

DEPUTY PRINCIPAL

Curriculum, Quality and Innovation

Job Description

DEPUTY PRINCIPAL CURRICULUM, QUALITY AND INNOVATION

Salary:

£75,000

Responsible for:

- / Faculty and Centre Directors
- / Director of Student Experience
- / Head of Teaching, Learning and Quality
- / Head of English and Maths

Main duties:

- / To lead all aspects of the curriculum intent, implementation and impact for Fareham College.
- / To develop the curriculum strategy in line with the strategic plan and external influences that effect change.
- / To lead all aspects of students services and quality.
- / To act as lead for all inspection and quality audit activities.
- / To provide strategic leadership of Fareham College as a member of the college senior leadership team.



MAIN FUNCTIONAL DUTIES AND RESPONSIBILITIES:

- / Lead Fareham College's curriculum and quality, maintaining Ofsted Outstanding KPI's. Be the overall lead i.e. (Ofsted Nominee) for all Inspections and Academic Partner Institutions/Awarding Bodies; and ensure the College is compliant with Inspector/ External scrutiny regimes; from inception to end reporting points e.g. Senior Leadership Team / Corporation Board.
- / Provide effective leadership and stewardship for all academic quality and standards, College-wide. This includes preparation for all Ofsted inspection activities, Higher Education Reviews; production of the Self-Assessment Report (SAR) and continual review of the Quality Improvement Plan (QIP).
- / Ensure all sector developments/government education and training policies are reflected as appropriate in the College curriculum offer.
- / Lead the Faculty and Centre strategic plans to ensure the curriculum offer, resources and delivery is innovative, efficient and fully informed by labour market information;
- / Provide effective and inspirational leadership, acting with purpose and integrity at all times; and ensuring the academic/skills profile of staff fully meets the current and planned needs of the College.
- / Ensure the Student Experience in its entirety, is in keeping with externally benchmarked sector leading best practice.
- / In conjunction with the Deputy Principal – Finance and Resources, ensure appropriate resources are in place to meet the needs of a current, responsive and sustainable curriculum.
- / Ensure the development; implementation and impact evaluation of all relevant Policies, Strategies and Plans to effectively address all those work streams which fall within their Portfolio E.g. Curriculum and Quality; Teaching and Learning; Student Services etc.
- / Provide effective management, leadership and development to all reporting staff through a fully comprehensive suite of performance objectives, via the College Appraisal Scheme.
- / Ensure Faculty and Centre Directors and other staff access and use the systems in place to measure and monitor the performance of all aspects and dimensions of the College Curriculum Offer, e.g.:
 - / Student Progression;
 - / Student Achievement;
 - / Student Retention/Attrition;
 - / Staff Utilisation;
 - / Staff Profiles/Qualifications, etc.
- / Set annual and longer term targets with the Faculty and Centre Directors for student enrolment, attendance, retention, achievement, success, and progression
- / Deputise for the Principal and Chief Executive at external events and represent the College to maintain and develop effective links with the business community and employers, schools, local authorities, the local community, external academic and professional bodies, the media, professional bodies and the appropriate government departments and agencies.
- / Fulfil Senior Leadership responsibilities in respect of dismissal, hearings, appeals and grievance appeals.
- / Provide strategic leadership for the College's Additional Learning Support and Student Support teams, including safeguarding, student voice, tutorial and guidance, 14-16 provision, and the transition to college offer.
- / Act as the lead Senior Leadership Team member for Teaching, Standards, Curriculum and Quality Committee and provide authoritative advice and guidance on curriculum, quality and standards to the Corporation Board and TSCQ Committee.
- / Work with the Deputy Principal – Finance and Resources to further develop and deliver an enhanced and effective blended learning environment which promotes effective learning and teaching.

- / Be accountable for the safeguarding and welfare of children and vulnerable adults amongst staff and students across the College. Provide leadership to the Designated Safeguarding Lead for Fareham College and ensure a suitable structure for safeguarding is in place at all times so as to prioritise safety and welfare of all students.
 - / Play a full role in the Business Planning and Strategic Planning cycles in line with the Strategic direction of the College.
 - / In conjunction with the Teaching, Learning and Quality team and the HR department, ensure appropriate staff development and scholarly activity is available and provided for curriculum all staff across the College in support of the College's Strategic direction and the College's commitment to continuous professional development of its staff.
 - / Be an outstanding ambassador for the College, building and sustaining effective relationships with a range of stakeholders, including our community and other partnership organisations, and, where appropriate, achieving regional and national recognition for the College's achievements.
 - / Ensure, within the areas of responsibility, that line managers operate within budget, achieve targets and achieve on-going improvements and efficiencies in overall performance.
 - / Engage with a range of key external stakeholders and partners, so as to position Fareham College at the forefront of regional and national developments, in education, training and skills.
 - / Support the work of the College's Governing Body by attending and participating at Corporation committees and providing appropriate and accurate reports including advising on strategy and policy development.
 - / Participate and contribute to College Committees including TSCQ, SLT, CLT, HEBoS, QSM and Safeguarding Committee.
 - / Provide positive and people responsive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the College and the achievement and maintenance of high standards and performance, College-wide.
 - / Ensure close cooperation with other SLT colleagues over the College budget, staffing, resources and development, ensuring effective and efficient deployment.
 - / Ensure all Health and Safety requirements are met by positively contributing to a safe learning and working environment ensuring compliance with Health and Safety and Safeguarding Policy and Procedure.
 - / Maintain up-to-date knowledge of the sector developments relevant to the remit of the role/ position, act in accordance with best practice and provide professional advice, based upon same.
 - / Develop and maintain policies and practices which ensure Equal Opportunities, challenge discrimination and promote achievement and inclusion across the College.
 - / Work with the Senior Leadership Team and the Board to identify, evaluate, manage and control risk to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College
- GENERAL:**
- / To undertake an appropriate programme of personal professional development.
 - / To support actively all College policies ensuring adherence to the College Health and Safety and Equal Opportunities codes.
 - / To undertake any other such duties commensurate with the grade of the post as required or determined by the Principal and Chief Executive.
- This list of duties is not exhaustive but outlines the main features of the post at the date shown below and may vary as the job evolves without affecting the nature of the duties or the responsibility level. In consultation with the post holder, it is liable to variation.**

BUDGET RESPONSIBILITY

The post holder is responsible for monitoring all College staffing and training budgets as detailed in this specification as well as the specific budgets for the HR Department.

APPRAISAL AND OBJECTIVES

The post holder will be subject to regular work reviews and will be required to undertake work reviews with relevant staff.

SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Fareham College is

committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College's policies which safeguard and promote the welfare of children, and adhere to their guidelines.

CONDITIONS OF SERVICE

The Conditions of Service, which apply to this Post and other detailed information, is available from the Human Resources Department.

This job description is not exhaustive but outlines the main features of the post. It may vary as the post evolves without affecting the nature of the duties and the responsibility level. In consultation with you, it is liable to variation.



QUALIFICATIONS:

CRITERIA	ESSENTIAL/DESIRABLE	HOW ASSESSED
Qualified to degree level with evidence of continuous professional development.	Essential	Application Form & Certificates
Teaching qualification	Essential	Application Form & Certificates
Education to Master's degree level	Desirable	Application Form & Certificates
Higher degree or management qualification	Desirable	Application Form & Certificates

EXPERIENCE & KNOWLEDGE:

CRITERIA	ESSENTIAL/DESIRABLE	HOW ASSESSED
Held previous position of seniority, able to establish credibility and build cross college accountability	Essential	Application Form & Interview
Able to problem solve and demonstrate both operational and strategic skills.	Essential	Application Form & Interview
Experience of acting as a role model and leading teams.	Essential	Application Form & Interview
Comfortable in developing team members and empowering staff.	Essential	Application Form & Interview
Demonstrates commercial acumen – partners with the business to deliver commercially focused strategies and has a good overall understanding of company finances and uses this to develop policies.	Essential	Application Form & Interview
Excellent curriculum knowledge with experience of leading a breadth of curriculum areas.	Essential	Application Form & Interview
Experience of inspection and leading teams through inspection.	Essential	Application Form & Interview
Evidence of having a passion for working with people and working beyond the con-fines of the job description.	Essential	Application Form & Interview

Experience of successfully managing structural and/or cultural change.	Essential	Application Form & Interview
Outstanding communication skills –to influence team, senior leaders and board members.	Essential	Application Form & Interview
Proven organisation skills and ability to prioritise.	Essential	Application Form & Interview

SKILLS & COMPETENCIES:

CRITERIA	ESSENTIAL/DESIRABLE	HOW ASSESSED
Excellent interpersonal, communication, report writing and presentation skills.	Essential	Application Form & Interview
Integrity and a commitment to good governance.	Essential	Application Form & Interview
Ability to interpret, evaluate and communicate complex information accurately.	Essential	Application Form & Interview
The ability to represent the College both as a Chairperson and as a participant in meeting, to be an ambassador for the College on such occasions.	Essential	Application Form & Interview

PERSONAL QUALITIES:

CRITERIA	ESSENTIAL/DESIRABLE	HOW ASSESSED
Excellent leadership skills. Commitment to excellence and high standards. Resilience and emotional intelligence.	Essential	Application Form & Interview
A commitment to continuing personal professional development.	Essential	Application Form & Interview

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