



THE
BEDFORD
COLLEGE
GROUP

Executive Director of Education

ATTITUDES

KNOWLEDGE

SKILLS



Candidate Information Pack

December 2024

www.fea.co.uk/tbcg-doe/

Welcome

Dear Colleague,

Thank you for your interest in the role of Executive Director of Education at The Bedford College Group (TBCG). The Group is the 7th largest further education college group in the sector by income and comprises 7 distinct colleges with 3 further educational colleges, 2 sixth form colleges, 1 agricultural college and 1 national college for motorsport.

Our values are extremely important to us and keep the student at the heart of everything we do, but none more so than those of valuing teamwork, continuously improving, caring and inclusive, all of which sit at the heart of this role.

The successful candidate will have a proven track record as an inspirational leader who can demonstrate their achievement and commitment to improve quality of education throughout their career to date. The successful candidate will be part of the Executive team and will provide a clear vision and strategies to improve the educational excellence and ensure staff embed this in all they do.

To succeed in this role, you will come to us as an expert senior leader with significant experience at a senior leadership level within further education, in roles with a clear focus on quality, standards and educational performance. You will also possess a strong record of driving sustained improvements in learning and teaching, through innovative pedagogy and providing excellent and highly ambitious leadership.

You will be coming to TBCG at an extremely exciting period of change, with our new CEO having commenced in January 2024 with a passionate commitment to, and vision of excellence that will take us forward in the next stage of TBCG's evolution.

Interested parties are strongly encouraged to contact our FE Associates recruitment partner, Jo.Johnston@fea.co.uk, to arrange an initial discussion prior to submitting an application.

With best wishes

Yiannis Koursis
Group Chief Executive



About Us

TBCG is one of the largest FE providers in England and has grown rapidly in the last few years. Initially based on the old Bedford College site, through mergers and acquisitions, this year we have grown to have approximately 18,000 learners on multiple sites. In 2018, it successfully merged with Tresham College to create pan-Bedfordshire and North Northamptonshire provision based on the concept of developing regional market towns, and this has been boosted by Central Bedfordshire College (CBC) deciding to join the Group in February 2023. The Group has an Ofsted judgement of 'good', having rapidly improved the quality rating of Tresham on merger. These developments mean that TBCG has geographical sites in Bedford, Kettering, Corby, Wellingborough, Silverstone (housing a specialist motorsport facility), Shuttleworth (a land-based campus), and CBC sites in Dunstable and Leighton Buzzard.

Our strategic plan from 2022 to 2027 has a straightforward but challenging aim: 'to be the best and most authoritative further education provider in the South East Midlands'. This reflects both our current position as being the largest provider of FE in the region and also our ambition to be recognised as a system leader in national FE and a major source of civic leadership within our communities. TBCG is explicitly a regional institution and has no interest in being a national group or in growing for the sake of growth. Our rationale for expansion has been (and will continue to be) to achieve the benefits of regional integration, and its location is a major strength sited, as it is, within the southern part of the Oxford-Cambridge Arc and within easy commuting distance of London. Economic growth and employment opportunities are buoyant (under almost all economic models) and population growth and long-term demographic projections are strong. The region has genuine world-class employers with needs requiring world-class technical skills, and TBCG is committed to



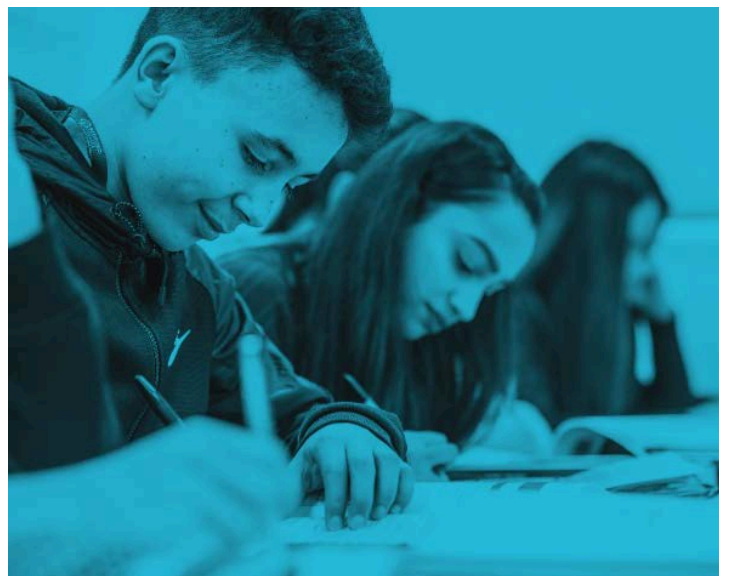
making a substantial contribution with regional partners to achieving this. We are also aware that advances in digital technology will change many aspects of how FE operates and we intend to be a leader in this area as well.

Notwithstanding such ambitions, TBCG will remain a values-driven institution with its students and the communities it serves at its heart, and with a strong commitment to equality, diversity and inclusion (our strategic plan reaffirms this). TBCG has always striven to do what is best for its students and, thereby, to promote educational excellence by delivering programmes that stretch and challenge them. Continuing to enhance the quality of provision and student and employer satisfaction is at the heart of our strategic plan.

The strategic plan is available on our website and has been included on the FE Associates microsite for this role. The financial position of the Group is strong and it has a reputation in the sector for excellent financial management including having retained an ESFA financial rating of 'outstanding' for many years. Clearly, the national funding environment is difficult, particularly given inflation and the challenges of many aspects of staff recruitment and reward. Nonetheless, TBCG is better placed to weather such storms than the vast majority of the sector and we have a strong working relationship with our banks.

Our CEO, Yiannis Koursis OBE, continues to build on the Group's strong reputation, guiding us through the next phase of our journey. Yiannis has been transforming the lives of students for more than 17 years, having held senior roles in further education at colleges across the UK. In recognition of his exceptional contributions to social progress and development, he was awarded an OBE in 2022 and a fellowship from the Royal Society of Arts in 2020. Yiannis is a passionate national advocate for further education, championing its power to transform lives and tirelessly promoting the sector as a vital force for opportunity and growth.

We operate a model where each of our colleges has a designated Principal responsible for the day-to-day leadership of their respective campuses, ensuring the effective development and delivery of curriculum, teaching, and learning. The Business Development team, part of TBCG's professional services operations, is led at the Group level, serving the needs of stakeholders across each institutional region.



Job Description

Job title: Executive Director of Education

Reports to: CEO

Direct reports: Group Director of Learning Excellence, Group Director of Quality Assurance, Group Director of Higher Skills, Group Director of Data & Performance

Salary: Competitive

Job Purpose

The Executive Director of Education is responsible for the strategic direction, development and improvement of quality and standards across The Bedford College Group's (TBCG) portfolio of educational provision.

The Executive Director will champion teaching and learning excellence and ensure that staff across TBCG are embedding excellence in all that they do. The postholder will be TBCG quality nominee and will take responsibility for the overall quality effectiveness of The Bedford College Group. This role is integral to the achievement of TBCG's strategic aims, ensuring continuous improvement and fostering an ambitious and forward-looking culture. The Executive Director of Education will work closely with the CEO, the Executive Team and Governors to ensure the highest quality outcomes and performance improvement of TBCG.

Priorities

- To strategically lead on the strategic planning and development of quality improvement and assurance initiatives across TBCG, excellent performance in all areas of activity with a clear focus upon going beyond Ofsted Outstanding.
- To be an inspirational leader who enables and empowers leaders, managers and staff to develop the capabilities required to drive innovative quality improvement in their own areas.
- To ensure the implementation of rigorous accountability frameworks where quality risks and issues are swiftly identified and remedied. To lead a responsive programme of in-year quality improvement and assurance activities across all of TBCG's provision.
- To champion a culture of excellence supported by innovation, effective staff development and the sharing of best practice.
- To provide regular reports and analysis on College performance to the CEO, Executive Team and Governors.

Key Responsibilities

Strategy and Planning

- Lead the development of TBCG's strategies and plans for quality excellence, improvement and assurance, ensuring a culture of high performance is embedded across the organisation.
- Through excellent leadership, support leaders and managers to develop their own plans for improvement and success.
- Work collaboratively with executive leaders to develop future focused-strategies that position TBCG as a leading provider of high-quality education, training and skills.
- Contribute to TBCG's business planning and review processes, ensuring quality-related performance targets are being achieved.
- Ensure the effective use of management information and data to drive decision-making and intervention activities.

Teaching and Learning Excellence

- Champion and drive improvements in teaching and learning, promoting best practices and a culture of continuous professional development among staff.
- Ensure that teaching methods, learning resources and technology are innovative and meet the diverse needs of students.
- Lead on the adoption of new pedagogical approaches and technologies to enhance the student experience and academic achievement.
- Foster an environment which empowers staff to experiment in their teaching practice in order to support a culture of ambition and excellence.
- Develop and implement strategies that ensure that standards are consistently high across all departments and ensure processes are in place to effectively monitor teaching and learning quality.
- Ensure arrangements are in place that enable collaboration and the sharing of best practice.
- Develop plans that strengthen inclusion and equity in teaching and learning in order to ensure that all students have the best possible chance of success.



Performance and Quality Assurance

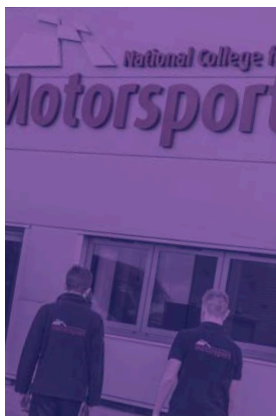
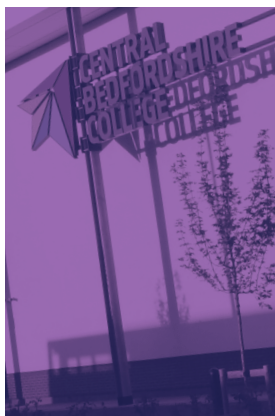
- Ensure appropriate arrangements are in place to oversee the quality of all of TBCG's education provision.
- Ensure that quality frameworks and cycles are aligned to regulatory requirements and that TBCG provides its funders and regulators with relevant information in a timely manner.
- Develop effective performance reporting mechanisms that provide visibility, insights and information on the quality of provision and ensure that timely reports are shared with leaders, managers and governors.
- Ensure staff in TBCG's quality function are effectively trained and developed and are kept up to date with the latest developments in quality, teaching and learning.
- Take swift action to address underperformance and to plan improvements.
- Make effective use of data in decision-making and make best use of advances in digital technology to improve TBCG's quality processes and approaches.

External Inspection and Assurance

- Act as TBCG quality and inspection nominee in all external inspections and reviews.
- Ensure that TBCG is well prepared for all external inspections, reviews and other assurance related activities.
- Ensure that staff across TBCG are informed of the key regulatory and inspection processes and embed a programme of training and development ensuring they are well prepared for external inspections and reviews.
- Attend external training to ensure that TBCG is fully aware of developments relating to external inspections and reviews.
- Ensure that governors are aware of their responsibilities in relation to external inspections and reviews.

Stakeholders and Partnerships

- Ensure positive relationships are developed with external parties as they relate to education, quality and standards.
- Ensure TBCG, and its provision, has a positive profile and reputation with key external partners, particularly the inspectorate, other quality agencies and regulators.
- Undertake ambassadorial activities that support the advancement of TBCG's education offer and ensure TBCG is represented at key events as they relate to education, quality and standards.
- Form beneficial partnerships that support the improvement of quality and standards across TBCG, networking with other providers to share best practice.



Leadership and Management

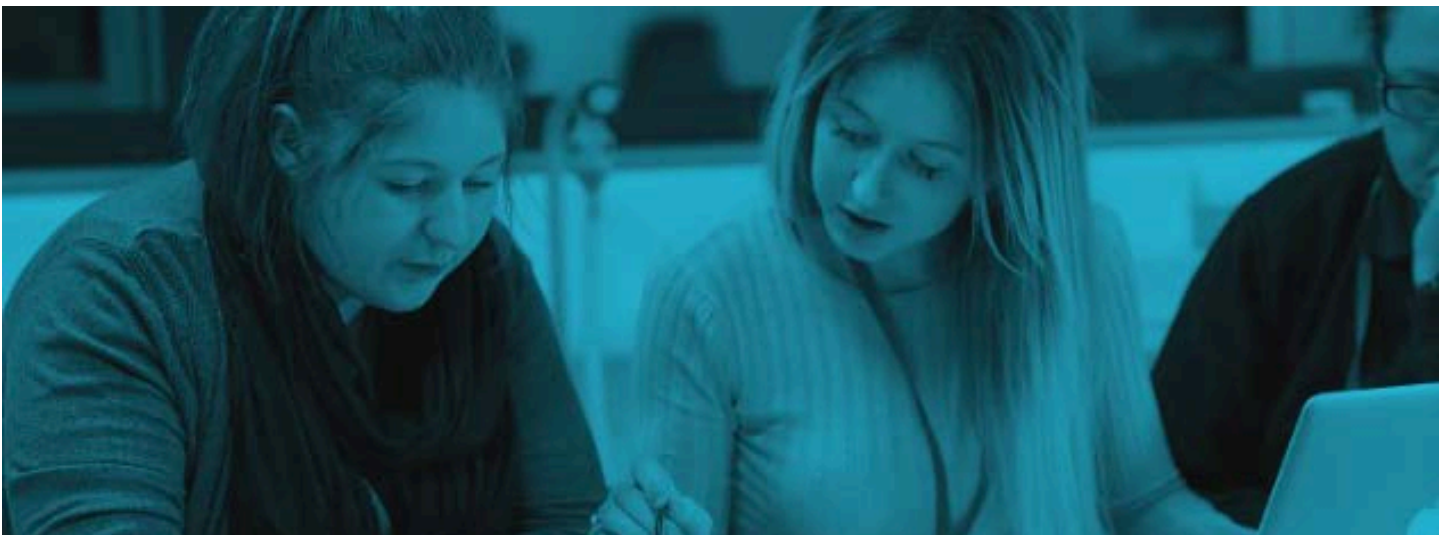
- Lead staff and carry out the role of Executive Director for Education in alignment with the values of TBCG.
- Be open and curious in your leadership, challenging yourself and others to achieve ongoing improvement and development.
- Lead in an inclusive manner and inspire colleagues to achieve excellence in everything they do.
- Communicate a clear vision and purpose that others are able to understand and support.
- Collaborate closely with colleagues and work in partnership to achieve the vision, mission and strategic aims of TBCG.
- Empower others to take ownership, achieve their professional potential and hold colleagues to account for performance.
- Always champion the entitlement of learners to receive excellent education and training and achieve educational success.

College-Wide Responsibilities

- To attend other TBCG campuses for team management, meetings etc.
- To act as Duty Manager as assigned by rota.
- To support and participate in weekly ID checks and walk rounds.
- To support and participate in invigilation during exam periods.
- To support and participate in TBCG open days.
- To carry out investigations and disciplinary hearings as an independent Executive Director.

Statutory Duties

- SAFEGUARDING – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCG policy and procedure.
- EQUALITY & DIVERSITY – To be responsible for promoting equality and diversity in line with BCG policy and procedure.
- HEALTH & SAFETY – To be responsible for following health and safety requirements in line with BCG policy and procedure.
- TRAINING & DEVELOPMENT – To participate proactively in training and development including any required qualification development.



Person Specification

Qualifications/Training

Essential

- A relevant higher level qualification in a relevant field.
- A recognised teaching qualification.
- Evidence of ongoing professional development.

Desirable

- A higher level leadership/management qualification.

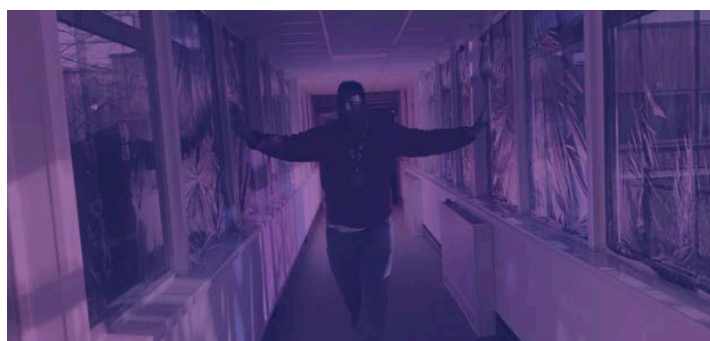
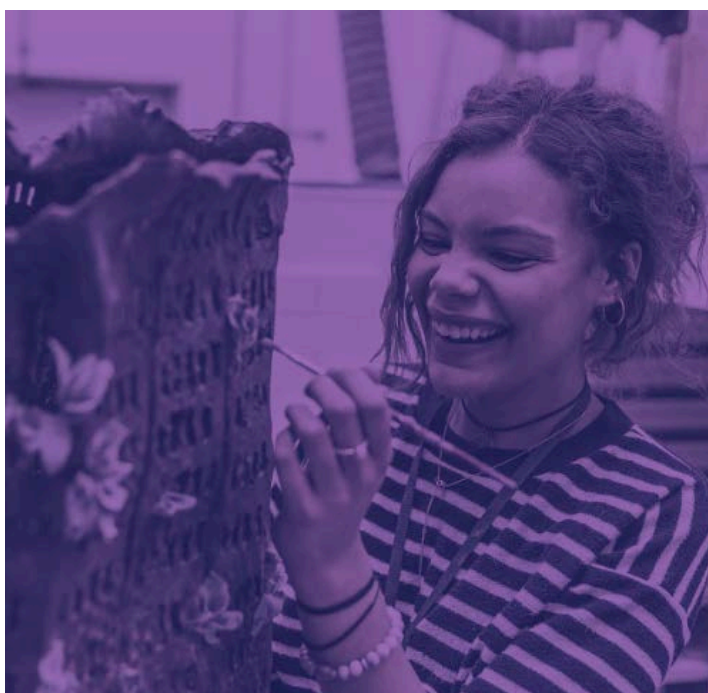
Experience

Essential

- Significant experience at a senior leadership level within the further education sector in roles with a clear focus on quality, standards and educational performance.
- Experience of developing strategies and plans focused on educational improvement.
- Proven success as a leader of improvement, change and development with a track record of achieving improvements in teaching, learning and student outcomes.
- Extensive experience of leading people and developing initiatives to develop the skills and competencies of leaders of learning and teaching staff.
- Experience of playing a leading role in external inspections, reviews and other assurance related activities, preferably as a nominee.

Desirable

- Experience as an Ofsted Inspector.



Skills and Competencies

Essential

- Excellent leadership and management skills with the ability to motivate and inspire staff and students.
- Strong analytical, problem-solving and decision-making skills.
- Ability to drive innovation and change within an educational context.
- High levels of competence in working with quality and inspection frameworks, coupled with the ability to ensure organisations are well prepared for external reviews.
- Excellent communication and interpersonal skills, with the ability to represent the College effectively with external stakeholders.
- Strong analytical abilities with the ability to work with complex data to aid decision making.
- Excellent report writing skills and the ability to write reports for leaders and governors.
- A strong commitment to inclusion, equality and diversity.
- Excellent numeracy and analysing skills.
- Knowledge of safeguarding legislation and best practices.
- Understanding of equality, diversity and inclusion principles.
- Proficiency in using IT systems, including Microsoft Office and relevant educational software.

Personal Attributes

- A visionary leader who can inspire and motivate a diverse team of leaders, managers and teachers and other staff.
- A collaborative and inclusive approach to leadership, fostering a culture of professional growth and high levels of staff engagement.
- A commitment to the mission and values of The Bedford College Group, with a focus on achieving the highest standards of teaching and learning.
- Resilience and adaptability in the face of challenges and change.
- A proactive and innovative mindset, with a focus on continuous improvement and excellence.

Additional Requirements

- Flexible approach to working hours, as required by the needs of the Group.
- Ability to travel between campuses or locations, as needed.
- A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.



The Bedford College Group

Terms and Conditions

The appointed candidate will receive the following:

- a competitive salary
- 35 days annual leave plus bank holidays
- a pension through the local government pension scheme

Key Dates

Closing date for applications:	9am Thursday 30 January 2025
Shortlisting:	Monday 3 and Tuesday 4 February 2025
Interview date:	Wednesday 12 February 2025

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The Application Process

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 Jo.Johnston@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 of this pack 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.

This post is exempt from The Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. The Bedford College Group's policy on the employment of ex-offenders is available upon request. Candidates who are barred from working with children are reminded that it is a criminal offence to apply for this post.



Having obtained the full information from <https://www.fea.co.uk/tbcg-doe/>, discussed the role with Jo Johnston 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).

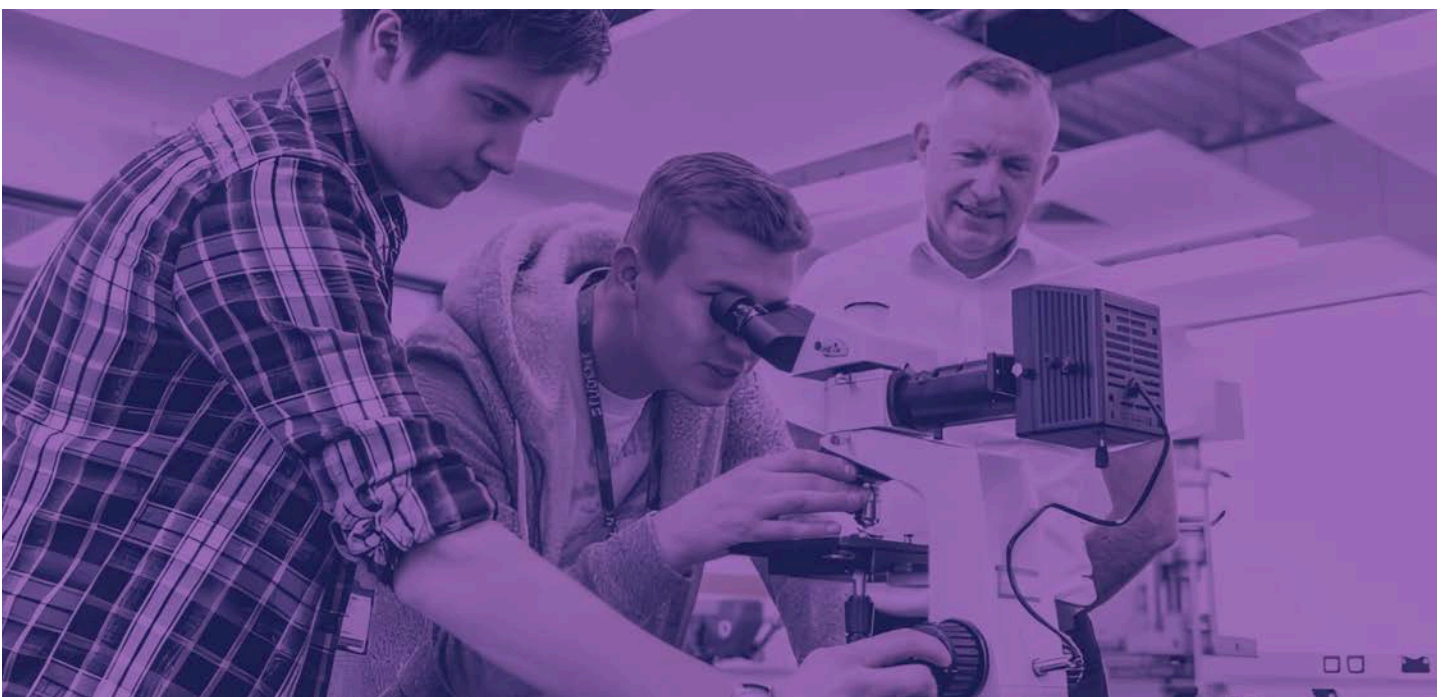
Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

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 – tbcg-doe- 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 – tbcg-doe- ED.





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FEA **FE ASSOCIATES**

