



West  
London  
College

wlc.ac.uk

# Chair of the Corporation



Candidate Information Pack

March 2025

[www.fea.co.uk/job/wlc-chair](http://www.fea.co.uk/job/wlc-chair)



# Welcome

Dear colleague,

## Chair of the Corporation

Thank you for your interest in the role of Chair of the Corporation at Ealing, Hammersmith and West London College. The Corporation is the governing body of our College, which operates from three locations: Southall Community College, Ealing Green College and Hammersmith & Fulham College. We have deep roots in the diverse communities that we serve and provide life-changing opportunities to learners and apprentices alike.

Having recently agreed an ambitious new strategic plan around a mission of ‘Aiming High, Changing Lives’, our new Chair will play a vital role in realising our vision of being a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society. The College has many strengths and firm foundations on which we can build an even better College through an engaging curriculum offer which fully meets the skills, employment and economic needs of West London and beyond.

Some of our recent milestones include three successive years of ‘Good’ financial health, a very positive monitoring visit from Ofsted in February 2024 and an external governance review which found that our governing body was “well-organised, committed, positive, challenging and ambitious” with a supportive and enquiring governing culture. The role of Chair is key to ensuring that culture continues to develop in line with the needs of the College.

Our Board includes governors from a wide range of backgrounds, some of which are commercially focused and others from educational backgrounds. Chairs of further education governing bodies play an important role in leading the Board. They work in partnership with the Chief Executive Officer/Principal (a role which is often combined) and the governance professional to shape the work of the Board and ensure that it fulfils its obligations under our governing documents, guidance from our funding bodies and the law.



Further education colleges are ‘exempt charities’ operating within the public sector. Our principal regulator is the Department for Education, and we have close links to the Greater London Authority, the London Boroughs of Ealing and Hammersmith & Fulham and local employers. You will contribute to the maintenance and strengthening of these crucial partnerships. In order to do this, our Chair will need to demonstrate a strong appreciation of regulatory systems in a challenging external environment.

As Chair, you will be able to inspire and motivate governors to work together to accomplish the College’s ambitious strategic objectives as set out in our strategic plan. You will need to bring perspective to Board discussion and share our focus on the needs of our learners and communities. We are fortunate to have a strong governing body and as Chair you can help encourage them to bring their experience and ideas to bear in the interests of the College. From a technical perspective, you will need to be highly effective in a non-executive leadership role across both frontline delivery and financial functions.

If you decide to apply, we hope that you will share our passion for the transformative role that colleges can play in so many people’s lives. You may have gained experience in a different sector and be keen to transfer your skills to further education.

We have appointed FE Associates to assist us in our search for our new Chair. If you are considering making an application, we ask that you arrange an initial conversation with Amanda Hart to discuss the role in greater detail.

Yours faithfully

**Karen Redhead OBE**  
**Chief Executive and Principal**





## OUR MISSION

# AIMING HIGH, CHANGING LIVES

## OUR VISION

To be a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society

## OUR VALUES

### AMBITION

We will challenge ourselves and others to always aim high, enabling our learners, staff and partners to achieve high expectations and ambitious goals.

### ACCOUNTABILITY

We will all take personal responsibility for driving success, overcoming barriers and finding solutions.

### COLLABORATION

We will work in impactful teams and partnerships, both internally and externally, to respond to the opportunities and challenges we face.

### INCLUSION

We will be welcoming, supportive and our commitment to equity, diversity and inclusion will underpin everything we do.

### INNOVATION

We will be innovative in our thinking and will invest in new technologies and practices helping our learners and staff to excel.



# The Role of the Chair

**Job title:** Chair of the Corporation

**Salary:** Voluntary and unremunerated

## Role purpose

The Chair plays a critical role in the life of a College and is responsible for providing the Board with leadership and direction, setting high expectations and ensuring that governors work well together. They take a leading hand in the recruitment of senior College staff, work closely with the CEO/Principal and lead the process of performance management of governors and senior staff. The Chair also has a vital role in representing the Board internally to staff and students and the College externally to funding bodies, membership groups and at events. The Chair is supported in these roles by the Vice Chair and Chairs of Committees.

Taking into account preparing for and attending formal meetings, visiting the College and attending training and networking events, the normal commitment is expressed as being around 6-10 hours per month. The nature of the Chair's role in working closely with the CEO/Principal and Director of Governance means that the likely commitment will be towards the upper end of that range and above it at certain points in the year.





## You will be responsible for

- ensuring the effective functioning of the Board.
- setting expectations for high standards of governance.
- giving the Board leadership and direction, and keeping it focused on its core functions.
- ensuring all Board members understand what is expected of them and receive appropriate induction, training and development.
- ensuring that student governors are supported and engaged.
- conducting performance reviews of Board members and addressing any attendance or other issues which arise.
- leading the recruitment and performance management of the governance professional, the Principal and, where appropriate, other senior postholders.
- being the main conduit for communication between the Board and the Principal.
- building effective relations with the governance professional, the Principal and the senior management team.

## Championing positive Board behaviours

### Chairs should create the right conditions for board members to work together, so that they:

- feel comfortable questioning or challenging decisions.
- actively contribute skills and experience.
- participate constructively in meetings, whether face-to-face or virtual.
- feel included and valued and are motivated to remain for their full-term.



## Key Skills and Personal Attributes

The following key skills and personal attributes are drawn from the Education & Training Foundation's competency framework for governors of further education colleges, against which the College monitors governor recruitment, training and development.

### Leadership

- The ability to think strategically about the future for further education.
- A commitment to role model high standards of ethical leadership and act in accordance with the Seven Principles of Public Life.
- Understanding the needs of and engaging with the College's key stakeholders including learners, staff, employers and our communities.
- The ability to provide constructive challenge and build consensus and understanding.
- The ability and willingness to communicate effectively with a wide range of people and organisations.
- Understands and engages with further education as part of a wider educational landscape.
- Inspires and motivates governors to work together to accomplish strategic Board and College goals.

### Values/Behaviours

- Connects ideas from different sources and asks insightful questions.
- Actively promotes the inclusion of a full range of perspectives to inform decision making processes.
- Communicates with openness and honesty.
- Brings people together around a common vision in pursuit of the College's strategic priorities.
- Focused on the bigger picture and delivering results for learners.
- Guides senior leaders to take evidence-based approaches to major issues.
- Encourages governors to contribute ideas and innovations from their perspectives.



## Technical

- Understanding of the means by which the quality and performance of colleges is measured and assessed.
- Appreciation of the facilities and systems involved in operating a large FE college with varied provision.
- Understanding a college workforce and the complementary roles played by teaching and business support staff.
- Understanding of the principles, methods and tools used for risk identification, assessment and mitigation.
- An ability to interpret financial information and use it effectively to inform decision making.
- Understands and implements governance best practice in and beyond FE and ensures that external responsibilities are fulfilled.
- Uses appropriate techniques to develop and empower governors and senior postholders.

## Eligibility

In order to be eligible to serve as a governor of a further education college, you must satisfy the following conditions:

- Charities '[fit and proper persons](#)' check
- Office for Students '[fit and proper persons](#)'

You must also be willing to undergo an Enhanced check with the Disclosure and Barring Service.





# Key Dates and Submitting Your Application



**Closing date: 9am on Tuesday 29 April 2025**

**Interviews to be held: Tuesday 20 May 2025**

We have retained FE Associates to support us in finding outstanding individuals to inspire excellent practice across our organisation. The application process is outlined below.

## Initial Discussion

- Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk) to discuss the role before the closing date.

## Submitting Your Application

Once you have obtained the full information from the FEA jobs page and discussed the role with Amanda Hart, you should email your CV and a supporting statement to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time.

## Application Email Checklist

Please ensure your email includes only the 3 documents necessary for your application to be considered:

### 1. A fully completed CV which also includes:

- 2 referees - include full postal and email addresses and contact numbers. Please note that references will be sought prior to the interview process.
- Save your completed CV as a Word document with your name and the job reference i.e. Surname, First Name - CV-wlc-Chair.

### 2. A Supporting Statement which:

- does not exceed the equivalent of 2 pages of A4 and should explain how you believe your knowledge, skills and experience relate to the role and personal qualities we are looking for.
- Save this as a Word document with your name and the job reference i.e. Surname, First Name – statement-wlc-Chair.

### 3. The Equality and Diversity Monitoring Form.

- This is a Word format document. Please click inside each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – wlc-Chair-ED.