

**Job Title:** Vice Principal – Curriculum  
**Responsible to:** Principal/CEO  
**Salary:** Attractive salary and benefits package  
**Responsible for:** Curriculum and Quality, 16-18 provision and Higher Education

## **This is a designated Senior Post**

### **Purpose of the Role**

The postholder will be expected to:

- Have overall responsibility for the strategic planning and management of operations for curriculum 16 – 18 provision and HE and related services.
- To lead the changes necessary to raise the success and progression of learners
- Respond to the local and national drivers to ensure learner numbers and contracts are achieved;
- To lead the changes necessary to meet the College strategic priorities of:
  1. Quality
  2. Place & Productivity
  3. Investment for the Future

### **Key areas of responsibility:**

- Lead on the development of the Curriculum across the College in line with the College strategic priorities and local and regional Greater Manchester employment agenda.
- To oversee curriculum delivery across the College ensuring a high quality experience for all learners
- Organisational lead on curriculum delivery and development, working with local and regional stakeholders
- Lead on curriculum planning to ensure employer and business needs are met
- Lead on the planning and delivery of the HE agenda/

### **Duties**

1. To be responsible, with the Principal, the Executive Team and College Management Team for the production of the College's strategic plan and monitoring arrangements.
2. To lead continuous improvement, the development of quality systems working with managers to ensure the strategy is effectively implemented and embedded.
3. To champion the delivery of excellent teaching and learning especially in the development of new technologies.
4. Lead on the development and implementation of T-Levels.
5. To lead on the planning, preparation and response to inspections, including acting as nominee for ofsted inspection and lead on planning for other statutory inspection and monitoring for Audit and other agencies.
6. To meet college and curriculum performance indicators in all areas of responsibility and to set appropriate performance indicators for line managed staff.

7. To develop and implement all College strategies for curriculum development across 16-18 and HE provision.
8. To take the lead in developing the curriculum for our markets and matching these with the resources to achieve contracts.
9. To ensure that the relevant college learner services are comprehensive, inclusive and of excellent quality.
10. To manage change in a way that supports staff and learners to achieve.
11. To effectively line manage the relevant areas and participate in people management activities across the College.
12. To establish and develop contacts outside the College, attend meetings as a representative of the College and build appropriate networks.
13. To deputise for the Principal, when necessary.
14. To follow strictly the requirements of the College policies and in particular the Equality and Diversity Policy and Health and Safety Policy.
15. To ensure effective working relationships with Corporation Board Members and the Clerk to the Corporation including preparing for and attending meetings.
16. To maintain confidentiality in all aspects of College business.

### **Corporate Responsibilities**

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.
3. To participate fully in corporate decision making.
4. To ensure performance management is driven across the College.

### **General Responsibilities**

1. To take responsibility for ones own continuous and professional development.
2. To advise on staff development needs and priorities relative to the College Strategic Plans;
3. To take responsibility for specified projects.

### **Qualifications**

- Educated to degree level or equivalent

### **Experience and Knowledge**

- Significant experience as a Senior College manager within the FE Sector.
- Success in leading, managing and implementing change, which has positively influenced operational effectiveness and outcomes.
- Proven experience of providing clear corporate vision to ensure key targets and goals are achieved.
- Clear understanding of national issues facing education and specifically FE.
- Proven track record of successfully working with a range of stakeholders including local employers, funding bodies, local authorities and academic organisations to work to enhance the reputation of the College.
- Highly developed problem solving abilities and sound judgement to support the College in responding effectively to challenges across the sector.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may be reasonably required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed.

January 2022