

Job Description & Person Specification



Vice Principal Curriculum & Quality

Salary:	Competitive
Hours:	36 hours per week
Leave:	35 days annual leave plus bank holidays
Responsible to:	Principal

Areas of responsibility:

- **Planning and development of the College curriculum, including Apprenticeships and HE**
- **The quality of Teaching and Learning and Assessment**
- **Lead the preparation for inspections and act as nominee**
- **Strategic leadership on Digital Transformation**
- **Strategic role in employer engagement in the curriculum and external funding activities**

Line management of:

- **Team of Curriculum Directors**
- **Head of Apprenticeships**
- **Director of Quality and Innovation**

Overall purpose of the job:

- To provide strategic leadership to the College curriculum in line with the College values and principles, and ensure that our provision responds to students' needs while addressing Government priorities and continuing to improve quality.
- To provide strategic leadership of the Apprenticeship provision, ensuring that our provision responds to apprentices' and employers' needs while addressing Government priorities resulting in growth and continuing to improve quality.
- To provide strategic leadership of the Higher Education provision at the College to ensure high academic standards, student success, compliance with the regulating body and continuous improvement.
- To provide strategic leadership on the quality of teaching, learning and assessment to ensure that the quality is outstanding.
- To provide strategic leadership on the design and implementation of the College's Digital Transformation and Innovation Strategy to enhance students

experience, including teaching, learning and assessment and operational effectiveness.

- To support the work of the ED Finance, HR & Development to drive up performance and standards, including the Apprenticeship provision in order to meet the strategic objectives.
- To lead on curriculum administration ensuring that this function effectively supports the work of the Curriculum Directorates.

PRINCIPAL RESPONSIBILITIES AND TASKS

A. As a Vice Principal you will be expected to:

- Deputise for the Principal& CEO and represent the College at a strategic level in a wide variety of contexts including negotiations with partners and in dealings with external funding agencies.
- Be an active and supportive member of the College Management Team, leading Executive Groups as required and contributing actively and flexibly to the overall management and direction of the College.
- Work closely with other Executive Team members to formulate corporate goals and objectives, developing the College strategy in consultation, and taking prompt action to ensure that the strategy is turned into practical implementation plans for your own areas of responsibility.
- Provide leadership and management to the staff allocated to this post and, through leading by example, ensure they at all times uphold the highest professional standards and reflect the College values and principles in their behaviour.
- Contribute to the development and maintenance of effective communication within the College working with senior managers and staff across the College to establish relationships based on respect and clarity, and consulting widely on change.
- Line manage a team of senior managers in accordance with the College's line management scheme and other personnel procedures.
- Work closely with the members of the Corporation, including providing reports to relevant committees and updating Data Dashboard.

B. In order to undertake your particular responsibilities, you will:

- Provide a strategic steer to the College curriculum, leading the College team of senior curriculum managers in the development and continuous improvement of the College's provision for pre-16s, 16-18 year olds, adult and employer led provision, apprenticeships, advanced learning loans provision, higher education and full cost activities.
- To lead on improving the quality of teaching, learning and assessment, responding to national developments in the way the curriculum is expected to be delivered in further education. To lead and manage the development of flexible,

innovative and purposeful pedagogy which leads to high quality teaching, learning and assessment. This will include the development and management of the teaching, learning and assessment observation process and the 5 measures process as part of performance management and professional.

- Provide strategic lead on the internal quality assurance processes.
- Provide strategic leadership on Digital Transformation and Innovation, working collaboratively with the College Management Team to ensure the effective integration of digital technologies that enhance teaching, learning, and assessment, improve the student and staff experience, and support more efficient and agile operational processes across the College.
- To work with the Principal and the Executive Team in the development of the College's self-assessment and validation processes and contribute to producing the College's annual Development Plan.
- Lead on the curriculum self-assessment and validation processes and take responsibility for producing the annual quality improvement plans aimed at the raising of standards and for setting and monitoring targets with relevant managers.
- Represent and promote the College externally and network on behalf of the College ensuring effective links are developed with employers and other stakeholders in the area. Working with the VP Inclusive Learning, Creative and Student Experience develop a thorough understanding of the needs of businesses and local communities, keeping abreast of labour market information and skills needs as necessary, in order to provide a relevant, and responsive curriculum offer.
- Lead the College preparation for Ofsted inspection, QAA and other external assessment visits, supported by the relevant Senior Managers.
- Work with the Executive Director Finance, HR & Development to ensure viability of course and apprenticeship provision, setting and reviewing targets for all activities including income and expenditure.
- Work with the Executive Director Resources to ensure that the curriculum offer is appropriately equipped through the annual programme of Capital expenditure.
- Work with the Curriculum Directors to ensure that curriculum administration in the College is highly effective in supporting the work of the curriculum areas.
- Develop and implement strategies which enable delivery of the outcomes identified in the College's strategic development plan and ensure the delivery of efficient customer- focused services appropriate to the changing needs of the College.

General

- As a member of the management team of the college, undertake evening and Saturday duty in accordance with the Duty Rota and ensure adequate cover for other cross college events.

- Adhere and comply with the college financial regulations.
- Undertake such other duties at appropriate levels of skill and responsibility as may be required.
- Actively promote college policies and ensure that managers and staff understand their responsibilities in relation to these.

Person Specification

Please study the criteria in this person specification carefully when completing your application form.

For this post we are looking for a person who can bring creativity and inspiration to the role. There are three key requirements for this post:

- i. Leadership – creative strategies to maximise college performance
- ii. Imagination - a sustainable and systematic approach to quality improvement
- iii. Empowering – a style of management which is pro-active, consistent and in line with our values and principles

These three requirements are embedded in the following criteria. We need evidence and practical examples on how well you meet each criterion:

Qualifications

1. Educated to degree or equivalent
2. Have undertaken continuous professional development

With a focus on:

- Leadership
- Developments in the post-schools sector
- Innovation and digital

Skills and experience

3. Understanding of the **national policy context** of the post schools sector and the ability to translate this into successful strategies

With a focus on:

- Funding policy changes and developments
- Apprenticeship models
- Regulatory frameworks (e.g. Ofsted, Office for Students)

4. Experience of contributing to the work of a **senior management team**

With a focus on:

- Corporate-level decision making
- Strategic / business planning leading to positive outcomes
- Managing change
- Collaborative working

5. Ability to advise and support others on **managing resources** effectively

With a focus on:

- Staff deployment
- Resource management and delegated budgets

6. Ability to develop and implement **quality assurance** resulting in improved standards

With a focus on:

- Clarity of focus and outcomes
- Creative and practical thinking

7. Ability to give **leadership on equality and diversity**, and to embed them into corporate strategies

With a focus on:

- Transparency in contract negotiations
- Creative ideas to ensure students have equality of opportunity, treatment and outcome

8. Ability to **manage teams and individuals**

With a focus on:

- Pro-active, positive and clear approach
- Set and maintain high standards
- Support and develop
- Regular, consistent and structured contact

9. Experience in implementing **personnel procedures** such as effective appraisals, absence management, discipline, grievance, harassment / bullying and under-performance

With a focus on:

- Pro-active and creative problem solving
- Informal solutions and formal procedures
- Equality-related performance issues
- Support to improve performance

10. Ability to **manage data and resources**

With a focus on:

- Use and interpret data and information
- Accurate and creative resource management
- Link data and evidence to vision and strategy

11. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings, and be empathetic, respectful and clear in one-to-one meetings

With a focus on:

- Clarity and appropriate to audience
- Structured and purposeful
- Complex ideas with simplicity
- Listen and empathize

12. Ability to manage **complex projects**

With a focus on:

- Clarity of focus and outcomes
- Detailed, accurate and flexible planning
- Team working to tight deadlines

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Reference no: 4EXE002

Closing date: 1st June 2025

The Selection process will take place over two days.

Day 1 - Selection task – Thursday 5th June 2025

Day 2 - Formal Interview – Friday 6th June 2025

Conditions of Service

Contract:	Permanent Full time
Hours:	36 hours per week
Salary:	The salary offered for this post will be a competitive salary on the Management Spine scale.
Annual Leave:	35 days per annum plus public holidays.
Pension:	Staff are entitled to participate in the Teachers Superannuation Scheme or Local Government Pension Scheme subject to its terms and conditions.
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.