

THE ISLE OF WIGHT COLLEGE
**ASSISTANT PRINCIPAL
CURRICULUM**

CANDIDATE PACK

INTRODUCTION FROM THE PRINCIPAL



Debbie Lavin CBE
Principal & Chief Executive

Dear candidate,

A very warm welcome from the Isle of Wight College. I would like to start by thanking you for your interest in joining us as a member of our senior leadership team.

Our mission and focus as a College are both simple and clear - **putting students first.**

By doing so we wish to ensure that every student is supported through our curriculum offer to achieve their full potential. We also wish to ensure all students are able to progress and take advantage of the opportunities available to them, both here on the Island and further afield. To achieve this, we are equally focused on working with employers to ensure that we are equipping students with the skills that they need to be successful.

The College is an important part of the Island community and we also recognise the value of enrichment activities for both our students and as part of us giving back to local people.

As Principal, I am very proud of the strong sense of community and trust that exists between our staff and students.

This in turn reflects some of the real advantages of Island life. As well as a friendly Island community, we can also offer you some of the most beautiful coastline and countryside in England. We have an amazing range of outdoor sports and activities, a diverse choice of towns and villages in which to live and a local economy which has a strong emphasis on independent businesses and entrepreneurship. For those who like the best of both worlds, we also remain well connected to the mainland and only 2 hours from London by fast boat and direct train.

Continued...

INTRODUCTION FROM THE PRINCIPAL



The Isle of Wight as an island is also not without its economic and social challenges, particularly with the uncertainty we all face across the world at this current time. As the only general FE college on the Island we equally have a unique set of challenges. While we may serve a finite market, we are determined to offer the widest possible range of curriculum, while retaining our strong reputation for financial efficiency. We are also ambitious. We want to continue to expand and adapt our offer to meet the changing needs of employers; locally, regionally and globally.



Top, Duke of Edinburgh Award ceremony for College students

College staff recognised at the Island Business Awards

In appointing a new member to our senior management team, we will be looking for someone who shares our passion for innovation in our curriculum with a remit to think creatively on further developing our offer across all areas of provision. Equally, you will need to focus on developing new ways to deliver our curriculum in order to enrich learning and to reflect a need for more flexible and digital approaches to studying, including remotely.

Above all, you will share our unrelenting focus on quality. We place a strong emphasis on using data analytics to improve performance and the outcomes for our learners, with an evidence-based approach to our decision-making.

As a senior leader you must be able to articulate your ideas objectively with both energy and clarity, securing the buy-in of a wide range of people and providing a clear vision that is understood by, and motivates, your teams.

While I expect senior leaders to be highly focused on improving performance, I also take pride in us having a warm, caring and positive working culture – a smile and kindness to each other are therefore positively encouraged.

If you can demonstrate these qualities and are passionate about making a difference for our students, then we look forward to you applying to join our senior leadership team.

Debbie Lavin CBE

Principal & Chief Executive

WELCOME FROM THE CHAIR OF GOVERNORS



Dr. Nick England DL
Chair of Governors

Dear candidate

I extend a warm welcome and thank you for your interest in joining the Principal and her senior leadership team. This new role has arisen due to the retirement of our Deputy Principal after 32 years of exceptional service to the College.

As a governor and former Headteacher myself, I have been impressed by the dedication and professionalism shown by our senior managers. Their selfless and inspirational leadership is key to the fostering of shared values and aspirations within our community.

In making this appointment we shall be seeking a person who can build further on our success, while bringing their own expertise, ideas and approach to new challenges.

The education sector needs to respond to a rapidly changing world with ingenuity and resilience; so this position is an exciting opportunity for a person with energy and vision.

Above all, we are looking for an individual who can demonstrate integrity in sharing our values, has a strong commitment to the further education sector and is determined to maximise the opportunities for our students.

Dr. Nick England DL
Chair of Governors

OUR MISSION, VALUES AND AIMS



Ryan Kimber, IW Student
and AoC 'Adult Student of the
Year' 2019

OUR MISSION

To deliver outstanding education and training driven by:

- ▶ Putting students first
- ▶ Working with employers
- ▶ Supporting our community



OUR VALUES

These values help develop a culture characterised by dedication, commitment and motivation enabled through clear and effective communication.

1. **LEADERSHIP** – displayed by everyone and characterised by honesty, impartiality, objectivity, and recognising the contribution of others.
2. **LEARNING** – taking every opportunity to grow and develop.
3. **EMPOWERMENT** – supporting personal responsibility and accountability.
4. **DIVERSITY** – being respectful, tolerant, inclusive and acting with integrity.
5. **INNOVATION** – encouraging creativity, enterprise, entrepreneurship and the use of technology.
6. **CARING** – promoting individual and shared responsibility for each other's wellbeing.



Welcoming international visitors as part of our student enrichment programme

OUR AIMS

Our current Strategic Plan focuses on the following four key strategic aims:

1. **QUALITY**
To provide excellent education and training .
2. **CURRICULUM**
To offer a wide range of learning opportunities, which are responsive to student, apprentice and employer needs and which enables sustainable organisational growth.
3. **RESOURCES**
To provide first class resources and ensure their efficient and effective use to support learning.
4. **STAFF**
To recruit, develop and retain a highly skilled and motivated staff and governing body.

The current college strategic plan concludes at the end of 2020 and work is underway to produce a new plan for the next three years. College students, staff and governors all have an opportunity to inform the new strategic plan, as well as external stakeholders, including local employers.

At the time of writing the emerging themes for the new strategic plan are:

1. Maximising students' opportunities for life.
2. A dynamic curriculum.
3. Employer and community development .
4. Organisational sustainability.

OVERVIEW OF THE ISLE OF WIGHT COLLEGE



The Isle of Wight College has two campuses. Our main campus is situated on the outskirts of the Island's central town of Newport.

Our CECAMM facility (Centre of Excellence for Composites, Advanced Manufacturing and Marine) is located four miles away in East Cowes.

The College offers a broad curriculum of further education programmes in 14 sector subject areas. It delivers apprenticeships, 16 to 19 study programmes, adult learning programmes and provision for students in receipt of high needs funding.



Left, The Isle of Wight College, Newport campus. Right, CECAMM, East Cowes

OVERVIEW OF THE ISLE OF WIGHT COLLEGE



Students preparing for service in our recently refurbished kitchens

The College recognises the importance of high-quality teaching and learning resources and continues to invest in our facilities. These include:

- ▶ A centre of excellence for engineering (**CECMM**), which offers specialised education and training for students and local employers
- ▶ A modern, well equipped learning resource centre
- ▶ Spacious construction workshops
- ▶ Industry-standard hair and beauty salons
- ▶ Modern multi-media suites
- ▶ Professionally equipped kitchens and a restaurant which is open to the public
- ▶ A new purpose-built facility for students with learning difficulties and/or disabilities (Pathways building)

During our last Ofsted inspection in 2017 the College was rated **GOOD WITH OUTSTANDING** features.

“Adult learning programmes and the provision for students in receipt of high-needs funding are outstanding”

Ofsted, 2017



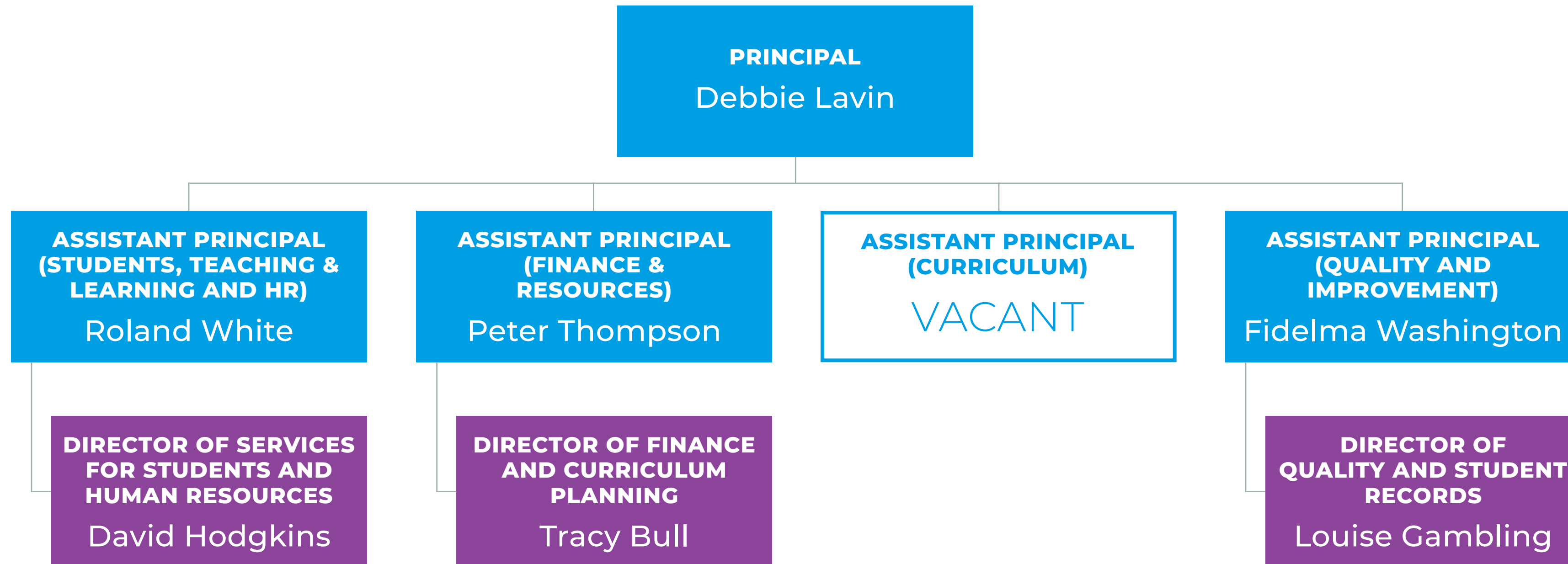
OVERVIEW OF THE ISLE OF WIGHT COLLEGE



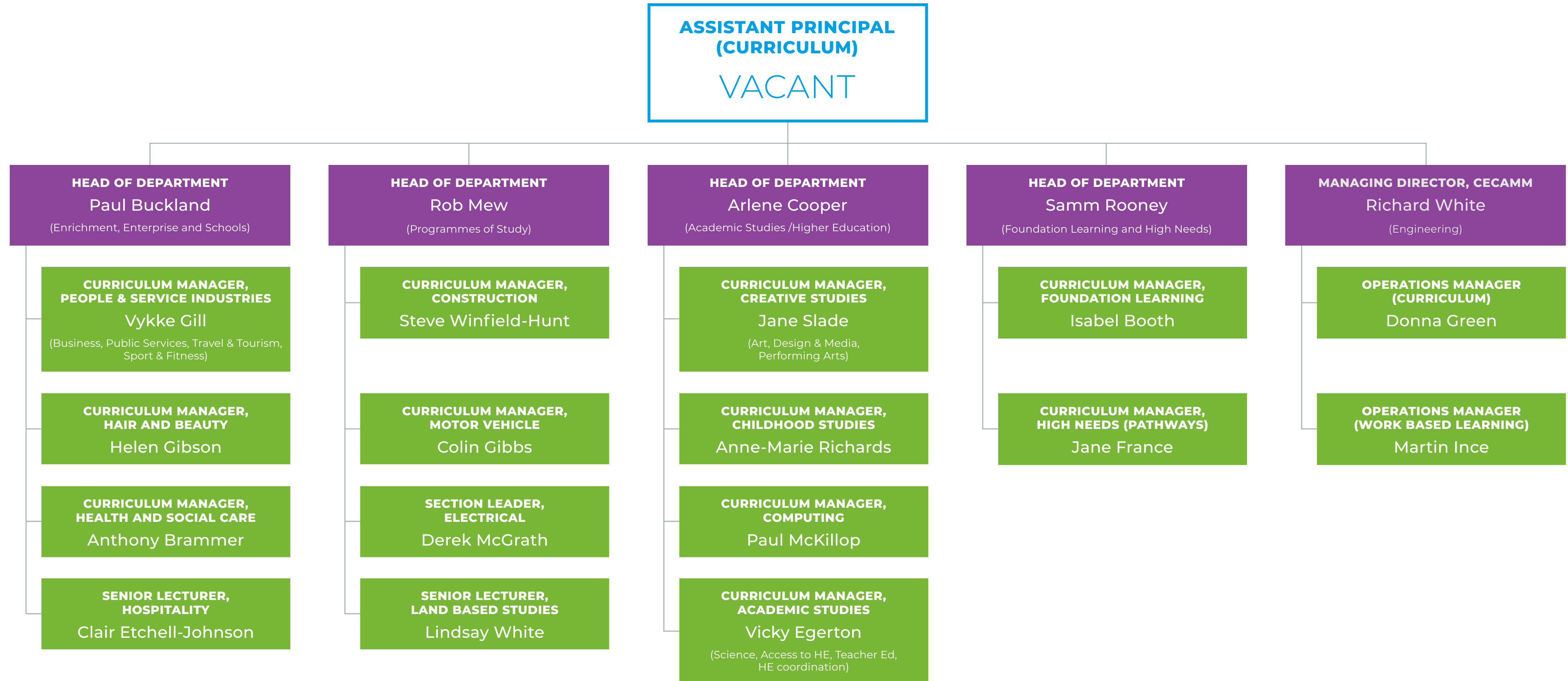
The Isle of Wight College,
Newport campus

THE ISLE OF WIGHT
college

OUR SENIOR LEADERSHIP TEAM



OUR CURRICULUM MANAGEMENT TEAM



The Isle of Wight College Corporation is made up of members from business and the local community, public sector, as well as college staff and students.

The College's board of governors ("The Corporation") has legal responsibility for the College. It comprises up to 19 members, including two members of staff and two students.

We are fortunate to have a wide range of individuals with a vast array of skills and experience. The Principal is an ex-officio member and the only executive member. Corporation is accountable for the use of public funds and has a duty of care for the assets of the College.

Corporation is advised by our Clerk, who is independent of College management and has extensive experience in the FE sector at senior level, with access to independent professional advice.

Corporation operates through a structure of advisory committees:

- ▶ Audit
- ▶ Remuneration
- ▶ Search & Governance

In addition, from time to time Corporation establishes time-defined working groups on specific strategic issues, and establishes appeals and selection panels as required. All appointments and re-appointments go through a formal skills-based search process, are made on merit and are approved by Full Corporation.

“Senior managers and governors have an unremitting focus on the improvement of the quality of teaching and learning”

Ofsted, 2017

As Debbie Lavin described in the introduction to this pack, the College is seeking an exceptional individual to join our senior leadership team. The Further Education sector continues to face a range of challenges, as well as new opportunities and our senior leadership team have a positive ‘can do’ approach to embracing and responding quickly to our changing environment. Our current priorities include refreshing our strategic plan priorities, responding to the new Ofsted Education Inspection Framework and managing changes to national qualification frameworks.

In the short term we are, of course, focused as a College on adapting to the current COVID-19 crisis and ensuring all of our learners continue to receive high quality education. Our teaching and support staff have performed above and beyond to adapt our approach to learning and to rapidly expand our use of online learning to support the full-time curriculum.

The coming year will inevitably present financial challenges for the College and the wider FE sector, as the national economy responds to the shock of the crisis. We are already focused on adapting our plans for our curriculum delivery for the coming academic year and considering the inevitable impact on local employers, and in particular, on apprenticeships.

Beyond the short-term challenges, we continue to have ambitious plans to further modernise our facilities and to extend our curriculum offer. A key part of this will be developing a new digital learning hub for the Island and expanding our higher education offer with our university partners.

“Leaders, managers and governors are highly responsive to the needs of employers and the community”

Ofsted, 2017

DETAILS OF SENIOR LEADERSHIP VACANCY

The new Assistant Principal for Curriculum will have a number of **key priorities** including:

- ▶ Focusing on the quality of education and ensuring our curriculum intent has clarity and meets the needs of both employers and learners
- ▶ Leading innovation in our curriculum offer and supporting the curriculum management team to think differently about how to develop their provision, including how we respond to national changes to education policy and qualifications
- ▶ To protect and grow our market share through the quality and range of our offer
- ▶ To ensure continued financial efficiency across the curriculum and to ensure managers recognise and understand the importance of achieving this in order to have a sustainable business model
- ▶ Ensuring a performance focused culture within their management team, where quality and improvement are driven by using, and understanding, data
- ▶ To contribute as a senior leader to the cross-college community and to strategic priorities outside their immediate remit, including our approach to employer engagement and promoting equality and diversity



JOB DESCRIPTION

This job description provides you with the full details of the role while the person specification sets out the required skills and competencies.

Please use this to inform your statement of interest when applying.

Job title: **Assistant Principal (Curriculum)**
Salary: Spot salary within range of £56,600 to £65,920
Responsible to: Principal & Chief Executive
Hours of Work: 39 hours per week

Holiday: 35 days per annum
DBS Disclosure: Enhanced
Pension: Local Government or Teachers' Pension Scheme

MAIN RESPONSIBILITIES

1. To provide effective deputisation and professional support for the Principal & Chief Executive as appropriate to the role of Assistant Principal.
2. To take a key role in the identification, development and implementation of strategies, policies and systems to further the College's Mission, Vision, Aims and Objectives within the functional areas defined within teaching, learning, students and human resources.
3. To provide effective executive leadership of the delivery of the majority of curriculum across full and part time provision, including additional learning support, high needs and higher education.
4. To act as the lead senior manager for curriculum delivery, development and innovation.

MAIN DUTIES

1. To offer professional advice to the Principal on all matters relating to the role as set out above.
2. To provide effective leadership to, and line management of, staff including:
 - ▶ **Head of Department** – Foundation and High Needs
 - ▶ **Head of Department** – Academic Studies and Higher Education
 - ▶ **Head of Department** – Construction and Land
 - ▶ **Head of Department** – Public and Service Industries
 - ▶ **Managing Director, CECAMM** - Engineering

MAIN DUTIES

continued

3. To produce, develop and successfully implement strategies for the ongoing improvement of services within their remit and to ensure their managers and wider teams understand and have clear objectives relating to achieving these goals.
4. To ensure the curriculum offer is highly effective in meeting the current needs of employers, students and the wider local community and adapting as required.
5. To ensure effective financial management within their area of responsibility. This includes delivering efficiency improvements and achieving growth in business through proactive innovation and enterprise in the delivery of the curriculum.
6. To ensure best practice and continuous improvement in teaching, learning, assessment and tutoring which takes full account of the characteristics and requirements of all College students. This includes ensuring the effective use of ILT and digital technology by teachers, assessors and their students.
7. To ensure that communications with students, parents / carers, staff and external agencies is of the highest possible quality and reflects the College's values, aims, and objectives derived from its Strategic Plan.
8. To develop best practice in all areas of the post-holder's responsibility, ensuring that full account is taken of the characteristics and requirements of all college students.
9. To develop and implement, in conjunction with the Senior Management Team, the most appropriate quality assurance systems for the measurement and continual improvement of all functions within the post-holder's area of responsibility.
10. To liaise with external organisations, including local schools, universities and employers, on all matters relating to their portfolio of responsibility.
11. To be a member of appropriate committees and working groups in connection with the above responsibilities and to chair these activities as required.
12. To attend meetings of the full Corporation and other governor related activities as required.
13. To investigate and review good management practice in other education providers to inform all aspects of the role.
14. To contribute to the overall leadership, management and strategic development of the College, working closely with the Principal.
15. To lead and contribute, at a strategic level, to the review and production of self-assessment reviews and quality improvement plans.
16. To be responsible for the delivery of annual targets as agreed with the Principal and to participate in the College's Appraisal Scheme.

OTHER SENIOR MANAGEMENT DUTIES:

1. To effectively manage all financial budgets that are delegated to the post-holder's Departments and to oversee the budget management of all managers within the post-holder's area of management responsibility, in full compliance with the College's Financial Regulations.
2. To appraise staff annually, as required by the College's Appraisal Scheme and to ensure an effective focus on and commitment to staff development across their areas of responsibility.
3. To ensure the appropriate application of the College's policies, procedures, and plans within the post-holder's area of responsibility.
4. To ensure compliance with the requirements of external agencies and other statutory requirements - e.g. local authority, the Education and Skills Funding Agency (ESFA) and Auditors - within the post-holder's area of responsibility.
5. To undertake any other duties which are appropriate to the seniority of the post.

N.B.

This job description 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 organisation.

EXPECTATIONS OF THE POST-HOLDER

1. The post-holder will undertake assigned responsibilities effectively and efficiently within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning, staff appraisal processes and budgetary constraints and:
2. Ensure that Equality and Diversity Policies are promoted in all aspects of the post-holder's work.
3. To take responsibility for safeguarding and promoting the welfare of all students and vulnerable adults.
4. Comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Ensure effective quality control and continuous improvement in all aspects of this post in keeping with the College's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in training.
7. Carry out duties flexibly and with the necessary initiative.
8. Contribute to, and attend, College Open Days/Evenings.

| FACTORS | WE WILL ASSESS YOU AGAINST THE FOLLOWING CRITERIA: | |
|--------------------------------|--|--|
| EDUCATION/ TRAINING | ESSENTIAL | <ul style="list-style-type: none"> ▶ Hold Level 2 qualifications in English Language and Maths (Level 2 qualifications include GCSE grade A*-C, a pass at 'O' level, key skill level 2 and national adult literacy/numeracy at level 2) ▶ Hold a management qualification at Level 5 (occupational qualification) |
| | DESIRABLE | <ul style="list-style-type: none"> ▶ Hold a degree (or professional equivalent) in a relevant vocational or academic subject ▶ Hold a PGCE, Certificate in Education or equivalent |
| KNOWLEDGE | ESSENTIAL | <ul style="list-style-type: none"> ▶ Extensive knowledge of working in further education at management level and contributing to the achievement of strategic objectives ▶ Demonstrable track record of curriculum delivery which achieves outstanding results and outcomes for students ▶ Evidence of developing innovative, employer focused curriculum, including across different curriculum disciplines ▶ Experience of successfully preparing self-assessment reports and quality improvement plans, at a strategic level ▶ Effective experience of successfully managing budgets and achieving efficiencies and financial growth ▶ A demonstrable track record of successful implementation of equality and diversity with a clear positive impact ▶ Evidence of developing and implementing strategies to effect change and deliver quality improvement |

The criteria listed in this person specification are the requirements for the post. If you do not address these criteria fully, you may not be short-listed. Please give specific examples wherever possible.

FACTORS

WE WILL ASSESS YOU AGAINST THE FOLLOWING CRITERIA:

ABILITY

ESSENTIAL

- ▶ Highly effective in developing strategic policy in curriculum and directing the implementation of this through a management team
- ▶ Evidence of improving the quality of the employer and learner experience through improved satisfaction levels and growth in market share
- ▶ The ability to develop strong, sustainable relationships with employers and other partners and key stakeholders
- ▶ Evidence of driving forward improvements in teaching, learning and assessment, including professional development of teaching staff
- ▶ Effective in integrating and interpreting information in order to write and present clear and concise reports to audiences at all levels
- ▶ A proven ability to use management information to identify issues and opportunities to drive performance improvement in curriculum
- ▶ Effective at innovating and identifying future markets and opportunities for growth
- ▶ Ability to lead, manage, motivate and develop individual staff and to build effective teams
- ▶ Demonstrable skills in managing tasks efficiently and effectively including effective delegation of responsibilities

COMMUNICATION

ESSENTIAL

- ▶ Excellent relationship building skills and a track record of being highly effective when working with other senior leaders
- ▶ The ability to negotiate and influence others
- ▶ Effective interpersonal skills when working at all levels including senior leaders, staff, students and employers
- ▶ Excellent verbal, written and presentational skills

The criteria listed in this person specification are the requirements for the post. If you do not address these criteria fully, you may not be short-listed. Please give specific examples wherever possible.

WHAT CAN WE OFFER YOU?

In addition to the salary and pension package our offer also includes **a wide range of benefits:**



Freshwater Bay on the Isle of Wight

- ▶ A negotiable relocation allowance
- ▶ A comprehensive training and induction package
- ▶ Access to ongoing CPD including the opportunity for higher level study in senior leadership and management
- ▶ A personal mentor from within the existing senior leadership team
- ▶ An external coach to provide independent guidance and advice in your new role
- ▶ A wide range of staff benefits including free parking, discounted ferry travel and access to local leisure facilities
- ▶ We also have our own on-site gym with free access and discounted services in our hair and beauty salons and College restaurant

INTERESTED IN APPLYING?

If you are interested in applying then **you are welcome to contact us** for an informal discussion.

In the first instance please contact our Director of Human Resources and Services for Students, David Hodgkins via email at **david.hodgkins@iwcollege.ac.uk**

If you would like to submit an application please email **hr@iwcollege.ac.uk** and the team will provide you with an electronic application form. David and the HR team can also help with any general queries about the job role or working at the College. If you are unfamiliar with the Isle of Wight the team will also be happy to answer any questions about moving to, and living on, the Island.

We hope you will consider applying to join us and wish you the best of luck.

Visit The Isle of Wight College website **HERE**

Visit CECAMM Website **HERE**

Explore the area around The Isle of Wight College on Google Maps **HERE**

The Isle of Wight College
ASSISTANT PRINCIPAL CURRICULUM
Candidate Pack

May 2020

The Isle of Wight College

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Newport
Isle of Wight
PO30 5TA
United Kingdom

THE ISLE OF WIGHT
college