

## Post-16 and Adult Learning Strategic Lead – Grade 15

### Job purpose

This post is located in our Learning and Early Support Service. The service works with schools, learning settings and providers offering and supporting learning provision across all ages and levels. Kirklees enjoys an enviable reputation for its post 16 and adult provision, with superb post-16 institutions, excellent commissioned adult and community education and a key position to benefit and influence future adult education and skills devolution. Challenges exist in ensuring that the provision remains inclusive, sufficient and appropriate to the needs of all groups. We are determined that all Kirklees' residents can develop the skills, knowledge and love of learning needed to contribute to their wellbeing and meet the needs of the future economy.

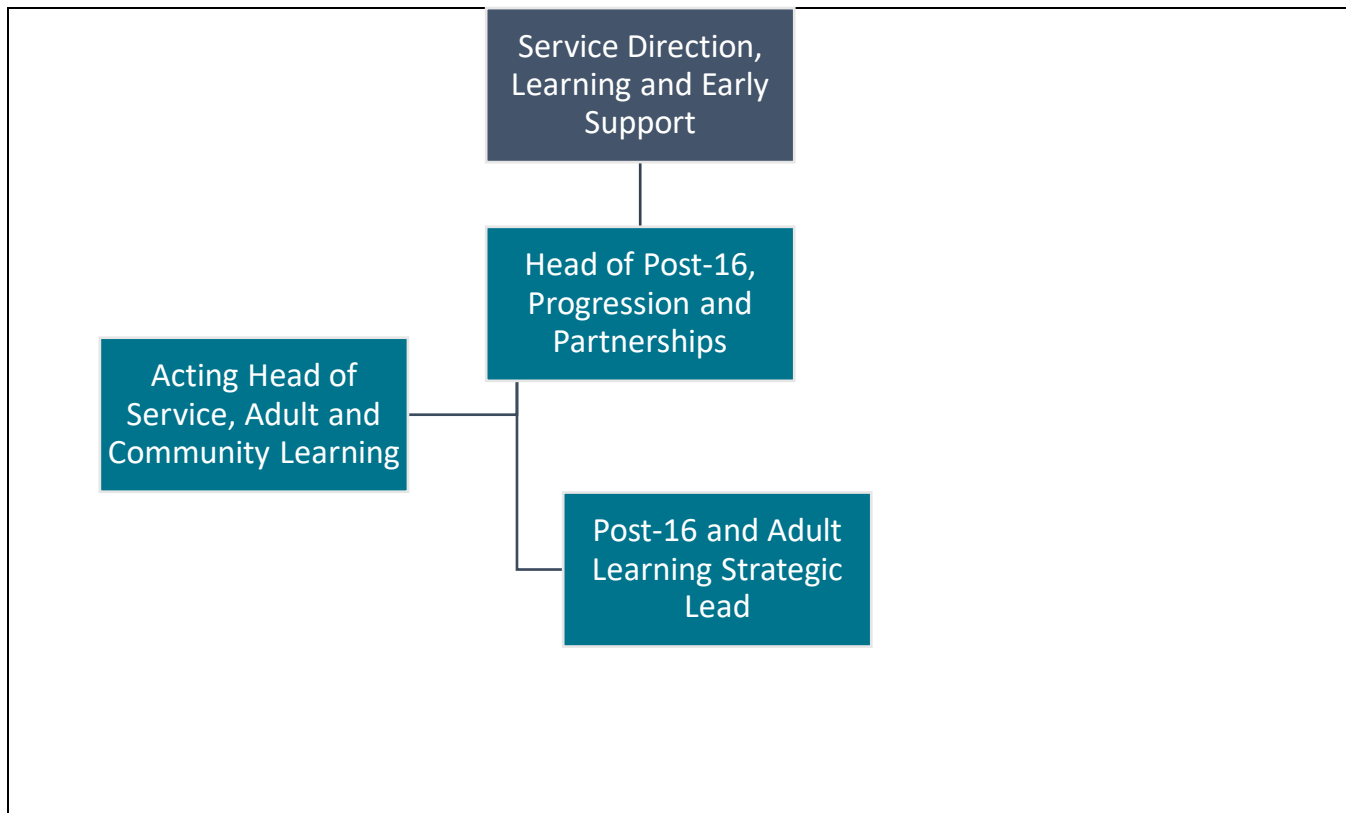
Working under the Head of Post-16, Progression and Partnerships and the Acting Head of Service, Adult and Community Learning, you will manage the strategic relationships with post-16 and adult education providers, assess outcomes, assure and improve quality ensure curriculum breadth, depth and value. Managing projects, you will be instrumental in driving the delivery and implementation of key initiatives which support participation and good outcomes for all people learning in Kirklees. You will work collaboratively with colleagues and partners to improve outcomes. We are looking for people who demonstrate the Council's behaviours and expectations and continually strive for excellence.

This role is based within Children and Families. Find out more about [working for Kirklees](#).

### Key areas of responsibility

- Provide funding and policy expertise in post-16 and adult learning and skills to inform related activity across Council services and joint planning and commissioning with partners and stakeholders
- Undertake statutory audits of study programmes in post-16 settings.
- Build and develop relationships with a range of post-16 and adult providers, developing a restorative environment and a collaborative approach to future projects.
- Meet post-16 statutory duties on participation by securing sufficient and appropriate provision and progression for all post-16 learning routes.
- Provide vital assessment, quality assurance and improvement for Kirklees LA's own adult education provision.
- Work with providers to build sufficiency of range and choice of provision for those who are 19-25 years with an EHCP, with a continuing role in quality assurance.
- Advise on and lead the development of appropriate transition strategies and plans for vulnerable learners.
- Work with providers to ensure compliance with the Children and Families Act.
- Support Kirklees Learning Partners and SENDACT to ensure strategy and policy are fit for post-16 practitioners with specific reference to improving quality of outcomes for vulnerable students and those at risk of becoming NEET.
- Work with Head of Post-16, Progression and Partnerships to commission CEIAG and NEET-prevention delivery to meet statutory LA responsibilities and influence the delivery of statutory school responsibilities.
- There may be requirement to manage people within a matrix management system to ensure the successful delivery of projects and the service as a whole.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
An in depth understanding of either post-16 and adult funding, regulatory and statutory environments, or both, and/or existing and potential funding streams	Essential
A detailed understanding of relevant legislation	Essential
Considerable experience in post-16 or adult provision or management	Essential
A good knowledge of local and/or regional government functions and services	Desirable
Relevant qualification/s which relate to educational settings including any of: teaching; careers guidance; SEND	Essential
Ability to lead quality assurance visits to providers, and to provide clear reports and recommendations	Essential
Knowledge of European and National legislation including an excellent understanding of the potential impact	Essential
Excellent communication and interpersonal skills to plan strategically, and to support communication and the development of relationships and trust with senior managers, post-16 and adult setting leaders, and other staff	Essential
Able to organise, facilitate and/or deliver effective training for post 16 providers, and to deliver briefings to council officers, elected members and key partners	Essential
Experience in preparing and managing budgets	Essential
Strategic and Creative thinking, finding solutions and identifying priorities	Essential
Proven ability to make clear and sound judgements in what, at times, can be complex and difficult issues	Essential
Excellent organisational skills to prioritise workloads, ensure targets and deadlines are met	Essential
Ability to maintain accurate records of the work undertaken, using appropriate documentation and IT systems	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
A PGCE or recognised teaching qualification and/or significant experience in teaching, lecturing, tutoring or training	Desirable
A level 6 or higher qualification such as a BA/BSC (Hons.) or equivalent industry experience	Desirable
Experience in leading and managing people and complex projects or cross-service/institution innovations	Desirable
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (exceptions can be made for disabled applicants)	Desirable

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Learning Services	Grading ID	66100
Job ID	80100001	Last Updated	Feb 2021
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children and Adults	DBS Type	Enhanced + Barring
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	R Breeze		