

Job Description

Vice Principal Curriculum & Standards *(with cross-group responsibility for Adult provision- AEB)*

The Role and Accountabilities

The Vice Principal is a member of the College Management Team (CMT) reporting directly to the College Principal. The role is to lead the strategic development and quality improvement of the curriculum in line with College and South Thames Colleges Group (STCG) objectives. The role is accountable for high quality and consistent experience for all FE students that lead to strong outcomes. This will be achieved by relentless attention to detail around identifying strengths, areas for improvement and compliance. The Vice Principal will supervise, support, set targets and appraise the Heads of School as a part of this work. Where necessary the Vice Principal will target support and intervention for under-performing areas, this is a key aspect of the post initially.

With the new Ofsted EIF placing curriculum at its heart, this is wide ranging role covering student outcomes, quality improvement, student engagement and destinations. In discharging this role, the Vice Principal will also be a member of the Group Leadership Team (GLT). All Vice Principals within the Group take on a group-wide role, and for this appointment initially the role is to lead on Adult provision. Cross-group improvement is co-ordinated through 'Matrix Groups' which comprise staff from across the colleges, with a Vice Principal Chairing.

The Vice Principal will supervise and support the work of the Heads of School and the Head of Curriculum Administration and Exams. In conjunction with other senior leaders, the Vice Principal will take a lead role in ensuring the College is well informed about developments in the further education and employment sector that have a direct bearing on our own study programme and adult learning programmes. A key accountability therefore, is in ensuring that the College's current and future FE curriculum fulfils Government strategy and meets the needs of the local and regional economic environment.

The VPs role is to ensure the FE curricula we offer at Wandsworth and Tooting campuses (part of South Thames College) lead to meaningful student destinations in employment or further study.

The key medium and long-term priorities are:

- Driving quality improvement across South Thames College
- Apprenticeships (STC)
- Development and implementation of the Adult provision group strategy
- Development and implementation of all 16 - 18 and 19+ curriculum (STC)
- Lead on data management and compliance (STC)
- Employability & work experience (STC)
- English & Mathematics (STC)
- Personal development, Behaviour and Attendance (STC)
- Teaching, learning and assessment (STC)
- Value Added (STC)

Main Purposes and Responsibilities

Reports to and deputises for: College Principal

Direct reports: Heads of School and Head of Adult Provision (Group)

General Duties of the Post and Accountabilities:

- Leading staff in developing appropriate culture, behaviour and values.
- Driving a culture of constant improvement in the consistency of experience and outcomes for students.
- Lead in the setting, monitoring and achievement of key performance targets around student recruitment, learning behaviour (conduct and discipline), attainment and progress (value added).
- Performance manage Heads of School through supervision, support, target-setting and appraisal

- Assure the quality of teaching, learning and assessment through a cycle of data-based performance monitoring including in-year attendance, attainment, progress, value added and student voice.
- Lead the curriculum input to the headline annual operating plan for the College and the subordinate plans that feed into it.
- Drive forward with vigour the employability, work experience and careers-related curriculum.
- Ensure that study programmes deliver more personalised learning pathways for students that enable students completing them to progress to a positive destination.
- Lead on the planning process at College level ensuring programmes are delivered cost-effectively.
- Conceive, initiate and implement curriculum-focused projects to further improve the attainment and progress of students.
- Anticipate the risk, challenges and opportunities for the College's curriculum.
- Be open, transparent in all forms of communication to ensure clarity in message and intent across the College – leading a communication plan.
- Membership of CMT, and a visible presence around the sites of South Thames College. The Vice Principal will deputise for the College Principal where required.
- Any other duties reasonably expected by the Principal or College Principal or their representatives.

As a list of general duties, the above is not exhaustive. The work of the College as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

This Job Description / Specification is subject to periodic review.

Salary scale: Competitive Salary

Closing date: 10th October

Person Specification

Vice Principal Curriculum & Standards *(with cross-group responsibility for Adult provision- AEB)*

Person Specification, qualifications and experience.

	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS		
Hold a degree or appropriate professional qualifications.	✓	
Hold a teaching qualification and be recognised as a good or better practitioner.		✓
Have, or be willing to work towards, a management qualification.		✓
KNOWLEDGE		
Have a thorough understanding of quality assurance and improvement processes, in particular, how to improve learning and teaching to meet the needs of all learners.	✓	
Demonstrate significant knowledge of the curriculum offered within the college and have a firm grasp of current and impending changes to both FE and HE and employer delivery.	✓	
Have substantial knowledge and experience of design and delivery of a responsive curriculum that meets the needs of a diverse client group.	✓	
Have a detailed knowledge of funding mechanisms and the proven ability to plan and meet College budgetary, enrolment and income targets.	✓	
RELEVANT EXPERIENCE		
Have a proven record in the management of change, including the rapid improvement of underperforming areas.	✓	
The proven ability to work effectively as a senior team member College-wide, as well as, lead a significant staff team.	✓	
Have significant and successful experience of learning and teaching in Further Education, in particular proven success in securing strong outcomes for students	✓	
Evidence of successfully working with partners, including employers and HEIs, to develop the College Curriculum and meet income targets.	✓	
Have proven success in planning, implementing and monitoring professional development needs of both individuals and teams to improve the learner experience.	✓	
Demonstrate competence in the efficient management of finances, curriculum and resources.	✓	

SKILLS & PERSONAL QUALITIES		
Have a demonstrably robust and effective approach to changing culture and driving quality improvement	✓	
Have good attention to detail, a creative approach to problem solving and the willingness to be innovative when improving the learner experience.	✓	
Have a proven commitment to equality and diversity, safeguarding, personalised learning and the provision of educational excellence.	✓	
The ability to work under pressure, be organised and meet deadlines both internal and external.	✓	
Have excellent IT skills and the ability to manipulate and analyse complex data/information using Microsoft Excel	✓	
Be committed to personal improvement through recent and relevant professional development.	✓	