
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Higher Education and Adult Lead
Faculty:	Academic
Responsible to:	Head of Faculty Academic
Hours:	37 hours per week, all year round or Substantial Part-time 30 hours per week all year round
Salary:	£35,700 - £39,074 [YC9.1 – YC9.3] dependent on experience and qualifications
Date of Issue:	September 2026

1. Job Purpose

To provide operational leadership within the Academic faculty, particularly for Higher Education and Adult provision, ensuring a high-quality, engaging and compliant learner experience.

The Curriculum Lead, leads on the delivery of student experience and quality processes, taking accountability for learner outcomes, curriculum delivery, and compliance with sector and partner regulation across HE and Adult programmes.

The role contributes to growth by implementing provision effectively and providing insight, intelligence and data to support faculty decision-making, including progression into Higher Education and adult learning pathways.

The role provides the key knowledge and expertise in respect to Higher Education regulation, ensuring the Head of Faculty, Assistant Principal and Accountable Officer are in receipt of the information they require to ensure the college remains compliant with the regulatory environment.

2. Key Roles & Accountabilities

Student Experience

Lead the coordination and continuous improvement of the Higher Education and Adult learner experience across the College, ensuring a consistent, inclusive and high-quality experience throughout the learner lifecycle.

- Monitor and evaluate learner experience, student voice, participation and performance data, identifying emerging risks, trends and opportunities, and recommending interventions that improve learner outcomes, participation and progression.

- Work collaboratively with Heads of Faculty, Curriculum Leaders and support teams to ensure consistency and quality across key aspects of the learner journey, including recruitment, induction, learner support, progression and learner communications.
- Lead and coordinate student engagement and student voice activity, ensuring feedback informs decision-making, drives continuous improvement and demonstrates measurable impact on the learner experience.
- Champion sector best practice in Higher Education and Adult learning, advising colleagues on emerging developments, stakeholder expectations and opportunities to enhance the learner experience across all Faculties.
- Develop and oversee initiatives that improve learner success, progression and participation, ensuring support systems, interventions and enhancement activities are effectively targeted, evaluated and aligned to College priorities.
- Support the HE Access and Success Lead in their work to provide operational leadership for the delivery of the College's Access and Participation Plan, identifying opportunities to improve access, retention, success and progression, particularly for underrepresented and disadvantaged learner groups.

Compliance

Provide operational leadership for compliance, quality assurance and regulatory oversight across Higher Education and Adult provision, ensuring the College remains informed, prepared and compliant within an evolving regulatory and funding environment.

- Lead the monitoring, interpretation and communication of developments within the Higher Education and Adult regulatory landscape, advising senior leaders on emerging requirements, risks, opportunities and recommended actions.
- Act as the College's operational lead for Higher Education and Adult compliance, ensuring alignment with Office for Students Conditions of Registration, Adult Skills Fund requirements, partner university expectations, awarding body regulations and other relevant regulatory frameworks.
- Contribute to the development, implementation and review of policies, procedures and operational practices that support compliance, quality assurance and effective governance across the learner lifecycle, including admissions, enrolment, student finance, assessment, achievement and progression.
- Work closely alongside the HE Access and Success Lead, including through facilitating their access to appropriate information and resources from curriculum and cross-college teams, to ensure technical compliance with HE data and regulatory requirements. For example, through supporting the HE Access and Success Lead to effectively oversee the integrity, accuracy and effective use of learner data, statutory returns, Access and Participation Plan reporting, examination boards, and regulatory submissions, ensuring compliance requirements are met and evidenced.
- Contribute to audit, inspection and review activity, monitor performance and compliance indicators, and lead improvement actions that strengthen regulatory compliance, mitigate risk and improve learner outcomes.

Growth

Provide operational leadership for the growth and development of Higher Education and Adult provision, identifying opportunities to increase participation, progression and impact in line with College priorities.

- Lead the development, implementation and evaluation of initiatives that increase participation, progression and success within Higher Education and Adult provision, with particular focus on underrepresented and disadvantaged learner groups. Appropriately support the HE Access and Success Lead with the development, implementation, and delivery of such activity to increase participation, progression, and success for Higher Education learners.
- Contribute to the development and maintenance of effective relationships with employers, partner universities, schools, community organisations, Jobcentre Plus and other stakeholders, identifying opportunities to strengthen progression pathways, widen participation and increase learner engagement.
- Provide data, insight and intelligence to inform Faculty and College-level decision making, identifying emerging opportunities, risks and trends and recommending actions that support sustainable growth in learner numbers, participation and outcomes.
- Coordinate and support recruitment, outreach, marketing and engagement activity across Faculties, ensuring that Higher Education and Adult provision is effectively promoted and aligned to learner, employer and regional skills needs.
- Contribute to the monitoring and evaluation of growth, participation and progression activity, including Access and Participation Plan objectives, ensuring that initiatives deliver measurable impact and contribute to the College's strategic ambitions.

Leadership

Lead and coordinate staff within the department, setting clear expectations, supporting performance and professional development, and ensuring effective deployment of resources to achieve high-quality learner outcomes.

- Provide line management of staff within the department in conjunction with the Head of Faculty.
- Provide direction and operational leadership for the effective function of the Higher Education and Adult curriculum.
- Collaborate closely with the HE Access and Success Lead to ensure the College's Higher Education provision is compliant, inclusive, and delivers an outstanding learner experience.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

Evening work will be required to carry out this role effectively, and time is reimbursed through flexible working.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification
Post: Higher Education and Adult Curriculum Lead

	Essential	Desirable
Previous Experience	• Experience of working in post-16 education. • Up-to-date knowledge of developments across further education, higher education and adult learning provision. • Previous experience operating as a responsible person in a regulatory framework environment. • Ability to use data to monitor and improve learner performance and outcomes. • Experience of contributing to improving attendance, retention, achievement and progression. • Experience managing people. • Understanding of Widening Participation. • Proven experience of effective relationship management with internal and external partners. • High standard of written English.	• Knowledge of careers education and guidance. • An understanding of safeguarding and its importance within the college. • Experience of working in a student support / pastoral setting. • Experience of working in a college based HE environment. • Experience of delivering effective academic or student experience interventions to improve student outcomes. • Experience of helping to write policies and processes in a regulatory framework environment.
Qualifications	• Diploma/degree or equivalent qualification. • Level 2 English and Maths	• A relevant teaching qualification. • Relevant HE or professional qualification.
Special Skills/Aptitudes	• Competent in the use of all Microsoft Office applications.	

Personal Attributes	• Excellent communication skills to a broad range of stakeholders. • Be able to relate to and enthuse people. • Enthusiastic. • Ability to work on a number of projects at once. • Ability to show initiative and drive continual improvement.	
General	• Empathy with educational values. • Ability to work some evenings, e.g., evening classes, open days, and weekends by arrangement.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Pre-Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions, or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex-offenders.'

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)