

Job Description – Assistant Director of Skills

Located in	Reporting to	Hours	Job Family & Area
Hanley	Executive Skills Director	37.5 per week in line with business need.	Skills

Job Purpose

The Assistant Director for Skills plays a pivotal role in leading the operational effectiveness and efficiency of our adult learning and apprenticeship curriculum, ensuring consistently high-quality teaching, learning and assessment is experienced by all. This position requires a dynamic individual with a strong background in vocational education, leadership experience, and a passion for enhancing workforce capabilities. The primary objective of the role is to oversee the development, implementation, and delivery of innovative skills training programmes, and securing continuous improvement in curriculum delivery to meet the evolving needs of our learners, employers, commissioners, and wider stakeholders.

Key Responsibilities

- Effectively lead and manage the efficient, and timely, delivery of curriculum provision within a designated portfolio of qualifications and standards.
- Provide effective direction and timely operational guidance to the team of Heads of Curriculum.
- Lead the design, development, and annual review of the curriculum offer, considering industry trends, regulatory requirements, and learner feedback.
- Analyse the landscape to ensure that our curriculum intent continually addresses Local Enterprise Partnership (LEP) priorities, Local Skills Improvement Plan (LSIP) objectives, national and regional agendas, and local community needs, and ensuring implementation has the greatest impact for all stakeholders.
- Monitor practice externally from a range of sources, such as the Education Inspection Framework, ESFA Apprenticeship Accountability Framework, AELP, ERSA, IES and national performance data to reliably inform and drive internal best practice.
- Lead on the implementation of robust quality assurance and improvement processes across curriculum to monitor and evaluate the effectiveness of training delivery, ensuring compliance with internal protocols, regulatory standards, and accreditation requirements.
- Build and maintain strong relationships with employers, industry bodies, educational partners, and funding agencies to identify skill gaps, facilitate curriculum alignment, and enhance programme relevance.
- Foster a culture of collaboration, innovation, and continuous improvement across the delivery team.
- Set performance targets and key performance indicators (KPIs) for Heads of Curriculum, rigorously monitoring, and evaluating these and providing support and guidance to achieve desired outcomes.

- Work closely with the Executive Skills Director to develop and manage budgets for skills curriculum initiatives, ensuring optimal resource allocation and cost-effectiveness in delivery.
- Effectively lead provision to achieve high levels of assurance aligned with the Education Inspection Framework, Contract Funding and Performance Management Rules and the Apprenticeship Accountability Framework.
- Lead the process of creating comprehensive Self-Assessment Reports and Quality Improvement Plans across all skills curriculum delivery teams.
- Prepare and present weekly reports on curriculum delivery performance to senior management and stakeholders.
- Effectively monitor and manage delivery risks by implementing measures and strategies to identify, monitor and implementing actions to mitigate or eliminate them.
- Drive a culture of continuous improvement across delivery teams.

Key Performance Indicators

- Achievement of contract performance measures, such as learner/apprentice outcomes, completion rates, and customer satisfaction scores.
- Quality assurance ratings and compliance with regulatory requirements and accreditation standards.
- Team performance, including staff development, retention, and overall team effectiveness.
- Curriculum effectiveness and innovation, measured through learner feedback, programme evaluations, and industry recognition.
- Achievement of budgeted revenue targets, cost management, and contribution to overall profitability of the skills curriculum.
- Timely and accurate reporting on performance measures to senior management and stakeholders.

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices, and complete all mandatory training requirements.

General

- Be aware of and follow all Acorn Training policies.
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing.
- Take part in any required training needed to fulfil your role.
- Commitment to the Professional Standards – Values and Attributes, Professional Knowledge and Understanding and Professional Skills.
- Promote and uphold the principles, policies, and all relevant statutory requirements, including the Equality Act, the HASWA, GDPR and Safeguarding, including Prevent.

- Undertake such other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Minimum Level 5 teaching learning and assessment qualification, such as Cert Ed, DTLLS or Diploma in Education and Training • Level 5 management qualification • Level 5 or above subject specialism • Level 3 Assessor qualification • Level 4 IQA qualification • GCSE grade A*-C (or equivalent) in English and Maths • Full driving licence 	<ul style="list-style-type: none"> • Master of Education (MEd) or similar. • Level 7 Management qualification, such as MBA or Chartered Institute • Level 4 or 5 Subject Specialist qualification in English or Mathematics • IOSH Health and Safety qualification
Experience	<ul style="list-style-type: none"> • Leadership and administrative management in post-16 education and training. • Broad teaching experience up to and including level 5 vocational education and training. • Experience of curriculum development and implementation. • Delivery of ESFA and/or DWP contracts. • Initiating and managing change. • Meeting targets for timely achievement. • Working successfully as part of a team. 	<ul style="list-style-type: none"> • Experience of and engagement with quality assurance mechanisms both internally and externally. • Experience of providing or developing staff development opportunities.
Knowledge	<ul style="list-style-type: none"> • Up to date knowledge and competence at a level consistent with effective teaching and assessment. • Working strategically and ensure implementation of projects. • A good understanding of and commitment to Health and Safety, Equality and Diversity Safeguarding and Counterterrorism legislation as it applies to teaching, learning and assessment. 	<ul style="list-style-type: none"> • Up-to-date knowledge of the expectations of Ofsted, and subject knowledge and expertise that reflects best practice in the field or sector.
Skills	<ul style="list-style-type: none"> • Good communication, interpersonal and time management skills. • Enthusiasm for leading a team and delivering results through others. • Able to work flexibly and using own initiative. • Highly motivated and inspirational. 	

	<ul style="list-style-type: none">• Always maintain a professional approach and act with integrity.	
--	---	--

Last Reviewed: March 2024