

WEYMOUTH AND
KINGSTON MAURWARD
COLLEGE



One College
One Future

Director of Apprenticeships &
Adult Learning



CANDIDATE INFORMATION PACK

December 2024

www.fea.co.uk/wkmc-apps



Welcome



Dear colleague,

Director of Apprenticeships & Adult Learning

Thank you for expressing an interest in the role of Director of Apprenticeships & Adult Learning at Weymouth and Kingston Maurward College.

Weymouth and Kingston Maurward College was formed following a merger between Weymouth College and Kingston Maurward College which took effect on 1 August 2024, following an extensive process initiated by the Department for Education and the Further Education Commissioner. I am delighted to have recently been appointed the permanent Principal and CEO of the newly merged College with effect from 1 December 2024.

Located on the stunning Jurassic Coast and in the beautiful Dorset countryside, together the College's two campuses can now offer a broader range of courses, from land-based studies to A Levels, vocational courses and apprenticeships, with exceptional levels of support to ensure students are ready for life and the world of work.

The merger has undoubtedly created a stronger and far more resilient College which will be able to build on existing partnerships with local businesses and community organisations to ensure the curriculum is cohesive and contemporary and that students leave the College with not only the skills employers need but also the attitudes and ambition to be truly exceptional employees. The College has an extensive commercial offer, across a very diverse range of areas, which complement the College's curriculum offer and give students opportunities to gain vital skills in a real world environment.

The two existing sites are very different and distinctive and there is much to be done on the alignment of systems and process, and the development of a one College culture over the next year or so. We are just in the process of defining a new mission, vision and set of values for the College and developing a new brand to propel the College into the future. These are exciting times and the perfect opportunity to join the College as it realises the wealth of opportunities provided by the merger.



Our Director of Apprenticeships & Adult Learning will be responsible for building strong relationships with employers and stakeholders, ensuring compliance with funding and regulatory requirements and driving the growth and quality of our apprenticeship and adult learning offerings.

I'm looking for enthusiastic, open-minded, team-focused individuals that align with the College's dynamic and innovative culture. Is that you?

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are encouraged to arrange an initial conversation with our lead consultant, by emailing Claire.Gehlig@fea.co.uk, to discuss the role before the closing date.

I look forward to reviewing your application and exploring the possibility of having you join Weymouth and Kingston Maurward College in this important role. We are excited about the opportunities the merger presents for our College and the role we play in our students' success and our local and regional communities.

Kate Wills
Principal and CEO

Job Description

Job title: Director of Apprenticeships & Adult Learning

Reports to: Vice Principal Curriculum and Quality

Salary: Competitive

Purpose of the Job

To lead and oversee the College's apprenticeship and adult learning provision, ensuring alignment with local workforce needs and the College's strategic goals.

To be responsible for developing and implementing high-quality, industry-relevant programmes, building employer partnerships and ensuring compliance with funding and quality standards.

The role encompasses strategic leadership, curriculum development and operational management to deliver an outstanding learner experience.

The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Director of Apprenticeships & Adult Learning. The postholder will take part in an annual cycle of appraisal which will be conducted by the Vice Principal Curriculum and Quality.





Responsibilities

Strategic Leadership and Management

- Develop and execute a strategy for apprenticeship and adult learning aligned with the College's vision and workforce needs.
- Ensure programmes respond to local and national skills priorities and government policies.
- Monitor and evaluate departmental performance, fostering continuous improvement in teaching, learning outcomes and learner engagement.
- Collaborate with senior leadership to integrate apprenticeship and adult learning objectives with broader College goals.

Curriculum Development and Delivery

- Oversee curriculum design, development and implementation for apprenticeships and adult learning.
- Promote innovative teaching practices, including the adoption of digital learning technologies.
- Develop and deliver an annual curriculum plan addressing local skills shortages and employer needs.

Quality Assurance and Compliance

- Ensure adherence to Ofsted, ESFA, awarding bodies and funding agency requirements.
- Lead self-assessment processes and prepare for inspections, audits and funding reviews.
- Oversee quality improvement initiatives, ensuring high standards in teaching, learning and assessment.
- Audit assessment activities against awarding body requirements, implementing standardisation processes to maintain quality.

Employer Engagement and Partnership Building

- Build and maintain relationships with local, regional and national employers to expand apprenticeship and adult learning opportunities.
- Align curriculum with industry standards to address workforce skills needs.
- Create and implement employer engagement strategies to maximise recruitment and programme diversity.
- Host employer forums and represent the College at events to promote its offerings.

Responsibilities cont'd

Team Management and Development

- Lead and manage the Apprenticeships and Adult Learning teams, including lecturers, assessors and administrative staff.
- Provide professional development opportunities to equip the team with the knowledge and skills required for programme delivery.
- Conduct performance reviews and ensure alignment with departmental goals.

Financial Management and Budgeting

- Oversee budgets for apprenticeship and adult learning provisions, ensuring financial targets are met.
- Monitor departmental performance, implementing strategies to address any underperformance.
- Allocate resources effectively to optimise programme delivery and ensure value for money.

Student Support and Welfare

- Oversee pastoral care, ensuring learners have access to guidance and support.
- Monitor student progress and implement interventions to support retention and achievement.
- Ensure functional skills requirements are met to maximise learner success rates.

Marketing and Recruitment

- Lead marketing campaigns, including initiatives for Apprenticeship Week, to boost enrolment.
- Collaborate with the marketing team to raise awareness of the College's apprenticeship and adult learning programmes.

Operational Responsibilities

- Ensure compliance with health and safety requirements, including student and workplace safety checks.
- Manage internal and external audits to maintain high standards of programme delivery.
- Promote safeguarding, PREVENT, and personal development as integral aspects of programme delivery.



Person Specification

Essential Qualifications and Experience

- A relevant degree or professional qualification (or equivalent).
- Experience in a leadership role within further education, focusing on apprenticeships and adult learning.
- Knowledge and understanding of quality assurance frameworks and compliance requirements (Ofsted, ESFA).
- Knowledge of the apprenticeship and adult learning landscape, including funding mechanisms and government policy.

Desirable Qualifications and Experience

- Postgraduate qualifications in education or business management.
- Experience in integrating digital learning technologies into programme delivery.

Essential Skills and Attributes

- Strategic thinking and decision-making skills.
- Strong leadership and people management capabilities, including the ability to inspire and develop teams.
- Excellent communication and relationship-building skills with employers, stakeholders and staff.
- Proficiency in financial management and resource allocation.
- A student-centred approach with a commitment to promoting diversity and inclusion.

Personal Attributes

- Passion for workforce development and education.
- Resilience, adaptability and the ability to manage competing priorities.



Key Dates and the Recruitment Process



Closing date: **9am on Tuesday 28 January 2025**

Interviews: **Monday 10 February 2025**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Claire.Gehlig@fea.co.uk, to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/wkmc-apps/>, discussed the role with Claire Gehlig and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:
 - An explanation of any gaps in your employment in **section 6**.
 - A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
 - Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10. References are usually sought after the interview process and the college will not contact referees without your prior approval.**
 - **Ensure you enter your name/e-signature and date in section 11.**
 - Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-apps - Application.**
2. **The Equality and Diversity Monitoring Form.**
 - This is a Word format document. Please click **inside** each check box that applies to you.
 - Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – wkmc-apps - ED.**