

**Job title: Vice Principal Curriculum and Quality**  
**Department/School of Learning: Executive**  
**Ref: 19.44**

## 1. The Appointment

The post-holder will be responsible for developing the strategic vision of all teaching, learning, assessment and curriculum planning. Leading a substantial team of over 300 employees, through five direct report, and accountable for an expenditure of c£30m, this Senior Post Holder appointment requires a candidate with substantial experience of curriculum and quality leadership from within the FE sector.

## 2. The Post

### 2.1 Purpose

To lead the development of curriculum, teaching and the learning experience to achieve the College's vision. To drive the culture of innovation and continuous quality improvement supporting all students to achieve their ambitions.

### 2.2 Key Objectives

To develop and improve the curriculum offer, the student experience and the quality assurance process to ensure the college delivers its mission and moves rapidly towards its vision.

- a) To define, evolve and refine the college's curriculum
- b) To build upon and further the levels of student success to include attendance, retention, achievement, progression and work related skills.
- c) To lead the design and development of the curriculum.
- d) To build upon and further the quality of student experience at the College, workplace and partners.
- e) To lead the curriculum delivery strategy.
- f) In close consultation with the Principal and CEO, to assist in the development and delivery of the strategic plan for the College.
- g) In conjunction with the Executive management team, to be responsible for the planning and delivery of the College's activities.
- h) To lead the design and development of the ASPIRE curriculum.
- i) To deputise for the Principal as and when required.

## **2.3 Main Duties and Responsibilities**

### **2.3.1 Curriculum**

- a) To lead curriculum initiatives across the College ensuring that the College is at the forefront of curriculum innovation, design and delivery.
- b) To ensure that the curriculum provision of the College is responsive to the needs of students, our community and the changing demands of employers.
- c) To lead the College's curriculum business planning in order to ensure that it is abreast of national curriculum initiatives; that it is engaged in relevant curriculum pilots and that it maintains realistic and comprehensive progression pathways.
- d) To ensure that student targets for recruitment are achieved across all cohorts.
- e) To work with university partners to develop the HE curriculum offer.

### **2.3.2 Teaching Learning & Assessment**

- a) To lead improvements in the quality of teaching, learning and assessment delivered by the College, and partners.
- b) To ensure the targets for the improvement in the quality of teaching, learning, assessment and the wider learner outcomes are achieved.
- c) To foster a pedagogic culture that is motivational, focused on sharing and transferring best practice linked to the latest developments, and innovative practice.
- d) To lead sustained improvements in student achievements and progression outcomes including employment.

### **2.3.3 Student Experience**

- a) To lead and be accountable for the strategies to improve the students' experience of the College and delivery in the workplace.
- b) To ensure that staff set high expectations for students and an aspirational culture.
- c) To ensure students experience a challenging and enriching learning experience, enabling them to progress and realise their potential.
- d) To lead the strategies to deliver a tutoring experience that is based upon the starting point of each student with aspirational targets.
- e) To ensure that students' horizons are extended through a vibrant work related curriculum with employer involvement.

### **2.3.4 Quality Improvement**

- a) Implement an agreed quality improvement strategy that shapes the work of all matters relating to College students and staff.
- b) To lead in the preparation for and management of all matters relating to the local implementation of inspection and external quality evaluations of the College's provision.
- c) To lead the effective implementation of the College quality improvement and self-assessment processes.
- d) To ensure the targets for learner retention and achievement are realistic, challenging and are achieved.
- e) To develop innovative strategies to drive up performance levels in retention, achievement and achievement rates, through an inclusive and empowering approach.

### 2.3.5 People and Culture

- a) Support, develop and lead staff and establish high levels of professional conduct, create a collaborative approach to the learning experience.
- b) Develop partnerships which enable the College to deliver its curriculum and quality objectives and contribute to the local communities.
- c) Be visible and accessible to students, staff and partners, and promote a culture of open communication among teams.
- d) Deputise and represent the Principal and CEO/represent the College with external agencies as required.
- e) Role model the College values of: Respect; Integrity; Responsibility; Collaboration; and High Expectations.

### 2.4 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all College standards and expectations, including College learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments of the College, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the College group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications/Professional Development:</b>		
Educated to degree level or equivalent with a record of continuous professional development with a teaching qualification.	✓	
Higher Education/Leadership qualifications.	✓	
<b>Knowledge/Experience</b>		
Track record of senior level strategic leadership and management in a Further Education setting.	✓	
Strong understanding of the policy context for further education, with a firm grasp of such issues as the 14-19 agenda, employer engagement, educational quality and	✓	

	Essential	Desirable
performance monitoring frameworks, and policy and funding issues.		
Excellent understanding of curriculum development and of achieving high standards of innovation and delivery in teaching and learning.	✓	
Detailed understanding of regulatory and inspection frameworks, accreditation and validation establishment processes.	✓	
Demonstrate experience of successful financial management, including involvement in business & curriculum planning and budget management.	✓	
Experience of motivating, developing and managing the performance of effective, multi-disciplinary teams.	✓	
Track record of effective stakeholder engagement at a strategic level with, for example, local authorities, employers, business forums, academic institutions, professional bodies.	✓	
Experience of quality improvement and recovery in education.	✓	
<b>Skills/Abilities</b>		
Ability to develop, motivate and lead teams to offer a responsive curriculum and achieve high standards of innovation and delivery.	✓	
The ability to inspire people to think and act innovatively and to challenge established ways of doing things.	✓	
<b>Personal Qualities</b>		
A commitment to the College's mission, vision and values and to meeting the needs of the learners, employers and communities that the College serves.	✓	
A commitment to and focus on quality and improvement, and a passion for enabling students to achieve their full potential.	✓	
Drive, resilience and a natural desire to work collaboratively.	✓	
A commitment to equality and diversity for both staff and students.	✓	

#### 4. Position within the College

The post holder will be part of the Executive team and report directly to the Principal/CEO.

#### 5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College Management contract and is subject to those terms and conditions.
- b) The salary will be competitive and offers access to a contributory Average Salary Pension Scheme, (Teachers' Pension).

- c) You will be entitled to 35 days leave, plus bank holidays. Up to 3 days leave can be directed for efficiency closure.
- d) You will be required to work 37 hours per week on a flexible basis.
- e) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

## **6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **12pm on Monday 28<sup>th</sup> October 2019**. Preliminary interviews will be held on **Friday 8<sup>th</sup> November 2019** and final interviews on **Monday 11<sup>th</sup> November 2019**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**