

JOB DESCRIPTION

Post:	Vice Principal Education and Quality
Reports to:	Principal and Chief Executive Officer
Responsible for:	Head of School Business, Community and Access Head of School English, Maths and Skills for Life Head of Learning & Quality Director of Student Support Services
Grade:	Management (Spot Salary)
Salary:	£85,000 to £90,000 pa inclusive plus up to 5% PRP (consideration of PRP following completion of probationary period)
Hours of work:	35, or as necessary to perform the duties of the role

1. Overall Purpose and Scope

- Lead on the strategic delivery of the Quality Framework for the College Group in support of the overall strategic, operational plans and Quality Improvement Plans.
- Lead on Study Programmes, planning and implementation to ensure they meet the needs of our students and regulators and enable students to develop the skills they need to prosper.
- Provide leadership to curriculum teams, enhancing performance to focus on and meet corporate objectives and other targets.
- Prepare for and lead as nominee in any Ofsted or QAA inspections and other quality assurance reviews.
- Lead safeguarding and prevent across the organisation, keeping our students safe and ensuring regulatory requirements are met.
- As part of the executive team, provide inspirational leadership and promote College values.

2. Main duties and responsibilities

1. To lead the strategic development of education and quality to underpin College's strategic objectives, ensuring appropriate targets are set, monitored and reported.
2. To lead and manage performance on curriculum teams ensuring it is aligned to strategic objectives, monitoring and reporting on progress against plans and ensuring action is being taken where delivery differs from plan.

3. To lead on the College's curriculum strategy for young people ensuring it supports corporates strategy and is underpinned by an annual capital expenditure plan and budget.
4. To ensure that effective planning and implementation leads to the delivery of all key financial and performance targets.
5. To continually review and improve our quality framework which enables the College to continue to improve in line with strategic objectives, the operational plan and quality improvement plans.
6. To lead on Safeguarding and Prevent, ensuring practices and policies are robust, appropriate and monitored, ensuring the college meets regulatory requirements and keeps our students safe.
7. To lead continuous improvement in teaching, learning and assessment through the provision of comprehensive professional development.
8. Oversee the production of accurate and rigorous self-assessment, ensuring Governors, senior management, managers and staff understand performance and the actions required to continue to improve.
9. Ensure a comprehensive academic support service is provided to students, in the provision of learning and study support, learning resources and library services, and curriculum administration.
10. Oversee the development and application of student policies and procedures, eg student disciplinary and fitness to study policy and processes.
11. To develop and lead exemplary strategies and practices to manage and mitigate risk across the College's range of activities, ensuring that risks are identified and mitigating actions identified and carried through.
12. To ensure appropriate health & safety arrangements are in place leading to a secure and calm learning environment.
13. To attend meetings of the Board and report to the Board and its committees as required.
14. To ensure that communications and relations with the key funding bodies are well managed.
15. To represent and deputise for the Principal, as and when required.

Person Specification:

Qualification

- A. Education to degree level, preferably with a post graduate education management qualification.
- B. A recognised teaching qualification.

Experience

- A. Experience of developing curricula, implementing successful study programmes, and ensuring the delivery of high-quality teaching, learning and assessment.
- B. A track record of quality improvement, developing an effective quality improvement plan and self-assessment regime.
- C. Experience as the nominee or close working with the nominee in Ofsted inspection or similar. Played a key role in an inspection.
- D. A record of successful finance, resource and risk management at a senior level in a complex organization.
- E. Experience of post-19 SEN for students with complex needs.
- F. A track record of developing and overseeing the delivery of complex business plans and budgets, ensuring delivery against targets and of managing others to do so. Demonstrable evidence of managing a significant and complex budget in a rapidly changing environment.
- G. A track record of personally leading and managing significant change and making complex resource decisions.
- H. A track record of working with effective performance management systems, leading in the sharing of best practice and leading highly-performing teams.
- I. Experience of supporting innovation and business development.
- J. Demonstrable experience of commitment to Equality, Diversity and Inclusion in the Teaching and Learning context and the general work environment
- K. Demonstrable understanding of corporate governance and the ability to provide effective, accurate and risk-aware reporting to the college and its Board.

Skills & Attributes

- A. Strategic capability and the ability to thrive in a complex environment. A demonstrable ability to develop strategic and operational plans and ensure these are delivered across the business.
- B. The qualities of a team player who plays to individual strengths and adds value to the senior management team.
- C. The skills to work in a senior management team including, excellent communication skills, resilience, a positive growth mindset, and demonstrating values that inspire others.
- D. Change orientation and the ability to effectively calculate and manage risk, with high levels of commercial awareness and the ability to see the College in its financial and regulatory context.
- E. Confident and robust in data analysis and reporting, with the ability to write complex reports, bids and other complex documents.
- F. Ability to innovate, to recognise challenges, analyse problems and apply effective solutions
- G. Able to establish and maintain successful relationships and networks with stakeholders, both internally and externally.

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.