

Job Description

Job Title:	Vice Principal - Curriculum and Quality
Department:	College Leadership Team – Executive Team
Reports to:	Principal/CEO
Responsible for:	Currently: Assistant Principal – HE and Adults; Director of Resourcing and Performance; Director of Technical Education and Apprenticeships, Director of Academic Programmes and Individual Achievement, Director of Land-Based Industries, Head of Projects
Grade:	£85,000
Staff Group:	Senior Post Holder
Job Purpose:	To provide strong effective leadership in delivering the College's curriculum offer to the highest quality standards and in line with the Strategic Framework and Ways of Working

Main Tasks and Responsibilities	
1.	To be accountable to the Principal for the strong effective leadership of the College's curriculum offer in line with the Strategic Framework and Ways of Working and to support delivery of the College's Strategic Aims and Success Indicators
2.	As a member of the College Leadership Team, to contribute to the development of College strategy and policy, including through working with governors, and to translate them into appropriate actions
3.	To develop and maintain the highest standards of teaching, learning and assessment to deliver an outstanding student and apprentice experience leading to successful outcomes and positive progression
4.	To ensure continuous course development across all provision types, keeping the offer relevant to students', employers' and community needs, and to meet recruitment targets
5.	To work with the College Leadership Team to ensure the College meets statutory body performance, regulatory and funding targets
6.	To prepare financial estimates, as part of the annual cycle of budget setting and to be responsible for meeting budgetary targets in line with agreed performance indicators
7.	To manage staff using the full range of HR strategies, ensuring high standards of performance and professional conduct, in order to maximise student and apprentice success and the efficiency of the staffing resource
8.	To communicate effectively with staff at all levels formally and informally at all times
9.	To develop and promote constructive relations with employers and other external stakeholders to drive curriculum developments and/or secure project funding that benefits the students and the communities the College serves
10.	To lead on the production of a self-assessment / self-evaluation documents for the College, producing quality improvement action plans as required and to ensure that they are implemented
11.	To participate in any inspections undertaken by external organisations and to lead as required
12.	To ensure that the College actively promotes equality of opportunity and prepares students to live and work in a diverse society
General Responsibilities	
1	To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures: <ul style="list-style-type: none"> • Equal Opportunities • Health, Safety & Welfare • Child Protection

	<ul style="list-style-type: none"> • Data Protection • Risk Management
2	To undertake any other similar duties of this level as required by the Principal/CEO.
Our Ways of Working at City College Norwich	
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Creative and Positive	Provide creative and positive solutions and seek new ways to improve the working and learning environment.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.
Exemplary and Tenacious	Lead by example. Set exacting standards for continuous improvement (including, for example, industrial updating) via professional conduct to ensure continued student success.
Aspirational and Entrepreneurial	Contribute to the improvement of student experience and outcomes. Actively identify relevant sources of self-development and opportunities to share expertise and knowledge with colleagues.

Person Specification

Job Title	Vice Principal - Curriculum and Quality	Location	Based at Ipswich Road or Easton College campus
Department	College Leadership Team - Executive Team	Grade	Senior Post Holder
Reports to	Principal/CEO	Post Reference	RCCN

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	
1. A relevant first degree and/or professional qualification	A
2. A teaching qualification at level 4 or above, e.g., PGCE	A
3. Evidence of continued professional development	A
Experience	
1. Evidence of effective leadership and management of a relevant and substantial curriculum area	A I
2. Successful experience of managing curriculum development and change.	A I
3. Experience of successful budget planning, setting and management of income and expenditure	A I
4. Experience of managing quality systems and processes which has led to increased student success	A I
5. Experience of successfully managing the performance of teaching staff, through heads of curriculum, in a way which improved learner outcomes	A I
6. Experience of managing provision across a variety of provision types, ensuring curriculum coherence and impact on students, employers and communities	A I
Skills, Knowledge and Level of Competency	
1. Aspirational and inspirational as a leader with the ability to influence and lead by example	A I
2. Adaptive and flexible approach	I
3. High achieving, with high expectations of self and others	I
4. Ambitious and innovative with the ability to challenge, solve problems and introduce new ways of working	A I
5. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College	I
6. Highly developed communication, negotiation, external liaison and networking skills	A T
7. Ability to analyse and interpret management information and understand complex data issues	A I T
Personal Qualities	
1. A collaborative worker with an adaptable and flexible approach to work	I
2. Creative, imaginative and entrepreneurial thinker	A I T
3. Persistent and resilient approach to work	I
4. Committed to student success and supporting students to fulfil their potential	A I
5. Continuously improving and commitment to own personal and professional development	AI

Prepared by:	Principal/CEO	Date	June 2022
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