



Job Description

Title:	Adult Education Director
Reports to:	Principal/Deputy Principal
Based at:	The Carr Fenton Foundation/Yorkshire Rose College
Hours of work:	37 hours per week
Annual Leave:	55 days including 8 bank holidays to be used during school holidays
Salary:	DR1 to DR8

Role — main responsibilities

The Director of Adult Education will be an outstanding FE leader with the experience of working within Adult Education, who will be effective in supporting the Principal with the planning and delivery of the college's strategic objectives within The Carr Fenton Foundation Strategic Plan 2025 - 2030.

The Director of Adult Education provides strategic and operational leadership for adult education provision within the College, encompassing both accredited and non-accredited learning. The role ensures provision is high-quality, compliant, inclusive and outcomes-focused, supporting learners to build skills for participation in the everyday economy and to progress into employment, sustained work, further learning, higher-level skills or social enterprise.

Aspire to Be operates as a distinct adult employability service and is registered as a training provider. The service provides non-accredited training within simulated work environments designed in partnership with employers that supports adults to build skills, develop confidence, and secure employment. The service is overseen by the College Principal and operates fully within the College's quality assurance, performance management and governance frameworks. The Director will manage this service to ensure contractual compliance with funders and to sustain high levels of performance with the key outcome measures. The Director will oversee and monitor standards to provide high quality provision.

The adult education offer and the Aspire to Be service are integrated to enable the sharing of good practice, the effective use of training, teaching and learning spaces, specialist environments and wider learning opportunities, and ensures Aspire to Be

benefits from being part of an established specialist senior management team. It also strengthens accountability through reporting into governors, alignment with college self-assessment and improvement processes, and a consistent focus on quality, learner outcomes and progression into employment.

Strategic Leadership and Accountability

- Provide senior leadership for adult education provision including the Aspire to Be service, ensuring alignment with the College's vision, strategic plan and inclusive SEND ethos.
- Contribute fully as a member of the College SMT, supporting whole-college quality, performance and strategic decision-making.
- Lead the development of adult education pathways that respond to learner needs, employer demand and local labour market priorities, ensuring clear progression routes into employment, apprenticeships or further learning.
- Hold the Aspire to Be manager accountable for outcomes, standards, KPIs and any other performance related metrics
- Ensure that the adult education provision and the employment service align with strategic needs in Doncaster and South Yorkshire
- Work with the Principal, Governors and the college Senior Leadership Team to inspire and empower others at the college to deliver on the vision, mission, values and ethos.
- Be accountable to the Principal and the Board of Governors.

Curriculum Scope: Accredited and Non-Accredited Learning

- Lead the strategic development and delivery of both accredited and non-accredited adult learning and employment programmes, ensuring coherence, quality and clear purpose across provision.
- Ensure non-accredited learning supports preparation for the everyday economy, including independent living skills, employability behaviours, confidence building and work readiness.
- Ensure accredited provision delivers recognised qualifications that support progression and employment outcomes.
- Monitor quality, impact and learner progression across all adult provision.

Quality Assurance and Improvement

- Hold senior responsibility for the quality of adult education provision, including curriculum design, teaching, learning and assessment.
- Hold senior responsibility for the quality of the Aspire to Be service including the training programmes, teaching, learning and assessment procedures and employment outcomes

- Lead adult provision within the College Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Monitor performance against achievement, retention, progression and destination measures and take timely action where risks are identified.
- Ensure provision meets Ofsted expectations and contributes positively to overall College inspection outcomes.

SYMCA/ DfE Adult Skills Fund Compliance

- Act as the senior accountable lead for Adult Skills Fund provision, ensuring full compliance with funding and performance management rules.
- Oversee the management and performance of the SYMCA contract with Aspire to Be
- Ensure funded learning aligns with national priorities including employability-focused learning, tailored learning, English, maths and digital skills.
- Work closely with finance and MIS colleagues to ensure funding integrity and value for money.

SYMCA and Regional Partnership Leadership

- Lead the strategic relationship with South Yorkshire Mayoral Combined Authority in relation to devolved adult skills funding.
- Ensure provision aligns with regional skills priorities and labour market intelligence.
- Oversee delivery of SYMCA-funded and Local Authority programmes including Adult Skills Fund, Pathways to Work, Free Courses for Jobs, Skills Bootcamps and tailored learning.
- Represent the Foundation at regional skills and employability forums.

Pathways to Work, Careers and Progression

- Ensure adult education provision is designed as a clear pathway to employment, embedding employability skills, progression planning and work readiness throughout delivery.
- Provide strategic oversight of careers-related activity within adult provision in collaboration with the careers functions in College and Aspire to Be.
- Identify, develop and quality-assure progression opportunities including supported internships, work placements, employer engagement and vocational tasters.
- Ensure all potential opportunities for learner development and progression are proactively identified, developed and evaluated, particularly for learners facing barriers to employment.

Leadership and Line Management

- Provide direct line management of the Aspire to Be work team, ensuring staff are effectively supported, performance-managed and aligned with college quality expectations. Ensure Aspire to Be activity is fully integrated within college systems and quality processes. Lead and support adult education managers, curriculum leads and delivery teams, promoting a culture of accountability, collaboration, inclusion and professional development.
- Be visible, open and accessible to staff, learners and stakeholders ensuring strong internal and external communications. Be an excellent role model operating within a framework of values and ethics, promoting respect, fairness and equality.
- Demonstrate positive personal behaviour, relationships and attitudes towards learners, staff, parents/carers, Governors, Trustees, key stakeholders, partners and the wider community.
- Support the Principal and the college Senior Leadership Team to develop the strategic, development and business objectives and to develop, implement and monitor plans to ensure the strategic and operational objectives and priorities are met in a timely way.
- Provide support and challenge to the staff team to support ongoing improvements to maximise the outcomes of all learners and have an unrelenting focus on the continuous development of the quality of provision.
- Improve practice through supporting and monitoring continuous professional development for all staff groups and employees.

Financial and Risk Management

- Manage adult education budgets within agreed allocations, ensuring sustainability and compliance.
- Identify and manage risks associated with delivery, staffing or funding changes, escalating appropriately through college governance structures.
- Contribute to College business planning, growth cases and funding negotiations relating to adult education provision.

Key Relationships

- Principal and College SMT
- Aspire to Be team

- Quality, Curriculum and Careers Teams
- Finance, MIS and HR
- South Yorkshire Mayoral Combined Authority
- City of Doncaster Council — Work and Skills team
- Employers and external partners

This role is critical in ensuring adult education provision is fully integrated within college senior leadership, quality systems and employability outcomes, rather than operating as a standalone or peripheral function.

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, with regard to Foundation and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Foundation provides a workplace and delivers a service that does not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender, or disabilities.
- To attend training as required by the Foundation to ensure that the best possible service is provided for our students and for each other.
- To observe at all times the Foundation's policies, particularly those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
- To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.
- To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Hours of Work

The post is full time.

Working hours are from 8am to 4pm Monday to Thursday 8am to 3.30pm Friday.

Person Specification

The specific qualifications, experience, skills and values that are required for the role are outlined below.

Criteria	Essential =(E) Desirable =(D)
Qualifications and Training	
Degree-level qualification or equivalent professional experience in education, skills, employability or a related field	E
Evidence of continued professional development relevant to adult education, quality or leadership	E
Postgraduate or professional qualification in education, leadership or management	D
Teaching qualification or assessor/verifier qualification	D
	D
Strategic Leadership and Management Experience	
Significant senior leadership or management experience within a college, training provider or adult education setting	E
Experience of working as part of a senior leadership or management team with accountability for quality and performance	E
Proven ability to lead, influence and manage change within complex organisations	E
Experience of line-managing managers or specialist teams, including performance management and staff development	E
Experience of leading a standalone service within a wider organisational or governance framework	D
Experience of reporting to governors, trustees or boards	D
	D
Adult Education, Employability and Progression	
Strong understanding of adult education, including both accredited and non-accredited learning	E
Experience of designing or overseeing provision that prepares learners for employment, the everyday economy and independent participation	E
Demonstrable commitment to inclusion, SEND and supporting learners who face barriers to employment	E
Experience of supported internships, work placements or employer-led progression models	D
Experience of careers education or employability programme leadership	D
	D
Quality Assurance and Improvement	
Proven experience of quality assurance processes, including self-assessment, quality improvement planning and performance monitoring	E
Experience of using data, learner outcomes and feedback to drive continuous improvement	E
Understanding of Ofsted expectations within adult education or further education	E
Ability to ensure consistent quality across multiple strands of provision, including externally facing services	E
Experience of leading a service or provision through inspection or audit	D

Experience of integrating external or partnership provision into internal quality frameworks	D
Funding, Compliance and Partnership Working	
Strong understanding of Adult Skills Fund or adult education funding and accountability requirements	E
Experience of working with funding bodies, regional authorities or commissioners	E
Ability to manage risk, ensure compliance and work collaboratively with finance and MIS teams	E
Experience of partnership working with employers, local authorities or regional organisations	E
Experience of working with devolved funding authorities, including mayoral combined authorities	D
Knowledge of local labour market priorities and place-based skills strategies	D
Leadership Style and Personal Attributes	
Strategic, credible and authoritative leadership style with strong professional judgement	E
Excellent communication skills, with the ability to engage effectively with staff, learners, partners and governors	E
Values-driven, with a strong commitment to fairness, inclusion and learner success	E
Resilient and well-organised, able to manage competing priorities within a complex environment	E
Ability to balance service autonomy with robust accountability and quality oversight	E
Other Requirements	
Commitment to safeguarding and promoting the welfare of learners	E
Willingness to work flexibly to meet service and organisational needs	E