ready”**

**REASEHEATH COLLEGE VALUES**

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

**P** eople      **R** esponsibility      **I** ntegrity      **D** iversity      **E** xcellence

**Key Tasks and Responsibilities of your Job Role**

**Key Responsibilities**

Lead on all Higher Education issues, developing and delivering the UCR Strategy in line with the College's strategic plan, striving towards the achievement of a “gold” level of learning & learner experience and outcomes.

Provide strategic and operational oversight of the new Institute of Technology (IoT), liaising and collaborating with partner academic institutions, employer organisations and the DfE, to deliver on its vision and aims.

Provide advice, guidance and direction to the Board, Executive team and College Management team on changes to and opportunities across Higher Education, higher technical and professional education in particular, in line with Labour Market Intelligence, LSIP priorities and national opportunities.

Lead the University Centre academically and be responsible for all resources in terms of staff management, budget setting, expenditure and income monitoring and strategic planning.

Lead and oversee the development and delivery of Faculty strategies for teaching and learning, quality enhancement and their reporting and monitoring to appropriate committees including Governors.

Lead and develop the Institute of Sustainability and Food Innovation (IoSFI) in partnership with the University of Chester, promoting staff and student scholarship, research and knowledge exchange and developing our reputation amongst land-based employers and businesses for applied research and innovation that drives business growth.

Set and maintain appropriate academic standards across the Faculty and all HE provision

Implement processes in line with the validating University requirements to enable the effective review and the achievement of performance in accordance with the current higher educational quality assurance framework (TEF). Provide leadership in generating Self Evaluation Documents (SED) to meet any gaps and continuously improve the quality of the learning experience through promoting and developing a culture of quality enhancement.

Facilitate the development and monitoring of area targets and performance indicators within the teaching quality and standards process in order to ensure that College recruitment, retention, progression and completion targets are met.

Monitor quality and standards of both curriculum content and staff delivery, to ensure that teaching and learning operates at an outstanding grade.

Lead the NSS review process to ensure scores are at or above benchmark

Ensure the fair and consistent management of student's discipline/grievance and academic appeals processes in line with validating University and college policies and procedures resulting in high expectations of student performance and behaviour across the College.

Responsible for ensuring all data returns to the relevant agencies are accurate, timely and approved via Executive

Dealing effectively with complaints including responding to OIA and ensuring compliance with CMA guidance

Effectively contribute to the strategic business planning and performance monitoring processes

Ensure best practice is followed across all areas of responsibility ensuring full compliance with OfS requirements, College systems, processes and expectations, all of which contribute to a high level of customer service.

Prepare effective reports, papers and proposals for both governance and College/University/ IOT meetings and committees

Ensure robust risk management and control processes are in place within all areas of responsibility

Engage and develop the strategic alliance with the University of Chester including membership of the University's Academic Leadership Group and Senate in the capacity of Dean of the Faculty.

Build effective networks to maximise opportunities for research initiatives and other collaborative working opportunities which promote Reaseheath and secure and generate income.

Pursue the achievement and integration of equality, diversity and inclusion through Access and Participation activities

Liaise effectively with external industry and key Higher and Further Education partners to build the brand and reputation of the University Centre and maximise opportunities for growth and development within the Strategic Plan which respond to current thinking and is sustainable in the longer-term.

Role model the values of the College as a member of the executive team and take accountability to ensure these values and behaviours are demonstrated by staff and students in all activities within their areas.

Set the vision for your teams and inspire them to deliver it; creating high performing teams which demonstrate accountability and clarity of objectives and which utilise and develop the skills, knowledge and competencies of all staff members.

Establish effective customer service for all internal and external customers; ensuring productive and collaborative working relationships which maximise learner opportunities and experience.

Actively support the promotion of health, safety, inclusion, wellbeing and mental health of self and others

Work effectively with the HR department, taking an Executive role in HR and employee relations cases in accordance with relevant policies and procedures, when required.

Participate fully in professional development, role-modelling continuous learning and knowledge sharing within your own area/s and across the College.

Maintain confidentiality and security of information and data at all times.

Ensure that your areas drive efficiencies, reduce waste and achieve value for money to provide a high quality experience and maximum contribution to central.

Ensure the proactive management of budgets in line with financial regulations and the budgetary control process in order to assist with income generation and capital investment for the College.

Create and monitor HE and curriculum development plans which inform the budget process in order to meet College financial procedures.

#### **PLEASE NOTE**

Reaseheath is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review, and will be varied in the light of the changing business needs of the College. The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

**Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012, the successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting.**



## Person Specification Dean of Higher Education and Assistant Principal

### Knowledge & Skills

Degree and Postgraduate degree qualification

Significant experience of managing Higher Education at a strategic level

Demonstrable evidence of the ability to design and develop innovative programmes to meet customer needs

Certificate in Education or equivalent and substantial teaching experience

Senior fellowship of the HE Academy (AdvanceHE) - desirable

Demonstrable knowledge of effective teaching and learning methodologies and current best practice within Higher Education

Demonstrable detailed understanding of Higher Education quality development control and assurance processes

Proven ability to create and deliver new models of Higher Education to meet customer needs

Demonstrable evidence of successful networking, partnership and collaborative working particularly in Higher Education

Demonstrable experience of developing Higher Education Strategy and managing and growing Higher Education provision including effective business planning and performance management

Proven ability to develop and lead a high performing team

Demonstrable evidence of continuing professional development

Proven ability to maximise effective and efficient use of resources including college management information systems

Demonstrable skill in effectively managing and generating a significant level of income

Demonstrable skills in budget management and financial reporting