



## VICE PRINCIPAL: CURRICULUM & PERFORMANCE

Ref: PRN004-531

KING  
GEORGE V  
COLLEGE

### The Appointment:

The post holder will be responsible for the overall dynamic strategic leadership and management of the College's curriculum offer including 16-19 Study Programmes, Adult FE, High Needs, Higher Education and the Apprenticeship provision. In addition, the post requires the continued inspirational strategic development of the College's teaching, learning, assessment and support strategies, including learning and pastoral support across the College. As a senior post holder and Vice Principal, the post holder will play a pivotal role in ensuring an outstanding learner experience and high quality outcomes for every individual, with the aim of securing the recognition of an 'Outstanding' status for the quality of education at the College.

### The Appointment:

As a member of the Senior Leadership Team (SLT) the post holder will manage key responsibilities that ensure strategic development and inspirational leadership of Southport College, with a particular focus on strategic curriculum leadership, quality improvement, teaching and learning, excellent outcomes and staff development.

As a member of the Senior Leadership Team, the post holder will proactively identify opportunities to continuously improve all aspects of College operations and will work in partnership with other College managers to achieve this aim. This is a Senior Post Holder position.

### Responsible to:

The postholder will be responsible to the Corporation as a Senior Postholder and be line managed by the Principal CEO.

### Responsible for:

The post holder will be responsible for the management of:

- Assistant Principal: Teaching, Learning & Quality
- Assistant Principal: Student Experience & Welfare
- Director of Curriculum (KGV Sixth Form Studies)
- Director of Curriculum (Vocational, Technical & Professional Studies at Southport College)

Line management responsibilities may change over time subject to the skills and experience of the postholder.

## The Post:

### 1. **Corporate responsibilities**

- 1.1 To strive to achieve Ofsted 'outstanding' in recognition of the standards of work with learners.
- 1.2 Deputise for the Principal CEO.
- 1.3 To be an active and supportive member of Senior Leadership Team (SLT).
- 1.4 To undertake executive decisions in the absence of the Principal CEO.
- 1.5 To act as the College nominee in inspection activity.
- 1.6 To work co-operatively with managers and staff across the college establishing sound working relationships and consulting widely on change.
- 1.7 To contribute actively to the development of the College's Strategic Plan, overseeing the annual action plan and reporting on progress.
- 1.8 To actively support the College's objectives to achieve 'Outstanding' at the next full inspection.
- 1.9 To provide strategic leadership to designated operational functions and ensure continuous improvement in effectiveness and efficiency.
- 1.10 To promote and support the development of equal opportunities for all.
- 1.11 To ensure close working with the Assistant Principal leading on marketing, recruitment and schools liaison activity to secure growth in the learner numbers.
- 1.12 To undertake external liaison, representing the College at regional and local partnerships, and to other external organisations.
- 1.13 To provide direct support to the Corporation in the performance of its responsibilities, ensuring strong relationships and provision of corporate data to support outstanding governance.

### 2. **Main duties**

- 2.1 To lead on the production of the annual costed curriculum plan in line with the Mission of the College, the needs of employers, the local community and the relevant priorities identified by its stakeholders.
- 2.2 To ensure that quality assurance arrangements are effective and enable the College to work to clear targets and high standards to provide the best possible experience and outcomes for students, working in collaboration with the Assistant Principal Teaching, Learning & Quality.
- 2.3 To oversee the continued development and implementation of a teaching and learning strategy that underpins the development and sharing of excellent

practice, encourages best use of new technologies to support learning and identifies and challenges underperformance.

- 2.4 To oversee the continued development and implementation of the use blended learning as appropriate.
- 2.5 To lead the further development and effective implementation of the College's Quality Improvement Strategy.
- 2.6 To ensure that the College is at the forefront of changes to the curriculum including the further development study programmes, the expansion of apprenticeship standards and the introduction of 'T' levels.
- 2.7 To lead on curriculum developments and opportunities through close working with the Liverpool City Region and the devolved administration, including 'Test & Learn' and opportunities arising from the mayoral authority.
- 2.8 To ensure that the delivery of the curriculum is high quality, efficient and cost effective. This includes all 16-19 Study Programmes, Adult Education Programmes, High Needs, Higher Education and Apprenticeships.
- 2.9 To ensure that the College has an appropriate Business Development strategy and implementation plan, and that this is reviewed annually, working in collaboration with the Assistant Principal MIS & Apprenticeships.
- 2.10 To ensure that the College has an appropriate HE strategy and implementation plan, and that this is reviewed annually.
- 2.11 To develop and encourage the learner voice and maintain a student-focussed culture in all aspects of the College's operations.
- 2.12 To oversee all arrangements for external inspections and validations and accreditations of College activities.
- 2.13 To lead on the development of the Equal Opportunities Policy and Code of Practice.
- 2.14 To ensure excellent staff development, including management development opportunities.

### **3. Other duties**

- 3.1 To provide inspirational leadership, support, motivation and development to the staff within the post's remit
- 3.2 To oversee performance management and staff development for the staff within the post's remit
- 3.3 To be a consistent ambassador for the college, its staff and students in all circumstances
- 3.4 To carry out duties in compliance with the Corporation's Equal Opportunities Policy

- 3.5 To comply with Health and Safety regulations
- 3.6 To assist at Open Evenings, Interview Evenings and Enrolment.
- 3.7 To promote effective Risk Management (including Health & Safety), using College policies and procedures, within the department.
- 3.8 To participate in on-going personal education and training activities.
- 3.9 To role model behaviours and standards expected of a senior leader in an excellent FE College in line with the values driven culture.
- 3.10 To maintain a culture of Safeguarding in the college
- 3.11 To complete any reasonable task at the request of the Principal.

The scope of this post reflects the needs of the College at the present time; it is not exhaustive. The postholder will therefore be expected to work flexibly and to undertake other duties as may, from time to time be reasonably allocated by the line manager. The post will be subject to continuous review as the needs and requirements of the College change over time. Evening and weekend work may be required on occasions.

#### **The Person:**

Please note that shortlisting criteria will relate to the specifications outlined below. The selection panel will identify interview candidates through judgements made in relation to the level of skills and experience demonstrated in the application procedure commensurate with the level of expertise and responsibility required by the post.

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications:</b>		
Possession of Degree or equivalent	E	A
Possession of a recognised Teaching Qualification	E	A
Possession of a Management Qualification	D	A
<b>Experience:</b>		
At least 5 years teaching experience	E	A
A thorough understanding of the current FE and HE funding methodologies and its impact on the College's course provision	E	A
Significant experience of senior management in a post 16 education setting	E	A
An excellent understanding of current issues around the quality of teaching and learning	E	A
A sound understanding of the current and future issues which will impact upon Further Education Corporations	E	A/I
Awareness of externally accredited standards of excellence	E	A/I
Acting as the college nominee in inspection activities	D	A/I
Experience of Ofsted Inspection activity	E	A/I

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Proven successful experience of implementing significant curriculum development	E	A/I
Proven successful experience of developing 16-19, Adult and employer facing provision (including apprenticeships)	E	A/I
Management experience in one or more of the post's areas of operational responsibility	E	A/I
Proven successful experience of managing organisational change	E	A/I
Direct experience of implementing significant quality improvement and using self-assessment tools	E	A/I
Proven ability to improve student outcomes	E	A/I
Experience of Safeguarding in FE	E	A/AS
<b>Interpersonal Skills and Abilities:</b>		
Energy and ambition to drive forward innovation and change to improve retention and achievement	E	I
Ability to lead others through inspirational leadership which commands respect and provides an environment where others will feel motivated	E	I
Maintain a strong sense of purpose and the desire to achieve goals	E	I
Possession of excellent communication skills (written and oral) including the ability to negotiate effectively and present to a wide range of audiences	E	A/I
Ability to develop positive working relationships with individuals at all levels (internal and external) and to actively promote the College at every opportunity.	E	A/I
Ability to understand and contribute to the College's Mission and strategy and confidently contribute to the effective operation of the Senior Leadership Team	E	A/I
Capacity to work under significant pressures, maintaining effective prioritisation and organisational skills	E	I
Ability to work effectively through teams and possess a sensitive understanding of the role of colleagues	E	I
Ability to manage staff and physical resources	E	A/I
Ability to delegate effectively and manage the performance of others in accordance with established management practices	E	A/I
Ability to maximise people's potential to raise standards	E	I
Ability to interpret, evaluate and communicate complex information accurately	E	I
Ability to use IT as a management tool	E	A/AS
Ability to plan strategically	E	A/I
Ability to make sound, well-considered evidence-based decisions and judgements	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I
Willingness to train as an Ofsted Inspector	D	A

Method of Assessment: A – Application, I – Interview, AS – Assessment

### **Summary of the Terms and Conditions of Employment:**

**Salary:** up to £74,000 per annum

The post is offered under a Senior Postholder's contract of employment, which stipulates a minimum working week of 37 hours. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

As a Senior Postholder, the Deputy Principal's remuneration and conditions of service are determined by the Corporation and reviewed annually.

Please note, all College Managers are expected to act as Evening Duty Principal as required.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 35 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 3 days.

The postholder will be eligible to contribute automatically to the Teachers Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be required in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk).

### **Timetable for Appointment**

Deadline for receipt of applications: **Friday 7<sup>th</sup> October 2022 (9am)**  
Interviews will be held: Monday 17<sup>th</sup> & Tuesday 18<sup>th</sup> October 2022

### **Application Procedure**

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to **personnel@southport.ac.uk**.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.