

Assistant Principal: Engineering
Ref: 21.23

1. The Appointment

The purpose of the role is to establish a culture of high expectations and innovation in the leadership of the directorate for engineering that provides outstanding teaching, learning and assessment and secures outstanding outcomes for students and apprentices.

The post holder will be responsible for all provision within the directorate, with the aim of achieving an excellent learning experience for all students and apprentices underpinned by effective and responsible fiscal planning that secures a strong financial position.

Key to this will be establishing an innovative curriculum that fully meets the needs of employers, students and apprentices. That the curriculum intent is fully informed by the college's ASPIRE curriculum and underpinned by high-quality teaching, learning and assessment that secures excellent outcomes for students and apprentices.

The post holder will be part of the cross-college management team reporting to the Vice Principal for Curriculum and Quality. The post holder will hold accountability on all aspects of direction, performance and achievement within the directorate for engineering. The post holder is expected to work collaboratively with all management roles across the college and will need to be involved with all day-to-day operations and delivery. The post holder will need to be adaptable and resilient to respond to changing priorities and demands.

The Assistant Principal role will carry a responsibility for a strategic aspect across the college that will be agreed dependent upon college priorities.

It is essential that the post holder possesses the ability to build positive relationships, exhibits strong leadership knowledge and skills, displays excellent organisational and administrative skills and demonstrates a flexible and professional 'can do' attitude.

The post holder must be able to demonstrate excellent communication, problem-solving and inter-personal skills, work flexibly and have a pro-active approach to meeting ever-changing requirements and demands. The post holder must have an eye for detail, be reliable, demonstrate the ability to work under pressure and have considerable proven experience of enabling students and apprentices to excel.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) Provide dynamic, visible and effective leadership of the directorate to secure excellent outcomes for students and apprentices.

- b) Develop a productive and purposeful culture that raises the expectations of students, apprentices, staff, the employers and communities served by the directorate and secures a highly successful, inclusive and supportive learning culture.
- c) Ensure all staff set consistently high expectations of students, apprentices and fellow staff across all provision in order to enable them to excel.
- d) Effectively manage Heads of Department, Apprenticeships Managers and other staff and enable them to perform highly and ensure students and apprentices make swift, good progress.
- e) Lead on the design and organisation of the curriculum with a focus on establishing high-performing technical pathways including apprenticeships and technical qualifications that make sure students and apprentices gain the complex knowledge and skills required to secure purposeful employment.
- f) Ensure the curriculum intent meets regional and local priorities, including LEP priorities and provides meaningful progression pathways from foundation to higher education levels. That the curriculum places a strong focus on teachers and specialists sequentially teaching and assessing students and apprentices to acquire ever-more complex knowledge and skills that enables them to meet the needs of employers.
- g) Ensure the financially efficient operation of all curriculum delivery models.
- h) Embed an exemplary culture of health and safety, welfare of students and apprentices that always ensures best practice in all aspects.
- i) In conjunction with the Vice Principal for Curriculum and Quality, develop and lead on comprehensive strategies, projects and initiatives that improve teaching and learning, recruitment, income, resources, efficiency, reputation and students' and apprentices' experience at the college.
- j) Achieve agreed set performance indicators and income targets in line with college priorities.
- k) Set teaching and learning, achievement and income targets with Heads of Department and Apprenticeships Managers and other staff and ensure these are met.
- l) Ensure effective quality assurance processes and procedures are fully embedded across all provision within the directorate and secure outstanding teaching, learning and assessment that secures excellent outcomes for students and apprentices.
- m) Ensure appropriate use is made of innovative technology to extend and deepen students' and apprentices' learning and progress.
- n) Ensure excellent training and continuous professional development are provided for all staff including regular professional and industrial updating of staff, to enable them to help students and apprentices accelerate their knowledge and skills.
- o) Work with the senior/executive team to embed a culture of continuous improvement.
- p) Develop excellent, purposeful relationships with employers in relevant industries and sectors so as to ensure students and apprentices prosper.

- q) Fully contribute to the commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults, and ensure all safeguarding arrangements and practices in the directorate are exemplary.
- r) Engage with all relevant college policies and procedures, legislative and regulatory requirements in all aspects of performance.
- s) Conduct any other duties commensurate with the level of the post, which may be required from time to time

2.2 Other Responsibilities

- a) To uphold and promote the college's policies and procedures, promoting those specifically applicable to this area of work, including the Equality and Diversity and Health and Safety policies and procedures and attend all training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend all training as requested.
- c) In order to work effectively and efficiently, keep up to date with new legislation, procedures and techniques relevant to the directorate and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image when representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
Literacy to at least level 2	✓	
Numeracy to at least level 2	✓	
Educated to degree level or above in professional, academic or technical qualification	✓	
Relevant recognised professional attainments in subject specialism within engineering	✓	
Masters or other relevant Postgraduate Qualification (or willing to work towards)		✓
Experience:		
Demonstrable evidence of implementing quality assurance and improvement strategies that have improved outcomes for students and apprentices	✓	
Thorough understanding of the craft of teaching and effective pedagogical approaches in engineering	✓	

	Essential	Desirable
Demonstrable implementation of strategies that have improved teaching, learning and assessment and students' and apprentices' outcomes in engineering	✓	
Good knowledge and understanding of key markets, policy and funding in education and the impact on the college, employers and local partners	✓	
Recent and demonstrable evidence of working with large employers in engineering to improve the curriculum and secure purposeful outcomes for students and apprentices	✓	
Recent experience of planning, designing, initiating and securing significant resources to establish new curriculum provision that has increased the volumes of new students and apprentices	✓	
Ability to demonstrate effective performance management of curriculum staff that has secured their 'buy-in' and led to sustainable improvement	✓	
Demonstrable understanding of what is required to translate strategic planning into the delivery of high-quality education and training provision	✓	
Excellent demonstration of how to deliver exceptional provision in a range of environments and markets, including with small, medium and large-sized employers	✓	
Recent experience of presenting new curriculum proposals to senior leadership teams, governors, LEP representatives and employers that secure approval and lead to established growth of new engineering provision	✓	
Recent track record of leading curriculum teams to successfully develop a sustainable curriculum that meets regional and local priorities and students' and apprentices' needs	✓	
Proven successful management of resources through financially efficient and responsible actions	✓	
Skills/Knowledge/Qualities		
Full command and use of relevant professional/technical knowledge and job-related knowledge and skills in engineering	✓	
Incisive understanding of national curriculum developments and opportunities engineering	✓	
Subject specific experience and knowledge in at least one aspect of engineering	✓	
Relates confidently and effectively with others, through both one to one and in teams, effective in giving and receiving messages both face to face and in writing	✓	
Takes confident and effective action to positively affect the performance, behaviour and decisions of other people	✓	
Ability to make sense of complex issues, identify and solve problems and to successfully 'think on one's feet'	✓	
To maintain appropriately directed energy and stamina, to exercise good self-control and to learn new behaviours with a	✓	

	Essential	Desirable
focus on making good progress, achieving positive results and outcomes for students and apprentices		
Create and appreciate new ideas and perspectives, see possibilities and challenges	✓	
Ability to work confidently and successfully with senior leaders, governors and other key stakeholders	✓	
Ability to cope with continuous and complex changes, be flexible and handle high levels of uncertainty	✓	
Understand the benefits of different leadership and management styles. Ability to self-reflect incisively and gauge own impact as a leader and manager	✓	
Continually exude optimism and a 'can do' attitude	✓	
Demonstrate a positive approach to inclusion, equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others' Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting students' and staff's welfare and well-being	✓	

4. Position within the College

The post-holder will report directly to the Vice Principal: Curriculum and Quality.

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 up to £58,814 per annum.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You are entitled to 35 days leave per annum, plus bank holidays.
- e) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- f) 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 5pm on Friday 25th June 2021**.

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, young people and vulnerable adults and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service (DBS) check. The successful candidate will be required to pay for the DBS check themselves; the cost (£44.00 for an enhanced check) will automatically be deducted from their first salary payment.