

JOB DESCRIPTION

Post:	Vice Principal Commercial and Adult Provision
Responsible to:	Principal
Pay Band:	£74,719 per annum

Job Purpose

The postholder will be a member of the Senior Management Team. All members of the SMT take corporate responsibility for delivering the strategic objectives of the college and work together as a team to enable these to be achieved, regardless of the specific tasks designated to their role.

Overall Purpose

- To provide leadership and direction to Abingdon and Witney College ensuring that the College achieves its strategic objectives
- To create an ethos and culture which maximises the College's potential as a major provider of education and learning to the communities which it serves

Specific Purpose

- To lead on all aspects of Commercial and Adult Provision, with particular focus on leading Apprenticeships, Higher Education and Community Learning
- To lead on the development of a college culture that embraces employer engagement, and provides first class opportunities for all students across the college to gain commercial experiences
- To lead the college-wide income generation strategy, including identifying opportunities for grants and bids and taking the lead on bid writing
- With the VP Curriculum and Quality, lead curriculum development across the college

Please note that, over time, the specific duties of this post may change and evolve, commensurate with the level of the post and to reflect the changing needs of the college and the postholder.

Duties and Responsibilities**1. Leadership**

Together with other SMT members, the postholder will:

- Provide effective and inspiring leadership to the college as a whole and to their specific areas of responsibility
- Contribute to the formation and delivery of the College Strategic plan, including its financial objectives
- Develop an ethos of teamwork throughout the organisation which improves student experience and outcomes
- Make certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves.
- Contribute to a strong profile for the College to ensure it enjoys a local, regional and national reputation for the quality of what it does.

- Ensure that appropriate and ambitious targets are set and understood, that performance against them is monitored and that the College meets or exceeds targets.

2. Commercial and Adult Provision

The postholder will:

- Lead the delivery of Apprenticeships, Higher Education and Community/ Adult Learning with ambition and passion to ensure the very highest possible level of quality experience and customer service for our apprentices and students, employers and other partners
- Grow all areas of provision in line with the college strategic plan, and in line with employer and other stakeholder needs
- Ensure that the curriculum offer addresses local/ regional skills shortages in a dynamic and responsive fashion and contributes to the College's ambition to address the wider skills shortage across Oxfordshire
- Work closely with the Vice Principal Curriculum and Quality to develop college quality systems that work for all types of provision and promote excellence and value for money in all that we do
- Ensure full compliance with funding rules and relevant ESFA/ IFATE contracts

3. Employer engagement, commercial work and curriculum development

The postholder will:

- Lead on the whole college strategy for employer engagement, including in relation to apprenticeship, T Level industrial placements, work experience and curriculum development
- Work closely with key strategic partners in Oxfordshire and its wider region as appropriate
- Seek out and establish profitable development opportunities for the college
- Write effective bids for business and business, taking the lead on bid writing for the whole college
- Take the lead on new curriculum development across the whole college, identifying market needs and implementing new provision with the support of faculty colleagues as appropriate

4. Finance, Risk and Management Information

The postholder will:

- Demonstrate and foster prudent and effective budgetary management.
- Ensure that there is proper and effective operation of financial, planning and management controls in their areas of responsibility
- Ensure that quality and information systems are in place which provide robust data to support the management of the College.
- Implement agreed appropriate risk management policies and practices.

5. Communication & Representation

The postholder will:

- Establish effective local, regional and national networks in support of their work
- Ensure that the College is effectively represented and promoted in local, regional and national forums and that the information from external sources is disseminated widely throughout the College.
- Contribute to the development and maintenance of effective communication within and beyond the College and act as an advocate of its interests.

6. Other

The postholder will:

- Write reports for the Corporation Board, the SMT and others as appropriate
- Act to promote a working and learning environment which is healthy and safe, and in which a positive, aspirational and inclusive culture is maintained
- Take corporate responsibility for any matter arising, in the absence of the appropriate senior colleague
- Lead a culture of inclusion and equality of opportunity for students and staff.
- Lead on ensuring that the college is a healthy and safe place to work and learn.

7. Other Duties

The postholder will undertake such other duties as the Principal may, from time to time determine in consultation with the post holder, to ensure the continued existence, viability and progress of the College.

Safeguarding and Safer Recruitment

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The person appointed to this post will, from day to day, have contact with students, many of whom are under eighteen years of age, some under sixteen years, and a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the successful applicant will be required to have an Enhanced DBS check before starting in the post as well as providing proof of right to work in the UK. The postholder is also expected to ensure that the College upholds its statutory duties under Section 21 of the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism.

Other Duties Applicable to All Staff Working at Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g., communications, equal opportunities and employment policy.

As a term of your employment, you may be required to undertake such duties as may be reasonably required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

Person Specification

It is **essential** that the post holder has:

		How Assessed
Qualifications		
1	Honours degree and teaching qualification	Application form, qualification certificates
2	Evidence of sustained personal development	Application form, interview
Experience		
3	Significant and successful experience of managing high performing curriculum areas, with direct experience in at least one of apprenticeships, higher education or community/ adult learning	Application form, interview
4	Strong record of effective leadership and management	Application form, interview
5	Record of developing effective teaching, learning and assessment activity that drives positive performance	Application form, interview
6	Experience of developing effective employer engagement activity and of developing commercial activity, including through bid writing	Application form, interview
7	Record of effective partnership working	Application form, interview
8	Experience of delivering inspiring and responsive curriculum design at a strategic level	Application form, interview
9	Experience of taking and communicating difficult decisions	Application form, interview
Knowledge		
10	Comprehensive understanding of FE quality, particularly in relation to work-based learning, HE and community/ adult provision	Application form, interview
11	Understanding of the current policy drivers in education	Application form, interview
12	Understanding of how to design and manage efficient and effective curriculum delivery models	Application form, interview
13	Understanding of general requirements relating to Safeguarding and Prevent	Application form, interview
14	Comprehensive knowledge and appreciation of relevant funding and compliance requirements	Application form, interview
Skills and competencies		
15	Ability to communicate effectively with a wide range of people at all ages and levels	Application form, interview
16	Ability to lead and motivate staff	Application form, interview
17	Record of delivering significant quality in a related field	Application form, interview
18	High level analytical, interpersonal and communication skills	Application form, interview

19	Highly literate and numerate	Application form, interview
20	Proven ability to manage a budget	Application form, interview
21	The ability to develop a vision of your sphere of responsibility in the context of the college's strategy, educational provision and the developing national agenda.	Application form, interview
Attributes		
22	Demonstrating a passion for work-based learning, higher education and community/ adult learning	Application form, interview
23	Whole-hearted commitment to lead cultural change and drive forward quality to achieve the very highest of outcomes for all	Application form, interview
24	Passionate about the crucial contribution that this role makes to student success and staff well-being	Application form, interview
25	Open minded and emotionally intelligent	Application form, interview
26	Confident and giving confidence	Application form, interview
27	Resilient when working under pressure or with challenging people	Application form, interview
28	Team player	Application form, interview
Other requirements		
29	Able to travel flexibly between sites and to external events, with access to a car	Application form, interview
30	Willingness to work flexibly as some (planned) evening work is a requirement of the job	Application form, interview
31	Satisfying the college employment checks	Application form, interview

It is **desirable** that the post holder has:

32	Higher management or professional qualification	Application form, interview
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CONDITIONS OF SERVICE

Salary:	£74,719
Payment:	Monthly payments direct to bank via BACS
Hours:	37 hours per week, all year round
Holidays:	30 days plus public holidays and any efficiency days awarded
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Teacher's Pension Scheme or Local Government Pension Scheme

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.