

**Role: Higher Education Professional Development Expert
(Digital & Technology Solutions Professional Degree Apprenticeship)**

Package: Pension, Unlimited leave, Flexible working

Location: Remote working

Salary: circa £55,000 - £75,000

Working Hours: Full or Part time. Minimum 3 days per week

Corndel College London (CCL) is a new independent higher education institution focused on bringing the worlds of work and education closer together. Founded by the multi-award-winning Corndel Group, one of the country's leading providers of professional education, CCL will deliver degree-level programmes that build upon Corndel's legacy of transformational professional development programmes.

As a HE PDE you will provide first-class teaching, coaching, mentoring, advice and guidance that meets the aspirations and objectives of our students and their employers. You will be responsible for delivering defined aspects of a degree programme, engaging and inspiring your students to successfully complete the course, implement their new skills at work and achieve their professional potential.

Ideally you will have experience of delivering digital courses at a higher education level. Additionally, in your professional career, you will have worked at a technical level in a data and/or technology role, preferably in a range of environments. You will be motivated by the opportunity to deliver a positive and lasting impact to our students, their employers and the wider community.

HE PDE Essential Criteria

- A Post Graduate Certificate in Higher Education (PG Cert HE) or equivalent (e.g. Advance HE Fellowship)
- At least 5 years of professional digital and technology experience

You will:

- Manage a caseload of students, mentoring, coaching and equipping them to become effective managers / to develop modern business fundamentals and to apply these new skills in their roles
- Take our theoretical course content and support your students to contextualise it through fortnightly development sessions
- Model the knowledge, skills and behaviours described in the respective apprenticeship standard.
- Support your caseload of students to complete all CCL academic assignments by set deadlines.
- Deliver our market-leading course content through a mix of coaching, workshops and group sessions
- Ensure that each of your students is working on their respective qualification, accepts the value of it, is making progress and is actively pursuing it as a means of furthering their career
- Ultimately you will be judged on the number of students successfully completing their degree, and the satisfaction of each learner and their line manager with the CCL course
- Work with your fellow PDEs and the wider academic team to problem solve, innovate, support and challenge each other to deliver the highest quality of training

KPI's – by cohort typically c.40 management students

- Supporting a cohort of students through their qualification
- Ensuring over 85% of students achieve their degree
- Meeting quarterly milestones for each learner to complete the respective course module
- Supporting students to complete assignments within the set timescales and to the highest standard possible
- Scheduling and holding a one-to-one appointment with each student, twice a month
- Facilitating workshops and tutorials that engage, motivate and educate the student
- Engaging with the students' line managers on a quarterly basis to review progress

Person Specification

Corndel is looking for exceptional talent, people who want to make a difference and who are used to working hard to achieve personal success. People who understand the complexities, challenges, satisfaction and frustrations of being a digital professional and want to pass on their knowledge and skills in conjunction with a comprehensive degree level course.

We are searching for people who can demonstrate the following attributes.

Personality and Attitude

- a self-starter and self-manager who can engage people, keep them engaged and progressing through the diploma
- a can-do and upbeat attitude to work, colleagues, clients and managers
- an inquisitive mind, able to find things out and problem-solve. Solutions focussed with detailed attention to both the outcomes and the inputs to secure them
- with integrity and standards that mirror those of CCL – where people and success matter
- a passion for continued professional and personal development and a desire and pleasure in seeing others develop and succeed
- a person who wants to make a difference.

Skills

- Ability to understand people and tailor solutions to meet each student's particular learning style and situation. Working together to create the best method of success for each student
- Organised, knowing where each student is on the course and keeping clear and comprehensive records to manage student, employer and academic standards in line with Ofsted expectations
- Focussing time and attention on every student to ensure they achieve their qualification, always keeping the main goal in sight and adapting where necessary to meet these goals
- A natural enabler and facilitator of people, processes and situations
- A good listener.

Knowledge and experience

- Understanding what it is like to be a manager and able to offer practical advice and support for the day to day issues that all managers face
- An understanding of what it is like to be mentored, and to mentor students to complete a comprehensive package of practical, technical training
- A solid understanding of higher education requirements including the importance of quality assurance and academic rigour.
- A confident user of IT with a willingness and aptitude to learn a new system and a capability to apply and share this with all managers and colleagues.

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the students and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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