Job Title: Assistant Director of Further Education and Colleges

Reports to: Regional Director

# About the group:

For over 18 years, Options Autism have provided education to children, young people and adults with autism, complex needs and learning difficulties. As part of Outcomes First Group, we are leading our sector in setting and delivering new approaches that provide measurable outcomes for those in our schools and colleges.

Outcomes First Group is committed to safeguarding and prompting the welfare of children, young people and adults and expects all staff, volunteers, and contractors to share this commitment.

# Role purpose:

# The Assistant Director of Further Education and Colleges is accountable for a portfolio of colleges within the division. The role is charged with ensuring that these deliver all elements of performance as specified in the individual college development plan, budget and group-wide expectations. The role includes the maintenance and improvement of quality, staff retention and well-being, financial performance, sustainability, and growth.

# The job holder will be the lead for all colleges in the division (currently 3), with ultimate Safeguarding responsibility as a priority. The Assistant Director will work collaboratively with the other Assistant Directors as a key part of the Options Autism senior leadership team, positively driving all aspects of growth and working practice.

# Key Accountabilities

# To lead, line manage and hold accountable college leaders within the portfolio and work with them and their management teams to produce and deliver the overall college plans, covering: progress and achievement, occupancy, health and safety, regulatory compliance, cost management, growth, staff engagement and development, profit and growth. The individual college plans will fit within the overall Options division strategy.

**Accountabilities include:**

* Provision of strong leadership, based on a clear vision, direction of development and the outcomes to be achieved.
* Lead weekly cluster calls with all direct reports to share and promote key group information.
* Conduct site visits to both support and challenge the operational teams.
* Complete and document performance management meetings with all direct reports
* Monitor and report on performance across the college portfolio.
* Provide overall education leadership in key areas of delivery, and undertake cross divisional

projects/support, as agreed with the Managing Director.

* Lead and undertake growth projects to further strengthen the position of the division and overall group.

**Delivery of college performance as defined by:**

* Student progress & achievement (academic and other measures)
* Internal quality standards and external stakeholder judgement
* Welfare, health and safety of students
* Curriculum effectiveness
* Occupancy
* Financial targets
* Growth /expansion targets
* Monitor performance of the colleges using the full range of management information available as well as qualitative evaluations of performance. Implement improvement or recovery actions as required.
* Champion the best possible outcomes for all in our colleges.
* Ensure colleges always remain compliant in all areas.
* Ensure best practice is transferred between college settings.
* Use internal quality assessment outcomes and other assessments of quality (e.g. LA feedback, SEF and external inspections etc.) to inform the college improvement journey.
* Support colleges in preparation for external inspection.
* Build key relationships with
  + Internal colleagues within the division and wider group to further the improvement of the service and wider group.
  + External regulatory bodies.
  + Key commissioning relationships, liaising on a regular basis with the relevant Local Authorities to build and maintain a positive working relationship.
* Ensure (through the management structure and with support from HR colleagues), that the staff working within the portfolio are appropriately trained, compliant to legal regulations, and are well supported to carry out their roles.
* Act as a College Governor (and Chair of Governors) within the portfolio, ensuring that governance reports are completed to a high standard by college leaders.
* Chair termly governance meetings as per the governance cycle calendar.
* Be an excellent advocate for Options and the wider Outcomes First Group, promoting a positive image to maintain the excellent reputation we have.
* Undertake any such other duties and responsibilities as may reasonably be required, commensurate with your level of responsibility within the organization.

# Person Specification

# Experience (essential)

* Strategic thinker, ideally Further Education management background.
* Experience in overseeing transformational and growth projects.
* Strong leadership style with ability to manage and motivate cross-functional teams.
* Collaborative approach, proactive, problem solver and outcome focused.
* Financially literate with the ability to manage budgets.
* Experience of managing risks and controls and overseeing effective governance.
* Confidence to ‘stand tall’, challenge thinking where appropriate, and to facilitate discussions and build consensus.
* Ability to multitask and work efficiently under pressure.

# Experience (desirable)

* A professional (with relevant professional qualifications) who has experience of leading multi-sites.
* Experience of leading an independent specialist college.

# Skills

* Ability to combine support and challenge of direct reports
* Ability to mentor staff reporting into this role
* Strong interpersonal and influencing skills
* Demonstrable commercial awareness
* Demonstrable financial awareness
* Excellent communication skills, particularly with regards to communicating at a senior level both within and outside of the organisation
* Strong team working skills
* High-level leadership and motivational skills
* Strong analytical skills
* Results driven

# Qualities/Behaviours

* Hold and articulate clear values
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards colleagues, and wider internal and external contacts
* Lead by example, demonstrating integrity, creativity, resilience and clarity
* Highly motivated and resilient

# Additional requirements

* Act as an ambassador for Options Autism and Outcomes First Group
* At all times promote and comply with the organisation’s commitment to safeguarding
* At all times promote and comply with the organisation’s commitment to equal opportunities
* At all times promote and comply with the organisation’s commitment to health and safety
* Driver

**Please note this Role Specification is subject to change as part of the dynamic nature of the business.**