

## **Job Description: Vice Principal Curriculum & Quality**

### **1. The Purpose of the College**

- To ensure that students become lifelong, independent learners and to make progress commensurate with their ability;
- Through the curriculum we provide, to ensure that all our students can make a positive economic and social contribution to society;
- To produce moral, confident, fulfilled citizens of the future who can take up their place their local, national and international communities;
- Through the support, advice and guidance we provide, to ensure that our students make maximum use the opportunities they are offered;
- To ensure that staff are fulfilled, proficient, and continually developing so that they are able to contribute to the future of the college.

### **2. Job Details**

Job Title: Vice Principal Curriculum & Quality  
Reports to: Principal  
Date: October 2021  
Salary: £77,000+ circa

### **3. Purpose of the post**

- This high profile role is cross College for all curriculum and quality matters, ensuring excellent performance in all areas of activity. The individual will work closely and purposively with the College Executive and provide effective leadership to the College Senior Leadership Team. The Vice Principal will ensure that a relevant curriculum portfolio is coherent in terms of optimising attainment and enabling relevant, appropriate progression to further study or employment opportunities, and that the needs of employers, and other stakeholders is understood and clearly reflected within the curriculum offer. The role will ensure an appropriate range of subject/level can be achieved by developing new subject offerings where identified, or clearly perceived, demand, and by removing programmes as they reach the end of their period of currency.
- Leading the strategic development and implementation of the College's Quality Assurance strategy to drive forward standards and continuous improvement. Providing leadership in ensuring the college meets relevant quality standards both internally and externally
- Leading on the strategic development of teaching and learning improvement across the college
- Ensuring the support services for students, pastoral and academic, assist in raising standards of student achievement.

#### 4. Principal Duties and Responsibilities:

##### **Strategic:**

- Participate as a full member of the Executive Team and the Senior Leadership Team to develop and support the Corporation to develop the College vision and Strategic direction
- To establish effective working relationships with external bodies as necessary
- To contribute to the college's overall development as an active member of the SLT to ensure that the team operates on the basis of shared and collective responsibility, and to provide united and coherent leadership and management for the college
- Work closely with the SLT to achieve all corporate objectives
- Prepare papers and reports for the Governing Board and relevant sub-committees as required

##### **Curriculum:**

- Develop effective relationships with employers that will proactively promote the development and progression of apprenticeships and allow employer input into curriculum development and lead on all aspects of Higher Education study and provision in the College
- To co-ordinate and develop the College's strategic curriculum direction through the Academic Management Team, creating a coherent, cohesive and flexible curriculum, which is relevant to students and responsive to local needs. To have overall responsibility for the planning, delivery and evaluation of the agreed programmes of courses managed in each School and delivery area
- Take an active and visible role in building relationships that promote community/social cohesion and represent the College on appropriate local partnerships or networking bodies or committees
- Maintain expert knowledge of curriculum developments in courses, qualifications, funding and changes in local demand to ensure a curriculum offer that is relevant, appropriate and profitable
- Build a culture of innovation and customer led responsiveness aligned to the development and delivery of full cost/commercial programmes which exploits opportunities to earn income from a variety of sources, including provision on a commercial basis
- Build strong communication channels with external organisations in order to stay updated with national curriculum developments and ensure directorate staff are kept fully up to date with those developments
- Develop and maintain effective relationships with local organisations, employers, community groups, schools and other learning providers to maintain effective transition arrangements and build contacts and knowledge that may benefit learners
- Ensure that the Schools meet their targets for student numbers, income and other agreed quality and financial KPIs. To ensure Schools deliver their curriculum and business plans. Set and put in place strategies to achieve high student outcomes, progression and student experience

- Co-ordinate and assist the Governors, Principal and SLT members with the development of the annual Curriculum Offer Plan.
- Work with the Deputy Principal - Funding & Planning and MIS Director, to ensure that all external requests for MIS information are accurately compiled and returned within the appropriate timeframe. Control and monitor resources allocated to each schools
- Work with the Deputy Principal - Funding & Planning and MIS Director, to ensure that all funding contracts are delivered through an informed Curriculum and Business Planning process. That resources are effectively deployed and targets are set within the appropriate timeframe. To control and monitor plans allocated to each school on a monthly and take remedial action as required

### **Quality:**

- Working with the Quality Manager to ensure quality assurance framework is operating to the common inspection framework for FE provision and QAA for Higher Education programmes
- Working closely with Quality Manager to ensure learning and teaching is of the highest possible quality in all Schools and that they continue to improve the quality of provision in FE, HE, apprenticeships and employer-led, commercial programmes
- Lead and work with Quality Manager to produce an accurate Self-Assessment Report and effective Quality Improvement Plan. Build and maintain a culture of continuous improvement through the use of rigorous self-assessment processes, assist in the production of curriculum SAR and Actions plans and take the lead to ensure improvement action plans are implemented and assessed and agree areas of development with Senior Leadership Team (SLT) and ensure their implementation
- Act as the College nominee in the event of an Ofsted/ QAA inspection
- Effectively and rigorously analyse/use data such as attendance, retention, achievement and pass rates, value-added and student destinations, to evaluate and monitor performance and set agreed targets with HOS and to provide regular reports to SLT on the outcomes, for all provision
- Ensure teaching staff are employed and engaged efficiently and effectively to their contract teaching hours on an annual basis and that annual appraisals are carried out to the highest standards
- Work with Quality Manager for the co-ordination of the College's Learning Observation Programme
- Work in partnership with the Human Resources Director and Quality Manager to ensure that the College develops and implements a comprehensive and effective staff development programme and ensure the professional development of appropriate and necessary qualifications for its teaching staff
- Ensure Heads of Schools and the Business Development Manager and Head of HE are equipped with relevant management skills and appropriately supported

**Student Support:**

- Ensure student discipline procedures are adhered to and hear student discipline exclusion applications from Heads of Schools and the Business Development Manager and Head of HE and determine the actions/decisions arising from their disciplinary investigations
- Work with the Head of Student Services to ensure that Student Services area work effectively to support students to succeed and progress in their chosen programme of study, and the provision and further development of additional support services is in line with the College's Strategy
- Work with the Head of Student Services to ensure that all Learning Support funding claims are submitted in a timely and accurate manner to the relevant local authorities.
- Lead on Equality and Diversity, including chairing the Inclusion and Impact Committee

**Safeguarding:**

- Being the College lead on safeguarding, including provision of training for staff, students and governors, and liaising with the Board of Governors, writing an annual report and meeting regularly with the nominated safeguarding governors and overseeing the work of the operational safeguarding team

**Other**

- To work with the Principal and Chair of Governors in the formulation of the college Strategic Improvement Plan and other policies
- To contribute to the college's overall development as an active member of the SLT to ensure that the team operates on the basis of shared and collective responsibility, and to provide united and coherent leadership and management for the college
- To establish effective working relationships with external bodies as necessary
- To further develop and build upon the existing partnership with parents throughout the whole college
- To support and attend where necessary, college evening events for parents including all Parent Consultation evenings, Open evening, Curriculum evenings and Presentation evening, ensuring a high quality customer service focus
- To undertake other duties which may arise from time to time. These are to be agreed with the Principal

**Additional duties specific to the post:**

- Attending Board and Committee meetings as necessary and appropriate (out of hours)

The key areas of responsibility outlined above will form the basis of the initial Vice Principal Curriculum and Quality role. The aim will be to fully utilise the skills and talents of the individual and to provide this person with opportunities to professionally and personally develop.

Such other duties commensurate with the grading of the post that may from time to time be allocated by the Principal

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

**JOB TITLE: Vice Principal – Curriculum and Quality**

<b>Criterion</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
<b>Qualification</b>		
First degree at honours level	<b>E</b>	<b>Application form</b>
Masters/higher degree	<b>D</b>	<b>Application form</b>
Evidence of recent and progressive career development and appropriate professional development	<b>E</b>	<b>Application form Interview</b>
A recognised full teaching qualification	<b>E</b>	<b>Application form</b>
<b>Knowledge and experience</b>		
A comprehensive knowledge of further education curriculum developments including 14-19, adult learning, employer responsive, apprenticeships and knowledge of FE in HE	<b>E</b>	<b>Application form Interview Selection task</b>
A comprehensive knowledge of further education funding arrangements and income streams	<b>E</b>	<b>Interview Selection task</b>
A well developed knowledge of qualification and assessment frameworks both academic and vocational	<b>E</b>	<b>Interview</b>
Knowledge and experience of a range of teaching and learning strategies including the use of information and learning technology	<b>E</b>	<b>Application form Interview</b>
Experience of working with young people and adults in an educational setting delivering a learner-centred curriculum	<b>E</b>	<b>Application form</b>
A good understanding of equality and diversity and how it relates to the provision of education and training	<b>E</b>	<b>Interview</b>
Practical experience of working with Ofsted inspection methodology as a nominee and preferably working with other inspection regimes (QAA, Edexcel etc)	<b>E</b> <b>D</b>	<b>Application form</b>
Experience of effective and significant line management including working with HR teams on staffing challenges	<b>E</b>	<b>Application form Interview Selection task</b>
Experience of devising new and innovative curriculum delivery models such as on-line/blended learning and so on	<b>D</b>	<b>Application form Interview</b>

Experience of meeting and communicating with a wide range of stakeholders including employers, local community and senior staff from other institutions including schools	<b>E</b>	<b>Application form Interview</b>
<b>SKILLS AND ABILITIES</b>		
The ability to think strategically translating vision into high impact leadership which ensures the vision is widely shared	<b>E</b>	<b>Interview</b>
The ability to set and achieve challenging performance targets and effectively manage under-performance	<b>E</b>	<b>Application form Interview</b>
The ability to understand and analyse data from several sources and a forensic attention to detail	<b>E</b>	<b>Selection task</b>
The ability to communicate information accurately and effectively both in writing and verbally	<b>E</b>	<b>Application form Selection task</b>
The ability to prepare and present formal reports and give formal business presentations	<b>E</b>	<b>Application form Interview</b>
The ability to be creative and innovative when faced with problems and challenges	<b>E</b>	<b>Application form Interview</b>
Ability to work effectively with others and relate to others at all levels	<b>E</b>	<b>Interview Selection task</b>
<b>OTHER</b>		
A passion for further education and the opportunities it can bring in terms of participation and widening access	<b>E</b>	<b>Application form</b>
Willingness to work flexibly in terms of hours and locations effectively demonstrating enthusiasm and energy	<b>E</b>	<b>Application form Interview</b>
Commitment to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults	<b>E</b>	<b>Application form Interview</b>
Satisfactory pre-employment checks: Satisfactory references Satisfactory medical clearance Satisfactory DBS check Confirmation of your right to work in the UK Verification of your qualifications	<b>E</b>	<b>Post-interview checks</b>