

Job Description

Job Title:	Vice Principal: Curriculum Innovation and Business Transformation
Responsible To:	Principal and Chief Executive
Line Management of other staff:	<ul style="list-style-type: none"> Assistant Principal: Adults, Braintree, STEM Director of ILT Head of Funding and Information Services Head of Admission, Registration and Examination Services
Location:	Colchester (and Braintree)
Salary:	59 - 62 (£74,343 – £81,229)
Date of last review:	New – September 2024

Purpose Statement:

As a member of the College Executive, you will help drive the overall culture, ethos and strategic direction of the organisation and provide inspirational strategic and operational leadership to enable the College to deliver its mission and values.

To lead on strategic planning and to work with the Assistant Principal: Adults, Braintree STEM to identify and exploit opportunities to develop locally relevant curricula and grow participation at the Braintree campus with a particular focus on adults and apprenticeships.

Work with Curriculum leaders to formulate and deliver on strategic plans to improve pedagogy through the adoption and promotion of innovative learning technologies, in order to provide the best possible teacher and learner experience.

To be responsible to the Corporation Board for delivery of the overarching ILT Strategy, with particular focus on the identification and implementation of innovative solutions to transform business processes and improve operational efficiency.

To act as strategic lead for Funding and Information Systems and for Admission, Registration and Examination Services, overseeing compliance and ensuring best practice in maximising funding opportunities.

Main Duties & Responsibilities:

1.	Contribute to the College's Strategic Planning processes including by providing advice and guidance to the College Executive and Corporation Board, relevant to the areas of responsibility of the Direct Reports detailed above.
2.	To pursue excellence in leadership and management and help shape the culture and ethos of the College in accordance with the College's stated values; mission; vision and strategic goals.
3.	Monitor progress against college improvement plans and to regularly report on, monitor and drive the College's performance towards an agreed set of targets.
4.	Manage risk – through regular review and updates to the College Corporate risk register and oversight of risk reduction activity.
5.	As a member of the College Executive, to carry out a range of duties as defined in College policies, including specified roles within the staff and student disciplinary and workplace resolution policies.

6	As part of the College Executive team to continuously seek and identify new external funding and delivery opportunities aligned to the College's Strategic Plan and Accountability Statement.
7.	To report to the Curriculum and Quality Committee on the achievement of Curriculum and Quality targets in particular, but not exclusively, in relation to Adult, STEM and Braintree programmes.
8.	To report to the Finance and Resources Committee on progress against pre-agreed targets on the development of innovative technological solutions to enhance the learner experience and improve operational efficiency.
9.	To work with the Assistant Principal: Adults, Braintree and STEM and other Senior Leaders to further develop a responsive curriculum for the Braintree campus, focussing in particular on adult and apprenticeship programmes.
10.	To support the Assistant Principal: Adults, Braintree and STEM to identify further opportunities to deliver on Adult Skills Funded programmes and to meet targets associated with other project - funded initiatives, with a focus on meeting local need.
11.	To work with the Director of ILT to design and deliver on an appropriate strategy to support and underpin the delivery and achievement of Strategic Goals with a key focus on securing an outstanding experience for every learner and stakeholder.
12.	To identify and implement innovative solutions to transform business processes and improve operational efficiency.
13.	To use knowledge and experience of FE Funding systems to provide leadership to the Funding and Information Systems team which provides assurance on compliance whilst identifying opportunities to maximise funding claims.
14.	To provide leadership to the Head of Admission, Registration and Examination Services in order to ensure the best possible learner experience through excellence in operational delivery alongside the development and implementation of improved business processes.
15.	To maintain a good knowledge of Data Protection law and best practice in order to lead on DPA compliance projects and support the Data Protection Officer in the execution of their statutory duties.
16.	Work to promote and apply the organisation's Safeguarding policy and practices, providing support to the organisation, alongside other Senior Leaders, on Safeguarding practice and specific cases as required.
17.	To provide effective line management for directly reporting staff (and ensure the same for their teams) in the following areas: <ul style="list-style-type: none"> • Communication – including holding individual check-ins and regular team meetings • Management of staff welfare and wellbeing. • Engagement - inspire and motivate staff including promoting staff welfare and wellbeing and ensuring sound performance management • Resourcing - undertaking and ensuring recruitment, induction and training, as required. • Employee Relations matters – including discipline, capability, absence management, workplace resolution, investigations, and any other employee relations activity as may be required. • Financial Resilience - effective budget management in line with College policy.
18.	To develop and update personal professional expertise in all relevant areas.
19.	Adhere to and promote the College's Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
20.	To undertake any other associated duties determined by the College.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title: Vice Principal: Curriculum Innovation and Business Transformation

Qualifications	Essential	Desirable	How is this assessed?
Degree or relevant professional qualification at Level 6 or above.	✓		A
Evidence of qualifications and/or a record of CPD in Senior Leadership.	✓		A
Membership of appropriate Professional Body.		✓	A
Designated Safeguarding Lead trained (Level 3).		✓	A
Data Protection training (Ideally to DPO level).		✓	A
Experience	Essential	Desirable	How is this assessed?
Demonstrable experience working at a senior level within an education environment.	✓		A
Good experience of successfully overseeing FE / WBL curriculum or curriculum special projects.	✓		A/I
Experience of positively representing an education provider in meetings with commissioners / auditors / inspectors etc.	✓		A/I
Experience of reporting to governing bodies, in particular by developing reports and presenting information in meetings.	✓		A/I
Experience of working with Data Protection Law (DPA and GDPR) requirements specifically in relation to security of data and systems.	✓		A/I
Experience of delivering transformational change, via effective IT solutions, in both learning and business support environments.	✓		I/P
Demonstrable experience of successful project management from inception and scoping through to implementation.	✓		I
Knowledge and Skills	Essential	Desirable	How is this assessed?
A good knowledge of FE and/or WBL funding rules and allocation methodologies, with experience of applying these to manage risks and proactively forward plan.	✓		I
A detailed knowledge of educational software packages, innovative learning technologies and artificial intelligence, with an ability to engage and motivate academic and business	✓		I

support teams to apply new ideas and use new technologies.			
An understanding of the challenges of working with employers, adults (including unemployed adults) and solutions to overcome barriers.	✓		I
An ability to identify where process improvements can be made in order to improve efficiency (technological solutions or otherwise).	✓		I/P
An ability to work with senior colleagues to identify new ideas and concepts to continuously improve the learner experience.	✓		I/P
Ability to motivate, train and manage others to produce successful outcomes.	✓		I
Ability to influence and motivate others and to provide visionary leadership, as a key requirement of the College Executive.	✓		I
An excellent communicator at all levels including strong presentation skills.	✓		I/P
Ability to analyse data, recognise issues and develop strategies as appropriate.	✓		I
Excellent organisational, planning and project management skills, understanding and mitigating risk.	✓		I
An understanding of Safeguarding in a College setting and a commitment to creating a safe learning environment.	✓		I
An understanding of Equality and Diversity and its application within a College setting.	✓		I
Special Requirements	Essential	Desirable	How is this assessed?
Ability to travel to other college locations as required.	✓		I
Willingness to work occasional evenings as part of the College "Duty Manager" rota.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working as part of a forward-thinking team and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving with a strong commitment to own personal and professional development.	✓		A/I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test