

Dudley College of Technology
Chief Executive & Principal
Recruitment Pack
September 2024

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Call 01384 363 363 visit dudleycol.ac.uk

Our mission: Outstanding technical and professional learning, which raises aspirations, develops skills and changes lives.

Broadway Campus,
The Broadway,
Dudley,
DY1 4AS

Tel: 01384 363 000
www.dudleycol.ac.uk
Chief Executive and Principal:
Neil Thomas



Dear Applicant

Thank you for your interest in the role of Chief Executive & Principal at Dudley College of Technology.

Dudley College of Technology has played a pivotal role in the provision of vocational and technical education in Dudley Borough and the wider Black Country for over 150 years. We are incredibly proud of our students and staff, recognising the impact they have on our region and beyond. The college supports around 12,000 students per year, including around 5,000 full time school leavers, 4,000 adults and 2,000 apprentices. The college is rated as 'Good' by Ofsted (Nov 2023), has received the Queens Anniversary Prize for Education (Feb 2020) and has its technical provision accredited to STEM Assured status.



It has been a very exciting period for the College, with significant investment in new facilities to develop technical education (including our Institute of Technology), substantial growth in our student numbers and excellent outcomes for these students. None of this happens by accident of course and we take great care to work with local stakeholders in developing plans that ensure we will continue to develop our curriculum, services, estate and the impact we have on our community. Earlier this year we launched our new Strategic Plan 2024-27, which is broken down into sections for each of the employment sectors that we serve, as well as important cross-college priorities that underpin our success. All of this is framed by the core aspirations of this plan, which are to put People, Innovation, Place and Sustainability, at the heart of everything we do.

Our new Chief Executive & Principal will therefore join us at an exciting time where we are implementing the actions detailed in the plan. From our continued development of new technical programmes for young people and adults, construction of our new facilities for health and transport technologies, our ongoing impact on school outcomes through the sponsorship of Dudley Academies Trust, or our collaborative work with higher education partners to improve opportunities for Dudley residents, there is plenty of ambition in this plan. Realising this ambition whilst ensuring we continue to deliver our core remit of excellent experience for our students that leads to positive outcomes, will be the key to our continued success.

Most importantly the Corporation recognises that none of the College's recent achievements would have been realised without the remarkable dedication and hard work of the College's highly motivated staff and its well developed and passionate leadership team. They remain the College's key and most precious asset.

The future leader of Dudley College of Technology will be resilient and highly motivated, passionate about technical learning and further education, and relentlessly focused on turning strategy into action. This role provides an excellent opportunity for an experienced leader to make a real difference to the lives of thousands of individuals and to lead the delivery of the College's Strategic Plan 2024-2027 and beyond. Our future leader will be confident in their ability to adapt to the ever-changing further education landscape and will inspire our staff, quickly gaining their support and confidence.

At the start of a new strategic plan, this is the perfect time to join the College and take on this high profile, fulfilling leadership role.

If you would like to discuss this role on an informal basis, please contact Gill Darwood, Director of Corporate Governance on 01384 363170 or email gill.darwood@dudleycol.ac.uk who would be pleased to arrange a discussion with either our current Chief Executive & Principal, Neil Thomas, or with myself.

Once again, thank you for your interest in Dudley College of Technology.

P Noon

Professor Paul Noon OBE
Chair of the Corporation



ABOUT US

Dudley College of Technology

Dudley College of Technology is a large further education college based in the Black Country, providing a wide range of education and training programmes locally, regionally and nationally. Enrolling around 12,000 students each year across academic and vocational programmes, on both a full and part-time basis, our provision continues to respond to the ever-changing skills agenda. We employ over 800 staff and have an annual turnover of circa £50m.

The College was rated by Ofsted as 'Good' in the most recent inspection in November 2023. We have previously been awarded the Queen's Anniversary Prize for Higher and Further Education and continue to receive STEM (Science, Technology, Engineering & Mathematics) Assured status in recognition of our focus on high quality technical education and the impact this has on the individuals and employers we serve.

Over the past 15 years the College has invested in the creation of some truly state of the art technical training facilities, co-developed with employer partners. Our main campus is based around Dudley town centre, with further facilities in Brierley Hill. Our most recent development is the collaborative creation of Innovation Park, which is home to The Black Country & Marches Institute of Technology (IoT) for which the College is the lead provider and where our development of Health Innovation Dudley (opening in 2026) will take place.

The College serves a predominantly local student community for its 16-18 school leaver and adult provision, with most students travelling from within the borough or nearby areas to study at one of the College's sites. However, the reach of our apprenticeships extends much further. While our day release programmes still cater to a relatively local community, our block release models and programmes delivered on employer premises allow us to attract employers from further afield, offering specialised technical provision not widely available elsewhere, such as modern construction methodologies and medical engineering.

The College has always taken a detailed approach to Strategic Planning, including our recently published 2024-27 plan. This plan has a dedicated section for each of the main sectors we serve, explicitly detailing the new curriculum, facilities and employer engagement approaches we will implement. These plans are built bottom up with input from staff, students and a wide range of stakeholders (most importantly employers). For each priority sector, prior to developing any new facilities, a steering group of employers from that sector was formed. These steering groups have led on ensuring the design of the technical facilities and the curriculum offered meet industry needs.

The College has been active in spearheading collaboration to ensure the skills needs identified by employers can be met, often utilising the strengths

“Learners and apprentices develop the new knowledge, skills and behaviours that prepare them for their next steps.” “Leaders have an accurate understanding of the skills needs in the Black Country.”

Ofsted rated 2023
GOOD

4,900

full time students in 2023/24

OVER 60%

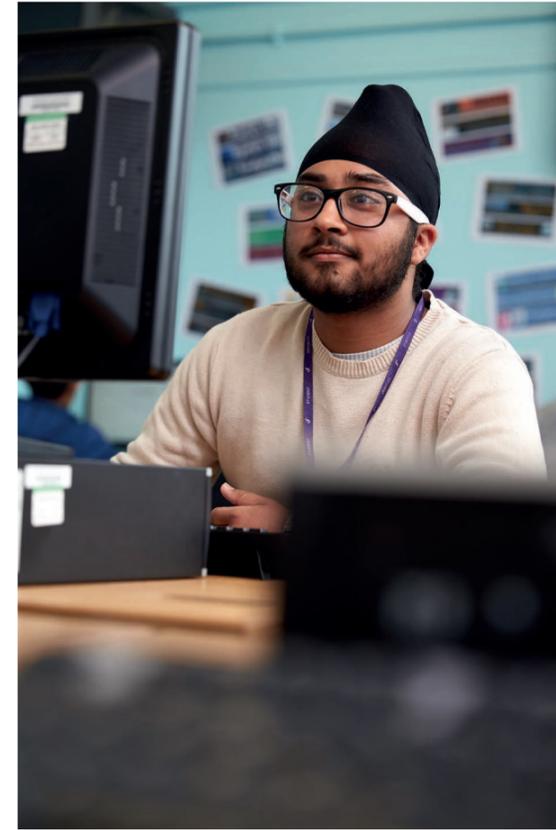
of our students study STEM (Science, Technology, Engineering and Mathematics) related programmes

OVER £70 MILLION

invested in new technical training facilities

4* ‘GOOD’

rating by employers and apprentices (DfE Find an apprenticeship provider service)



of other providers and employers to create bespoke programmes and delivery models. A notable example of this collaboration is the secondment of specialist staff from local employers to support technical skills delivery and the partnerships with higher level providers to deliver the curriculum in our Institute of Technology. Our links with schools through Dudley Academies Trust and other collaborative partners have given us a strong base of stakeholders to consult with when developing our plans.

We have ensured we are at the heart of our community so that we can hear and respond quickly to the needs of stakeholders. This includes our current Chief Executive & Principal being the lead for 'Employment & Skills' in Dudley Metropolitan Borough Council (DMBC) Forging a Future Executive, as well as chairing Dudley Employment & Skills Board and acting as Vice Chair of the board of trustees of Dudley Academies Trust. The College is also represented at a senior level on Dudley Economic Growth Board, Dudley Towns Board and Brierley Hill Town Board.

At a local level, the five colleges across the Black Country work together to plan provision that is complimentary and in some cases (such as the recent Local Skills Improvement Fund projects) delivered collaboratively between providers. At a regional level, Dudley College of Technology is also part of Colleges West Midlands (CWM). CWM is a highly successful collaboration between all colleges in the West Midlands, working closely with the West Midlands Combined Authority (WMCA) to design and deliver curriculum required across the region and support sharing of best practice.

Dudley Academies Trust

Dudley College of Technology is proud to be the sponsor of Dudley Academies Trust, comprising four local secondary and two primary schools.

Originally formed in 2017 to support improvement in the secondary schools, this successful collaboration is now matured with a dedicated, independent central team now driving the Trust's activity. The Trust is rightly proud of its achievements over recent years, with the four secondary schools now above the Progress 8 national measure and the most improved schools in the borough (based on 2022/23 performance). The majority of the schools now have an Ofsted grade of 'Good' or better, which is a vast improvement from when the Trust was formed.

The Trust has recently launched its new Strategic Plan 2024-27, in line with the College. This details the nine strategic priorities for the coming years and the actions that will be taken to address these. The ongoing work of the College and Trust is detailed in our new Master Collaboration Agreement, which makes clear the ongoing commitment of the College in supporting educational opportunities for all young people in the borough and details the specific areas of joint focus. Members from both the College and Trust Boards sit on a joint committee to oversee this collaborative work.

Dudley Academies Trust schools:
Beacon Hill Academy (Secondary), Sedgley. Over 1,000 learners on roll. Ofsted rated 'Good' in May 2024

Pegasus Academy (Secondary), Dudley. Over 600 learners on roll. Ofsted rated 'Requires Improvement' in March 2023.

St James Academy (Secondary), Dudley. Over 800 learners on roll. Ofsted rated 'Good' in June 2024.

The Link Academy (Secondary), Netherton. Over 1,000 learners on roll. Ofsted rated 'Good' in February 2022.

Blowers Green (Primary), Dudley. 210 learners on roll. Ofsted rated 'Outstanding' in April 2022.

Kates Hill (Primary), Dudley. 400 learners on roll. Ofsted rated 'Good' in March 2022.

OUR MISSION AND VISION

The College's mission statement is as follows:

OUR MISSION

Outstanding technical and professional learning, which raises aspirations, develops skills and changes lives.

OUR VISION

By 2027 the College will be recognised as an anchor institution in the region, working collaboratively with local stakeholders to deliver highly valued education and training opportunities to our residents and beyond. Our learners, across all ages and programmes, will recognise the College as a great place to study and will leave us with the knowledge, behaviours and skills to move forward. Most importantly, we will be recognised as a driving force in the regional economy, supporting individual prosperity and business productivity through the education, training and services we deliver.

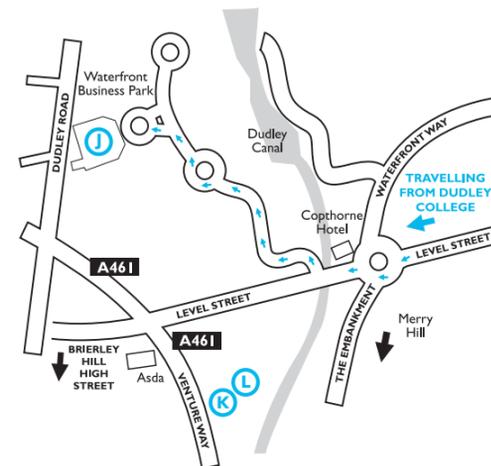
To realise our vision, this strategic plan is broken down into individual sections for each of the sectors that we serve as well as important cross-college priorities that underpin our success. All of this is framed by the core aspirations of the College and this plan, which are detailed in the following section. Our core aspirations of People, Innovation, Place and Sustainability articulate what drives us as an organisation and have informed the actions detailed in every section of this strategic plan.

INSPIRING FACILITIES FOR INSPIRED MINDS

DUDLEY LEARNING QUARTER



BRIERLEY HILL LEARNING QUARTER



The Dudley Learning Quarter and our new facilities at Brierley Hill have changed the landscape of education provision across Dudley Borough and we have an exciting future with further developments.

DUDLEY LEARNING QUARTER

- The Broadway** - The Broadway, Dudley, DY1 4AS (A)
- Evolve** - Tower Street, Dudley, DY1 1AF (B)
- Aspire Dudley** - The Broadway, Dudley, DY1 4AR (C)
- Dudley Sixth** - Ednam Road, Dudley, DY1 1HL (D)
- Enhance** - Priory Road, Dudley, DY1 4AD (E)
- Advance** - Centre for Advanced Engineering and Manufacturing Technology, Priory Road, Dudley, DY1 4AD (F)
- Advance II** - Centre for Advanced Building Technologies - Priory Road, Dudley, DY1 4AD (G)
- Motor Vehicle Centre** - Wolverhampton Street, Dudley, DY1 3AH (H)
- Black Country & Marches Institute of Technology** - Zoological Drive, Dudley, DY1 4AL (I)

BRIERLEY HILL LEARNING QUARTER

- Construction Apprenticeship Training (CAT) Centre** - Waterfront Way, Brierley Hill DY5 1LX (J)
- Inspired** - Venture Way, Brierley Hill DY5 1RG (K)
- Aspire Brierley Hill** - Venture Way, Brierley Hill DY5 1RG (L)

KEY ACHIEVEMENTS

OVER THE LIFE OF OUR PREVIOUS STRATEGIC PLAN



February 2020
Queens Anniversary Prize Presentation at Buckingham Palace.



March 2020
Lock down-delivery moves completely online.

April 2020
CAT Centre is converted into a call centre for West Midlands Ambulance Services.



June 2020
PM Boris Johnson visits Dudley College of Technology.



July 2020
Towns Fund bid to create University building for Dudley takes a step forward.



August 2020
Completion of new digital centre in Brierly Hill.



December 2020
Photography lecturer Phil Brooks is named Pearson FE lecturer of the Year.



August 2023
Students achieve examination success 100% T level pass rate, 91% Level 3 BTEC pass rate (30% at distinction level). 100% overall pass rate in 24 A level subjects.



March 2023
Staff and students hike 1500 ft Scafell Pike to raise money for local charities Ronnie & friends and Black Country Mental Health.



January 2023
College commits to achieving net Zero by 2040.



November 2022
Higher Education Graduation for 300 learners across HND, Degree and Professional Level 4+ qualifications.



July 2022
Achieved Cyber Essentials Plus validating the college's approach to protecting against cyber threats.



October 2021
Rt Hon. Michelle Donelan Minister of State for Higher and Further Education opens the Black Country & Marches Institute of Technology £22 million new build on Castle Hill.



July 2021
The Black Country Skills Shop at Merry Hill opens a new Youth Hub.



September 2023
Work start on the new Animal Science wing – opening September 2024 providing new facilities for dog grooming, animal physiotherapy and domestic and wild animal care.



November 2023
Students win gold and bronze medals in World Skills competition. Tom Sadler (19) Level 3 Manufacturing and Engineering Apprentice took gold in Metal Fabrication and Amelia Higgins (20) Level 3 Hairdressing Apprentice won bronze.



November 2023
Michael Gove Secretary of State for Housing and Communities confirms £14m funding for a new Transport Technologies Centre at Brierly Hill.



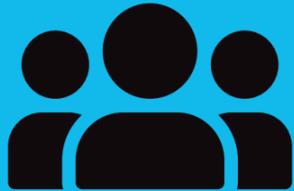
December 2023
Ofsted Inspection – awards the college as Good in all areas.



December 2023
ISO14001 Sustainability Accreditation reissued for the next 3 years.

OUR CORE ASPIRATIONS

TAKEN FROM STRATEGIC PLAN 2024-27

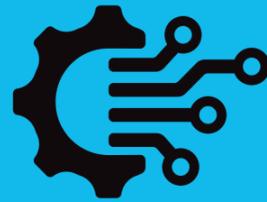


PEOPLE

It is of course the work of our learners that makes us so proud, and this plan rightly starts with learners being at the heart of everything we do. As articulated in our mission statement, the plan aims to maximise the life chances of every individual, with a focus on being an inclusive College that excels in providing the support every person needs to succeed.

Our staff are what makes the College brilliant and we will continue to do all we can to invest in their training, wellbeing and recognition, with a focus on succession planning and creating opportunities for progression.

We also recognise the role we play in supporting our community as a whole. As an anchor institution in Dudley, this plan articulates how we will partner with other anchor institutions, West Midlands Combined Authority, funding bodies, partners, voluntary organisations and charities to maximise the impact for our communities.



INNOVATION

This is a plan where we expect to see considerable change in our curriculum as we deliver national qualification reforms and continue to innovate in the programmes we develop to meet employer needs. At the heart will always be our focus on excellence in technical skills development and clear progression pathways regardless of an individual's starting point.

Our use of technology continues to drive our practice, with this plan committing to our ongoing investment in information technology and systems including the best practice implementation of digital learning, artificial intelligence (AI) and augmented/virtual reality to support teaching.

Outside of the classroom, our services to learners and employers will continue to be developed through this plan, with a particular focus on enhanced professional services that enable all residents to engage in education, the development of innovation services for local employers to drive productivity and the ongoing improvement of our professional services to drive efficiency.



PLACE

Working closely with our local employers is critical to ensuring we meet the skills needs of the region going forward. This plan shows our renewed commitment to partnership with employers and representative groups to ensure we meet the challenges set out in the West Midlands Local Skills Improvement Plan and beyond.

We will continue the development of our College estate, ensuring it provides a learning environment to be proud of, delivers the technical facilities our employers demand and provides benefit to local stakeholders as well as our learners and staff.

Our culture of collaboration with other education providers will continue to strengthen through this strategic plan. Particular priorities will be the continued development of our work with Dudley Academies Trust and our partnerships to deliver higher technical provision in the Institute of Technology and wider College. We aim to create a 'skills ecosystem' in Dudley that allows everyone to progress and reach their full potential in the borough.



SUSTAINABILITY

As part of our shared declaration of a climate emergency, our commitment to reducing our impact on our environment is hugely important. We will be making significant steps in delivering our sustainability roadmap as a large business ourselves, whilst also ensuring we embed sustainability into the curriculum of all our programmes.

Retaining our financial security is critical to ensuring we can deliver on this strategic plan, continue to improve learner and employer experience and be resilient to any challenges the College may face in the future. This means targeted income growth in priority areas, effective utilisation of funding opportunities and reinvestment of any surplus into developing future facilities and programmes.

We recognise the College journey goes way beyond the next three years. Therefore, this plan will also lay the foundations for developments we expect to see in our future, thereby ensuring the long-term success of the College and the ongoing development of opportunities for the communities we serve.

All underpinned by our core values of collaboration, excellent learner experience, transparency and inclusion.

KEY DOCUMENTS

To understand more about the work of the College, its impact to date and our plans for the future, we recommend reviewing the below key documents and resources:



Strategic Plan 2024-27

Dudley College of Technology is proud to share our latest strategic plan 2024-27, detailing the next steps we will be taking in our continued journey to provide academic and technical education opportunities for our region.

www.dudleycol.ac.uk/our-college/about-us/strategic-plan-2024-2027/



Annual Strategic Impact Assessment (ASIA) 2022-23

The Annual Strategic Impact Assessment is a high level analytical document which reviews the college's progress in delivering our Strategic Plan. It explicitly assesses the impact the college has made on its learners and the wider economy.

www.dudleycol.ac.uk/our-college/about-us/annual-strategic-impact-assessment/



Dudley Dashboard

The Dudley Dashboard provides an overview of the college's performance across its key client groups and additional cross college strategic areas. The dashboard is designed to give governors, staff and other relevant stakeholders up to date, easily accessible data on the college's performance. The dashboard is updated quarterly and wherever possible provides an analysis of in-year performance.

www.dudleycol.ac.uk/our-college/about-us/dashboard/

Further education and skills inspection report



Inspection of Dudley College of Technology

Inspection dates: 14 to 17 November 2023

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Education programmes for young people	Good
Adult learning programmes	Good
Apprenticeships	Good
Provision for learners with high needs	Good

www.reports.ofsted.gov.uk/provider/31/130475

GOVERNANCE

The success and achievements of the College would not be possible without the support of a dedicated board of Governors.

The Corporation has a highly committed team of external Governors who are drawn from business, professional, public sector and community backgrounds. They bring a range of skills and experience to the Boardroom. The Corporation also includes the Chief Executive Officer (who is an ex-officio member), two staff Governors and two student Governors.

The full Corporation meets six times a year (including development events). It also has a number of sub-committees including Audit, Standards, Remuneration and Finance & Estates Committee. The Governors play an active role in the life of the College, participating in an extensive programme of governor link activities throughout the year.

The College's most recent Ofsted inspection (Nov 2023) noted that Governance arrangements are robust and highly effective. It stated that 'Governors bring a wealth of relevant experience to their roles. They provide effective oversight of the quality of education and training that learners and apprentices receive. They work collaboratively with senior leaders to bring about sustained improvements.'

In 2023, an external review of governance recognised a high level of board engagement in the development of strategy, well rounded skills of board members, strong governance arrangements including the production of high-quality board papers, good working relationships between the board and executive, and effective induction and training of governors.

Further information on our governance structure and on the members of the Corporation can be found at www.dudleycol.ac.uk/governance



WHAT WE HAVE TO OFFER YOU

Living and working in the West Midlands

Dudley is situated at the centre of the industrial heartland in the West Midlands, it is an old town, mentioned in the Domesday Book of 1086. Whilst it has a rich heritage today it is a thriving market town that is a prominent learning centre for the West Midlands. More importantly, Dudley and its environs offer the kind of lifestyle that will ensure you and your family achieve the perfect balance between life and work, where you can progress both personally and professionally.

The town is also close to some fantastic countryside, from the rounded rolling Clee Hills to the tranquillity of the Wrens Nest Nature Reserve.

Within easy travelling distance of Dudley are the major cities of Birmingham and Wolverhampton boasting an array of shops, cafes, bars, clubs and other leisure facilities.

There are regular scheduled flights from the UK to European and International destinations from Birmingham airport which is less than 30 miles away.

There are also a range of good schools in the local area as well as a range of employment opportunities for your family members.

The New Art Gallery, Walsall and Wolverhampton Art Gallery provide a home for world-leading collections including one of the best Pop Art collections outside of a national gallery. The Black Country Living Museum recreates life in the Black Country in the early 20th century and is a popular tourist attraction as is Dudley Zoological Gardens and Castle (DZG), which has been welcoming visitors across its 40 acre site since 1937. With 200 species, many of them on the endangered list including Sumatran tigers and Tibetan red pandas, DZG is an important conservation centre.

Wolverhampton Wanderers, West Bromwich Albion and Walsall Football Clubs offer the chance to enjoy live games, and of course, shopping facilities are unsurpassed with the Merry Hill Centre and Grand Central Station providing opportunities unsurpassed outside of London.

Work life balance

Dudley College of Technology has a wide range of facilities that are open to students, staff, visitors and the local community.

Amenities on campus include lecture theatres, laboratories, extensive IT centres, theatre, Great Hall, conference accommodation, a range of eateries under the Stir brand and the Dudley Students Union.

Our 3G all-weather football pitch provides an excellent recreational facility and there is a discounted membership for staff who want to join our fabulously equipped gym or rent our leisure facilities.

Throughout the year the college and the Students Union organise a variety of events, many of which are open to the local community. These include a variety of musical and theatrical performances, events that celebrate the diversity of our local community and a series of lectures by academics and guest speakers.

We also hold a number of events to fundraise for our college charities including an annual staff walk which has seen us scale the heights of Scafell Pike and our annual staff abseil, described by some as the 'only way to end an academic year'.

All in all, you'll find a vibrant, progressive and dynamic environment in which to hone your skills, where hard work is recognised and rewarded and your future development is as important as our students.

Pension Scheme

The post holder will automatically be enrolled into the Teachers Pensions Scheme. The Teachers Pensions Scheme is a defined benefits scheme based on annual pensionable earnings with an employer contribution rate of 28.6%.

Holiday and leave

We offer attractive packages for new employees including an annual leave entitlement of 37 days for lecturing staff, 35 days for management staff and 25 days for professional services staff rising to 26 days in the fifth year of service. On top of this there are 13 statutory entitlement days, including 5 efficiency days at Christmas meaning that in some cases staff can take 50 days leave per year. We have a working time policy in place which supports staff in their work/life balance.

Time management

The college operates a system of time management if individuals work above their contracted hours in any given week, time will be given back to them. Staff work with their line manager to identify a suitable time for this to be taken and in some circumstances, overtime will be paid instead of time back. The practice is designed to be fair and equitable, and the college fosters a culture of professional responsibility.

Family friendly working environment

The college adopts the Association of College (AoC) joint agreements for policies relating to Maternity, Paternity, Adoption, Dependants and Carers Leave. These are based on the best practice models within the sector. All policies are available in full, should you wish to see them before making an application, please contact: Kathryn Jones, Director of Human Resources at Kathryn.Jones@dudleycol.ac.uk

Staff Incentive schemes

The college offers a range of employee benefits including :

- Access to work Mental Health Support Services
- Annual staff wellbeing day
- BHSF Health and Care Scheme
- Carers Support from Dudley CVS
- Co-op Travel discount scheme
- Counselling Service (Internal and External)
- Cycle to Work scheme
- Discounts for Teachers
- Discounted onsite car parking
- Dudley Motor Company discount scheme
- Free will writing service
- Free annual flu jabs for staff
- Evolve hair and beauty salon discount scheme
- Extras Shopping discounts scheme
- GP Helpline
- HP employee purchase programme
- Liftshare
- Long service employee awards
- Menopause support and guidance
- Plan4life Cancer Insurance
- RAC breakdown discount cover
- Retirement employee awards
- Sandwell and South Staffordshire discounted leisure and gym memberships
- Supervision and wellbeing support for Senior Leaders
- Termly and annual staff recognition awards
- TogetherAll
- Totum discount card
- Wesleyan – free retirement planning

We are also the proud holder of the following accreditations: -

- Age-friendly employer
- AoC Equality, Diversity and Inclusion Charter
- AoC Mental Health Charter
- Armed forces covenant
- Disability confident leader
- Menopause Workplace Pledge
- Multicultural apprenticeship alliance patron
- Neurodiversity champion
- Pride in FE

Continuous professional development

Dudley College is highly committed to developing all staff. All employees undertake a thorough induction and are allocated a mentor, to ensure they settle into college life. Everyone undertakes mandatory training in key aspects of Further Education life including Safeguarding, Prevent, Equality and Diversity and Health and Safety.

As part of an annual performance management review all staff discuss their training needs with their line manager and an individual plan of activity is agreed upon at the start of each year. Typically, activity ranges from attendance at professional conferences, work shadowing with colleagues both internal and external to the organisation, attendance at in-house training sessions which are offered on a rolling programme as well as externally facilitated training options.

Post holders at all levels of the organisation are encouraged to undertake professional development commensurate with their role and responsibilities on both a formal and informal basis. We hold three college conference days each academic year providing opportunities for CPD for all staff.



JOB DESCRIPTION

JOB TITLE:

Chief Executive and Principal

JOB PURPOSE:

The Chief Executive and Principal will serve as Chief Accounting Officer of Dudley College of Technology and as a director of its subsidiary companies including Transformational Technologies Partnership Limited (TTPL) which operates the Black Country and Marches Institute of Technology. The Chief Executive and Principal will also ensure the College's effective sponsorship of Dudley Academies Trust.

The Chief Executive and Principal is responsible for the quality of all of the College's educational provision and for ensuring that the strategic plan is delivered in full, impact targets are achieved, and the ongoing financial health of the college is assured.

A key element of the Chief Executive and Principal's role will be to take the lead in ensuring the College delivers excellent and highly regarded technical education and training locally, regionally and nationally, ensuring that the College, its subsidiaries and Dudley Academies Trust respond effectively to the needs of the ever-changing landscape of the education and skills sector.

DUTIES AND RESPONSIBILITIES:

1 Leadership

- 1.1 make proposals to the Corporation regarding the educational character, activities, and mission of the College, developing an ambitious vision with which to inspire and motivate through the development of a 3-5 year strategic plan, annual operational development plan and annual assessment of the college's strategic impact.
- 1.2 ensure that the Corporation is fully engaged in all strategic decisions which affect the mission and character of the College.
- 1.3 as the Chief Accounting Officer for the College and its subsidiaries, ensure that the College's operations and policies are wholly compatible with legal and statutory requirements and that the Corporation is fully informed in these matters.
- 1.4 take an active and leading role in the development of continuing education provision across the local areas and region.
- 1.5 provide effective leadership, mentoring and management of the Vice Principal, Chief Financial Officer and other senior staff as required by the Corporation.
- 1.6 ensure the dissemination of information about, and examples of, best practice in the sector as well as of information on relevant national, local and international policy developments.
- 1.7 ensure that the Corporation as the sole member of the wholly owned subsidiary TTPL has full oversight of the company's activities in relation to the operation of the Black Country and Marches Institute of Technology.
- 1.8 play a leading role as a director of the company TTPL, in developing the character and ensuring the success of the Black Country and Marches Institute of Technology.
- 1.9 as Chief Executive and Principal of the sponsoring organisation to Dudley Academies Trust, support the Chief Executive and the Chair of the Trust in ensuring the Trust delivers its strategic plan in full.

2 Students

- 2.1 oversee the effective strategies for the recruitment of students.
- 2.2 ensure high quality arrangements for teaching, learning and student support.
- 2.3 strive to make the College an inclusive, student-centred organisation and an effective learning environment for all College users.
- 2.4 ensure that there are appropriate arrangements for the maintenance of student discipline.
- 2.5 ensure effective arrangements are in place to ensure that students are safe, protected from extremism and that their health and wellbeing are promoted at all times.
- 2.6 ensure that the College complies fully with its statutory duties in respect of Keeping Children Safe in Education, Safeguarding and the Prevent strategy.

3 Staff

- 3.1 make appropriate arrangements for the appointment of staff.
- 3.2 provide management and leadership of staff which will ensure that the College discharges all its legal responsibilities and that good employee relations are maintained and developed.
- 3.3 promote discipline and good conduct and encourage commitment of staff, leading by example.
- 3.4 contribute to the training of staff to ensure the effective implementation of policies and systems agreed by the executive leadership team.
- 3.5 develop an ethos of teamwork throughout the College and its subsidiaries.

4 Policies

- 4.1 support the executive leadership team in the development, implementation and monitoring of College plans and policies.
- 4.2 ensure procedures for effective review of policies and procedures which involve the Corporation, staff, students and other College users.

5 Finance and Management Information

- 5.1 make arrangements for the preparation of annual estimates of income and expenditure and the management of budgets and resources for the College and its subsidiaries.
- 5.2 demonstrate prudent and effective budgetary management.
- 5.3 ensure that there is proper and effective operation of financial, planning and management controls of the College and its subsidiaries.
- 5.4 ensure that information systems are in place which provide robust data to support the management of the whole College.



- 5.5 ensure that systems are in place to provide assurance of compliance and integrity of all College data.
- 6 Performance management and quality improvement**
- 6.1 lead the senior leadership team to ensure that the College offers the highest quality of service and fosters a culture of excellence and innovation.
- 6.2 ensure that appropriate targets are set and agreed throughout the College, that performance against them is monitored and that the College meets or exceeds them.
- 6.3 lead the senior leadership team in the production and monitoring of the annual operational development plan and the annual assessment of the college's strategic impact.
- 6.4 ensure the College is well prepared to meet the requirements of the current Ofsted framework and other regulatory bodies' requirements.
- 6.5 make certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves.
- 7 Partnerships and Reputation**
- 7.1 seek out development opportunities for the College, including business and community partnerships.
- 7.2 ensure that the College participates effectively in local, regional and national partnerships including (but not limited to) Colleges West Midlands, Local Skills Improvement Plan partners, Association of Colleges and its portfolio groups, the West Midlands Combined Authority and Dudley Metropolitan Borough Council's Forging the Future executive.
- 7.3 develop a constructive relationship with the Education & Skills Funding Agency and other agencies.
- 7.4 respond effectively to national or regional Government led initiatives relating to further education including (but not limited to) curriculum reform, apprenticeship delivery, technical higher education opportunities and the devolution of adult education funding.
- 7.5 ensure that the College's reputation is upheld through effective management of public relations, and through open and transparent communications with staff, students, stakeholders and the wider public.
- 7.6 contribute to the development and maintenance of effective communication within and beyond the College and act as an ambassador for the College and an advocate of its interests.
- 7.7 oversee the maintenance and development of the College's partnerships with Higher Education institutions to meet the higher education needs of learners.
- 7.8 develop effective partnerships with local

- employers to provide a wide range of education and training opportunities.
- 7.9 on behalf of the Corporation as the sole member of the wholly owned subsidiary and as a director of TTPL, ensure that the Black Country and Marches Institute of Technology is effectively represented and promoted in local, regional and national forums.
- 7.10 support the Chief Executive of Dudley Academies Trust to ensure that the Trust is effectively represented and promoted in local, regional and national forums.
- 8 Health and Safety**
- 8.1 ensure that the College's health and safety policy is implemented.
- 9 Flexibility**
- 9.1 adopt and promote flexible working methods to meet the changing needs of the College.
- 10 Equality, Diversity and Inclusion**
- 10.1 adopt and encourage a positive attitude towards equality, diversity and inclusion in the College.
- 11 Professional Standards**
- 11.1 develop and maintain quality standards appropriate to the post.
- 11.2 promote a culture of integrity and transparency in the College.

Standard for all Jobs

- To perform services not only for the College but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support College objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the College and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the College Equality, Diversity and Inclusion policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the College in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the College.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Corporation.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document or a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the College.

Prepared by:	Chair of the Corporation
Date:	March 2024
Name of post holder (please print):	_____
Signed by post holder:	_____
Date:	_____

