

Post Title: Vice Principal, Curriculum & Quality

Responsible to: Principal and Chief Executive Officer

Status: Permanent

Purpose of the job: To provide outstanding leadership of Reaseheath College’s curriculum, quality, apprenticeship and employer engagement provision; and deputise for the Principal/Chief Executive. To act as the Designated Safeguarding Lead for the College.

To work with the Principal and Vice Principal (Finance & Corporate Services) as senior postholders to assume overall responsibility for the organisation, management and development of Reaseheath College. The Vice Principals support the Principal by providing the inspirational operational leadership and direction necessary to ensure that the College delivers its mission and values. The role needs to be responsive to the business and educational needs of the organisation and the changing demands placed upon it from its stakeholders and the external environment.

Delivery of the core responsibilities of this role will be through the management, guidance and support of a team of four Assistant Principals with responsibility for curriculum, apprenticeships, employer engagement and quality.

REASEHEATH COLLEGE MISSION: “Industry Focused, Career Ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

Strategic

- Participate as a full member of the Executive team to support the Corporation develop the vision and set the strategic direction for Reaseheath College.
- As part of the Executive team, provide united and coherent leadership and management.
- Work closely as part of the Executive team to deliver the Group’s strategic plan and corporate objectives
- Establish excellent working relationships with Governors and Executive colleagues and provide regular reports, advice, analysis, interpretation and recommendations.

- Develop the College's curriculum and employer engagement strategies in line with the College's strategic plan.
- Develop the College's quality assurance and improvement strategy in line with the College's strategic plan
- Develop and lead improvement strategies and lead transformational change to deliver and maintain excellent performance in all areas
- Ensure the College delivers to its contracts in all areas of responsibility

Curriculum (FE only)

- Lead and develop the curriculum planning process and shape the curriculum offer to ensure it is reflective of future thinking and career opportunities
- Work closely with the Dean of Higher Education to ensure cohesive curriculum planning across both Further and Higher Education, aligned to the strategic plan.
- Work closely with the Dean of Higher Education to ensure a clear focus is maintained on improving progression from Further Education into Higher Education and degree Apprenticeships
- Review delivery models to ensure they are fit for purpose, maximise resources and are flexible enough to support the future offer
- Ensure that curriculum planning is supported by identified or clearly perceived demand, robust market analysis and a clear understanding of funding allocations.
- Deliver a relevant curriculum portfolio that is coherent in terms of optimising attainment and enabling relevant, appropriate progression to further study or employment opportunities
- Critically review the curriculum offer and remove programmes when they reach the end of their period of currency
- Take overall responsibility for the planning, delivery and evaluation of agreed programmes managed by each curriculum delivery area.
- Ensure the needs of employers, and other stakeholders are understood and clearly reflected in the curriculum offer.
- Develop, maintain and implement effective strategies for the recruitment, retention and achievement of students, achieving higher standards year on year
- Maintain expert knowledge of curriculum developments in courses, qualifications, funding and changes in local, regional and national demand to ensure the curriculum offer is relevant, leading and financially profitable.
- Monitor progress to funding and learner number targets and take actions as necessary in order to ensure targets are met
- Engage with key strategies, developments and priorities at a national, regional and local level, ensuring the College is up to date and able to respond.

Apprenticeships and employers (FE only)

- Develop effective relationships with employers and stakeholders that will proactively promote the development and progression of apprenticeships and employer led provision
- Build a culture of innovation and customer led responsiveness aligned to the development and delivery of full cost/commercial programmes, research opportunities and projects.
- Exploit opportunities for income generation which are aligned to the College's strategic direction.
- Drive effective customer service and proactive, research led business development activity.
- Develop key performance indicators, self-assessment reports and quality assessment processes to review, monitor and revise business development activities and functions.

Quality (FE only)

- Lead the strategic development and implementation of the College's Quality Strategy, Self-Assessment Report and quality assurance and improvement processes.
- Provide leadership and motivation to develop a culture of continuous improvement.
- Develop and maintain a rigorous quality assurance framework and develop and maintain effective quality improvement processes that both drive up standards and raise levels of student success.
- Ensure standards of teaching, learning and assessment are consistently high, providing both support and challenge to teaching staff as appropriate.
- Ensure performance management targets are in place at both strategic and operational levels to support ongoing improvements in College performance including student attendance, retention,

learning outcomes and progression rate; and ensure these are achieved for all programmes of study in pursuit of excellence.

- Ensure the College meets or exceeds the requirements for external quality, assessment and inspection.
- Work with the Vice Principal (Finance & Corporate Services) to develop and improve information systems to ensure they provide robust and accurate data to support the management of the College
- Encourage and support the development of new technologies to support teaching, learning and assessment.
- Lead the implementation of continual quality improvements that strengthen participation, retention, learning outcomes and progression of learners.
- Be proactive in the early identification of potential quality issues and implement strategies for improvement which are monitored and reported upon to demonstrate positive impact.

Corporate Responsibility & Finance

- Maintain effective relationships with local, regional and national agencies and stakeholders
- Represent the College at external meetings and stakeholder events, and act as a positive ambassador.
- Contribute to the College's financial strategy to strengthen its operating position and ensure its financial stability and health
- Ensure the effective management of budgets within all areas of responsibility
- Ensure each area of responsibility drives efficiencies, reduces waste, and achieves value for money
- Contribute to the development of the annual business planning cycle
- Work with the Vice Principal (Finance & Corporate Services) and Director of People & Culture to develop people and resource strategies that meet the strategic planning and operational requirements of all curriculum and delivery areas

General

- Be visible, open and accessible to staff, students and stakeholders ensuring strong internal and external communications.
- Promote and maintain discipline and good conduct and encourage commitment and professionalism of staff, leading by example
- Role model the Values of the College as a member of the Executive Team and ensure these values and behaviours are demonstrated by all staff and students in all activities within their area/s
- Set a clear vision for each area of responsibility and inspire managers and staff to deliver it. Build high performing teams which demonstrate accountability and clarity of objectives and which utilise and develop the skills, knowledge and competencies of staff members
- Participate fully in professional development, role-modelling continuous learning and knowledge sharing within own area/s and across the Group.

PLEASE NOTE

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post. The Group is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. This post is defined as regulated activity and the postholder is required to hold an enhanced DBS check with barred list, deemed acceptable to the Group.

Person Specification

Vice Principal, Curriculum & Quality

Education & Qualifications	Essential	Desirable	Assessment method
Educated to degree level or equivalent	X		Application form Educational certificates
Higher professional, educational or management qualification	X		
Recognised teaching qualification		X	
Level 2 safeguarding training		X	
Experience			
Significant experience of senior leadership in a good or outstanding college	X		Application form Assessment Centre References
Experience of senior leadership within a land-based college		X	
Experience of working with a Corporate Board		X	
Experience of successfully developing and delivering an organisational strategy	X		
Substantial experience of the development of further and/or higher education curriculum delivery	X		
Experience of working with Ofsted inspection methodology as a nominee or working with other inspection regimes.	X		
Experience as an Ofsted Inspector		X	
Significant experience of utilising teaching and learning strategies including the use of data and new technology	X		
Experience of working with young people and adults and delivering a learner centred curriculum	X		
Experience of effective and significant line management including dealing with challenging people situations	X		

Experience of developing and delivering new and innovative curriculum delivery models	X		
Experience of being an ambassador for the organisation, engaging with all stakeholders	X		
Experience of leading transformational change to deliver successful outcomes	X		
Significant experience of working with and developing quality standards and performance measures	X		
Experience of successfully and effectively generating and managing a significant level of income	X		
Financially astute with the ability to assimilate financial information quickly and provide constructive challenge	X		
Experience of effective budget management and financial reporting	X		
Knowledge			
Comprehensive knowledge of curriculum developments in FE, 16-19, adult learning and apprenticeships	X		Assessment centre
Comprehensive knowledge of curriculum developments in 14 -16 provision		X	
In-depth knowledge of FE funding arrangements and income streams	X		
Sound knowledge of Equality, Diversity and Inclusion legislation and initiatives and how these can support FE	X		
Skills			
Strategic thinking and ability to translate strategy into an inspirational vision and operational delivery plan	X		Assessment Centre
Excellent data management skills with the ability to interpret and analyse data and identify relevance	X		
Excellent problem-solving skills	X		
Excellent influencing and negotiating skills	X		
Excellent financial and budgetary management skills	X		

Excellent written and oral communication skills with the ability to prepare and present formal reports and presentations, including board papers, presentation of awards ceremony and community events.	X		
Strong IT skills including use of Microsoft Office	X		
Ability to develop and maintain relationships at all levels, internally and externally	X		
Personal qualities/skills			
Willingness to work flexibly in terms of hours and location to support Reaseheath College	X		Assessment Centre
Commitment to safeguarding and promoting health, safety and wellbeing	X		
Strong emotional intelligence and personal skills	X		
Ability to motivate and inspire others	X		