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A successful, motivated and dynamic leader, who strives for excellence and quality, with the ability to maximise performance to achieve results. Passionate and driven with the negotiation skills to develop significant strategic partnerships with a diverse range of stakeholders. Astute and politically aware honing an excellent track record in education. Using foresight and initiative and strong analytical skills, I provide creative solutions to advance groups, projects and individuals, resulting in high performing teams.

Areas of expertise and specialisms:

- *Leadership and Management*
- *Teaching, learning and assessment*
- *Curriculum development and module design*
- *Quality improvement*
- *Performance management*
- *Coaching and Mentoring*

Career History and Accomplishments

Sheffield Hallam University, Head of Skills

(9/7/2017)

Achievements and Responsibilities

The Head of Academic Skills is a senior leader in Library and Student Support Services and provides leadership on behalf of the whole service, working with the Heads of Student Services and across the University to develop, plan, monitor, evaluate and review departmental strategic objectives, operational targets, innovations and new initiatives to support the Universities strategy of transforming lives.

Leading a team of experts within the Academic skills service, (encompassing Assistive Technologies, Maths and Statistics, the University English Scheme, Higher Education Progression Partnerships and Collaborative partners) they ensure the effective and efficient delivery of Academic Skills to support learning, teaching, assessment and research.

They play a critical role in the development, delivery and management of the Academic Skills strategy and framework, working with a diverse range of students, Faculties and the Research Centre, locally and nationally to support retention and achievement and success for all.

They work in conjunction with Director of Teaching and Learning on matters relating to quality assurance, quality of enhancement and teaching quality. They also represent the department on a number of University Boards such as, Academic Board, Academic Quality standard and the Teaching and Learning Forum.

Education Consultant

(01/2017-07/2017)

The primary purpose of this role was to implement organisational change strategies, to improve student success, teachers performance and to support leaders to manage effectively and efficiently. Using change leadership skills I mentored and

coached Senior leaders and Heads of Faculties to develop the specialist skills they required to build high performing teams.

Achievements and responsibilities:

- Identified options for change and advised on resources to implement solutions.
- Managed focus groups and facilitated workshops on self review and supported a challenged college
- Identified best practice and provided a mechanism to share it more widely.
- Prepared curriculum plans and presentations regarding process improvement and new and innovative curriculum design.
- Managed quality improvement projects following OFSTED monitoring visit from development to implementation and achieved improvements for the organisation.
- Advised on best practice for learning outside the classroom

New College Nottingham, Assistant Principal- Curriculum and Quality
(2014-2016)

Achievements and responsibilities:

Reporting to the Principal and CEO. The primary purpose of this role is to provide strategic leadership and operational management for college provision including H.E, EFL and International, ensuring the development and delivery of inspiring, responsive and innovative curriculum that meets the need of the diverse student population.

Develop and implement clear focused curriculum plans that promote and deliver the promise of excellence. Lead and support innovation and quality improvement for all activities linked to the College provision, including making a financial contribution to the college. Management of a £15m budget, engender outstanding links that establish sustainable relationships with customers, suppliers and key stakeholders.

- Improved leadership of team, and their management skills through training needs analysis, and coaching, leading to increased performance and success.
- Increased partnerships with employers, schools, MATs, Third Sector, JCP to support collaboration and engagement and developed new business for the college
- Developed a cross college Maths and English strategy to support achievement and progression.
- Led the development of new qualifications including Apprenticeships.
- Increased success rate targets in ICT, Business, Professional and Management Studies and Higher Apprenticeships resulting in increased progression.
- Reviewed and implemented new technologies to influence the delivery of teaching and learning, improving quality of outcomes for students and external stakeholders.
- Increased success rates in A levels by 4% in 2015/16 bucking a national trend of decline.
- Increased Functional skills success rates by 14% since 2012
- Increased GCSE maths and English rates for three consecutive years. GCSE maths high grades was above the n/a which led to increased retention and achievement.

New College Nottingham, Director - Curriculum
(2012 to 2014)

Achievements and responsibilities:

The primary purpose of this role was to provide strategic leadership and operational management for the Academic and Progression Studies Cluster and its specialisms, ensuring the development and delivery of inspiring, responsive and innovative educational programmes.

Develop and implement clear focused curriculum and plans that promote and deliver the college's mission. Leading innovation and quality improvement for all activities linked to the cluster, including managing a budget of £12m

- Promoted and developed Apprenticeships to support higher level skills development in the Business Academy and improved engagement of students.
- Coached Heads of Academies within the cluster, focusing on ownership and accountability whilst encouraging innovation and new curriculum development.
- Reviewed and restructured the Additional learning support provision across the college, providing a more efficient service that meets the needs of the students with a disability.
- Cross College strategic responsibility for English and maths, leading to a three year trend of success in English and maths.
- Led on the development of widening participation and access to H.E initiatives.
- Developed and implemented an additional learning needs strategy to support students with Learning difficulties and Disabilities.

West Nottinghamshire College, Assistant Director Curriculum Development **(2007-2012)**

Achievements and responsibilities:

The primary purpose of this role was to lead the College on the 14-19 agenda to support new innovative curriculum and to maximise the benefit of additional funding streams. Representing the organisation at local, regional and national events. To inform and motivate curriculum teams so that 14-19 learners and students diverse background were recruited, supported and progressed through the college and in to employment. To network with business, community and employer forums. To develop and write ESF bids working in conjunction with the local authority and key stakeholders.

- Establishing and managing internal 14-19 strategic groups.
- Implementation of regular training cross college on 14-19 developments to ensure staff were kept informed.
- Raising awareness of national policy and best practice particularly in the area of the new 14-19 Diplomas and apprenticeships, to widen participation.
- Strategic lead on Widening participation and access to H.E.
- Developed and fostered effective working relationships with the Local Authorities, City and County, GOEM, LSC and other professional agencies.
- Management of ESF/ ERDF and IFP budgets.

Mansfield Learning Partnership, Director **(2002-2006)**

Achievements and responsibilities:

Reporting to the Executive Group, I maintained a strategic and up to date knowledge of education and training issues for disadvantaged young people. I managed key relationships with a range of employers and SMEs, ensuring collaboration and buy-in to policy and practice. I networked with senior staff in diverse organisations. I managed a substantial budget of over £6m.

- Review, analysis and implementation of the business plan
- The production of a costed three year strategy and associated funding requirements
- The management the 14-19 team.
- The coordination of employer network groups within the partnership including the meetings and work of the Strategy Group.
- The compilation, distribution and analyses of management information and relevant data to inform continuous improvement and the setting of challenging targets across the partnership.
- The representation of the partnership in relevant forums and contacting and negotiating with external agencies, companies, funding bodies (e.g. DFES, LSC) on behalf of the partnership.

Learning and Skills Development Agency (LSDA) Regional Director – East Midlands

(2002-2006)

Achievements and responsibilities:

Reporting to the Head of Regions, I managed key strategic relationships between the LSDA, GOEM, Local Learning and Skills Councils, Regional Development Agencies, Local Education Authorities, Learning Partnerships, Local Strategic Partnerships, employers and provider organisations. I used my influencing skills to establish the Agency as a major partner in the formation of national, local and regional policy, in education, training and skills. Networking with senior staff in a diverse range of organisations, in the public and private sector. In addition to acting as line manager for the regional office's staff, I had overall responsibility for a large regional budget, ensuring that resources were directed to meet clear targets as outlined in the regional strategy.

- Coordinating and managing a range of high level networks and forums, for senior managers, on Workforce Development, Employer Engagement, Skills for Life, Adult and Community Learning. Resulting in improved awareness of national policy, networking and sharing of best practice, using organisational expertise to enhance partnership working and collaboration.
- Effective management of regional staff and a budget of £2m to meet set targets.
- Successful planning and implementation of the DFES Support for Success Quality Improvement Programme for the education sector to improve retention and achievement of learners and to support organisational development. Resulting in effective partnership working, through provider networks, with LLSC's, colleges, universities, employers, voluntary organisations and DFES Standards Unit.
- Commissioning and managing complex research projects resulting in disseminating and sharing good practice. Regional intelligence gathering and successful chairing and management of a learning and skills research network.
- Engaging with LSC's Regional and Executive Directors, Principals of Colleges, Deans of Universities, Chief Executives of Work based Learning, in annual research needs analysis to inform the development of evidence based policy.

Clarendon College Nottingham, Community Development Manager

(1996-2002)

Achievements and responsibilities:

Reporting to the Executive Director of Business and Community Development, I led a team of Development Workers, in addition to managing 60 part time tutors. I was responsible for the strategic planning, organisation and delivery of education and

training initiatives, designed to facilitate and support access to employment and skills, progression to H.E, widening participation and raising achievement of marginalised and disadvantaged communities. Working in over 150 community venues including businesses and managing the development of key strategic partnerships for the college, including direct delivery and franchising.

- Development of a quality improvement strategy to address the training and skills for life needs of marginalised and disadvantaged learners.
- Development and implementation of a self- assessment policy. Formulation of a community development plan in consultation with key stakeholders. This resulted in a new and focussed way of partnership working.
- Effective budget management to meet set targets.
- Development and management of contracts with JCP, ND4C, UFI Learn Direct, LEA and ESF.
- Contributing to the effective working of the college's senior management team. Motivating and managing staff and community partners, through the process of inspection by ALI and OFSTED, three complex mergers and a PFI.

Nottingham City Challenge, Community Enterprise Development Manager

(1993-2002)

Achievements and responsibilities:

Reporting to the Head of Community development, I led and managed a team responsible for identifying new opportunities for the development of education training and enterprise initiatives, which addressed the economic, social and training needs of marginalised and disadvantaged groups, in the St Ann's and Sneinton areas of Nottingham.

- Commissioned original market research to assess the training and development needs of the area.
- Recruited, developed and managed a team of six outreach workers.
- Carried out feasibility studies and wrote business plans, which provided detailed analysis, research and recommendations for launching training and enterprise initiatives in to new markets.
- Management of a training budget of over Member of Health action zone, Education action zone and SRB compact operations group
- Coordination and management of a range of workshops focussed on community and economic development

Education

ANLP, ILM 7 Executive Coach and NLP Practitioner, 2016

Nottingham Trent University, ILM 5 Leadership and Management, 2015

APM, Prince Two Project Management, 2012

University of Nottingham, Masters in Education, 2002

Nottingham Trent University, PGCE/FE, 1999

Nottingham Trent University, Certificate in Training and Development, 1996

Sheffield University, Postgraduate Certificate in Journalism Studies, 1990

City of Birmingham Polytechnic, BA Honours Degree, Government and Politics, 1989

Continuous Professional Development

Prevent Radicalisation and Extremism, 2015

DSL Senior lead Managing Safeguarding part one and two, 2015

Safeguarding and Child protection, 2016

Equality and Diversity, 2017

Unconscious Bias Training 2017

BRIEF Solution Focused Coaching 2018

Referees

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