



Vice Principal

Candidate Information Pack



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Welcome

Dear colleague,

Thank you for your interest in the Vice Principal role at Carlisle College.

I am extremely proud to lead NCG, one of the country's largest college groups. We're made up of seven colleges across a national footprint, with over 2,500 colleagues supporting more than 40,000 learners towards a successful future across the country.

With a mission to enable social mobility and economic prosperity for all our learners and communities, having the right people with the experience and talent to lead our colleges and our colleagues is absolutely crucial. Finding talented leaders, helping them to develop and enabling them to drive the success of our colleges is something that I am particularly passionate about and it's something we're really focused on at NCG.

Right now, we have an exciting opportunity to join Carlisle College as a Vice Principal. This role is part of new ambitious plans to strengthen our college leadership teams, providing the support and challenge for our colleagues that will help us to achieve the ambitions we have set for ourselves in our Strategy Towards 2030.

So, what does being a leader at NCG really mean?

It means being dedicated to helping people fulfil their ambitions. It means working in an innovative way, and within a unique structure and culture that provides opportunities you may not find elsewhere.

Our national footprint is both NCG's biggest strength and challenge. Our seven colleges are focused on the specific needs of their different communities and the economies around them, but all our talented and passionate team of colleagues work together as 'One NCG', working collaboratively in some way to share expertise and support each other.



Our colleagues may work with different learners in individual colleges, but the work we do together is what helps us make a difference to people across the country. For our college principalship teams this means providing leadership at their local colleges and working as part of the broader leadership community across our Group; a network of colleagues in the same role at other colleges in our Group. This model provides opportunities to work closely with peers and a support network for those new to the role. Having an extended team of colleagues spread across the country is a fantastic resource to have - drawing on each other's different backgrounds and experiences to offer each other a real support system. That's something that can often be hard to find in smaller, standalone colleges.

It's a fantastic set-up for innovation and progress too. Our college-based leadership teams lead projects right across our Group - whether they are supporting students' mental health, developing part of our curriculum, or focusing on a community initiative. They collaborate, communicate weekly and innovate to share best practice and ensure students from all our colleges can benefit from great initiatives that start as an idea in just one of them.

Our positive culture, our ethos of 'One NCG' and the shared goals of colleagues across the Group to provide high-quality education to our learners were all highlighted in our last Ofsted report too. So, we know it makes a real difference to our learners and our outcomes.

Because it's so important, we really believe in developing talent from within. That's why we launched our own Leadership Hub, a development programme for NCG colleagues that aims to instil a supportive and inclusive culture across our Group and support our strategic objectives. I am thrilled with its success and, so far, we've had more than 500 colleagues complete the programme.

How do we know this approach works?

Well, many of the colleagues in our existing college leadership teams have progressed from elsewhere within NCG - a really great example of how a group like ours can create and provide opportunities that smaller, standalone colleges may not.



Our current Executive Principal of People and Culture, Gerard Garvey, joined the Group as Principal of Newcastle Sixth Form College in 2015 and was seconded to Lewisham College for 18 months before moving into his current role, where he focuses on developing our people and making NCG a fantastic place to work.

Carlisle College Vice Principal for Curriculum and Quality, Christian Thersby, who has been with NCG for four years has recently been promoted to the role of Principal at West Lancashire College. Whilst at NCG, Christian has been supported by the Leadership Hub which he believes has prepared him well to take this next step in his career.

“The support I have received from NCG has been outstanding in developing my leadership style and building confidence. NCG’s commitment to nurturing talent and fostering growth has equipped me with the skills and expertise to succeed and progress within the organisation. NCG is a real community that make a difference in FE.”

Joining one of our college leadership teams means being part of a local community, supporting and responding to local people, employers and stakeholders. As part of NCG, you will have the support, autonomy and accountability to meet these local needs at the same time as delivering Group strategies and priorities, and helping us to achieve the objectives of our Strategy Towards 2030.

Having worked in education for more than 20 years, I absolutely know that there are talented further education leaders with the vision and passion for excellence that would be the perfect fit for NCG. So, if we sound like something you would love to be part of, we want to hear from you!

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Interested parties are invited to arrange a first-stage conversation with our lead consultant, by emailing Amanda.Hart@fea.co.uk, ahead of the closing date and prior to submitting an application.

Liz Bromley
CEO of NCG



Job Description

Job title: Vice Principal

Reports to: Principal

Salary: Competitive

Role Purpose

This high-profile role will lead on all academic and quality matters, ensuring excellent performance in all areas of activity, with a clear focus on Student Experience and leading the College to Ofsted Outstanding. The Vice Principal will work closely with the Principal and other members of the Senior Leadership Team to provide effective leadership across the College and ensure the curriculum is relevant, that it meets the needs of employers and other stakeholders, and that it is understood across our communities. This position carries overall responsibility for the effective stewardship and enhancement of quality and is the lead point of contact for all academic partnerships, awarding bodies and inspection agencies, for example Ofsted and Quality Assurance Agency.



Key Responsibilities

Student Experience

- To ensure students have access to high-quality and consistent support and advice throughout their time at the College.
- To implement effective mechanisms for monitoring student progression and performance.
- To ensure the curriculum for young people fully meets the requirements of a Study Programme and that value for learners is maximised in line with the NCG Guarantee.
- To lead the team in ensuring that work placement and employer encounters are embedded in all programmes as appropriate and are delivered to the required high standard.
- To lead the development and delivery of outstanding access to resources within the College, including access to the VLE and Student Experience Centre.
- Through the curriculum planning process, produce realistic recruitment plans and targets for teams and ensure that recruitment and growth targets are met, whilst also identifying new growth opportunities.
- Working with the Principal and senior leadership team to maintain a learner-centred, positive culture, putting impact on learners at the heart of activity and decision making.



Curriculum

- Direct line management of Heads of Department as designated and strategic responsibility for curriculum design and development.
- To lead the curriculum and operational planning processes. Ensure the curriculum model is efficient and effective in meeting strategic aims and key priorities.
- To ensure the continuous development and improvement of the curriculum offer to meet the needs and expectations of students and other stakeholders.
- To ensure that targets for learner recruitment are achieved and secure growth in student numbers over time.
- To plan and manage the College's curriculum which has a focus on the achievement of qualifications and students' progression alongside the development of students' personal qualities. Keeping a focus on labour market intelligence to meet student and market requirements.

Quality

- To lead the quality assurance systems to ensure learners benefit from outstanding teaching, learning and assessment.
- To implement robust monitoring systems to ensure compliance with the key performance indicators.
- To report progress against KPIs to the leadership team regularly and implement appropriate interventions rapidly to address concerns.
- To lead in the development of the College-wide self-assessment and quality improvement plan and support managers to develop effective and robust departmental reports and plans.
- To ensure robust compilation of self-assessment reports and quality improvement plans leading to continuous improvement.
- To work effectively with the LDS and exams functions to ensure the integrity of data to support quality improvement and assurance.



College Resources

- To lead the planning and provision of high-quality College resources that support the delivery of excellent student progress.
- To ensure effective communication and working relationships between colleagues involved in curriculum delivery and support staff.
- To ensure the provision of accurate, high-quality and timely information and data on College performance to inform decision making.
- To ensure that College resources are delivered in an effective and efficient manner, with a particular focus on staff and student safety and well-being.

General

- To ensure key performance indicators for the College are met.
- To lead the development, implementation and monitoring of the curriculum, quality, and resources aspects of the College's strategic plan in order to raise standards.
- To line manage direct reports including appraisal and performance management to ensure strategic alignment and effective delivery in line with priorities and business planning targets.
- To contribute to the overall leadership and management of the College.
- To develop effective external relationships to position the College effectively for growth and investment.
- To develop effective internal relationships to build consensus and lead the College forward within the local area and as a wider part of NCG.
- To ensure compliance with NCG systems, policies and procedures, recommending changes to Group policies and developing local policies as appropriate.
- Report to the Principal on direction, progress and performance.
- To represent the College as necessary at national, regional and local level to ensure its effective promotion.
- To lead on highly effective budget management to ensure the College meets its key financial performance indicators.
- Deputise on behalf of the Principal and to represent NCG as required.



Person Specification

Experience

Essential

- Successfully held a senior management role in the FE and HE sectors.
- Experience of driving quality improvement to achieve and maintain good to outstanding provision.
- A track record of leading, managing and maintaining a process of continuous improvement through performance management.
- A proven track record of working to ensure successful curriculum development in FE, HE, Adult and Apprenticeships.
- Experience of leading and developing teams to deliver excellent performance.
- Previous experience of working in building, supporting and managing a successful high performing team.
- Proven experience of managing budget and resources efficiently and effectively.

Desirable

- Experience of improving quality to outstanding.

Qualifications

Essential

- Qualified to degree level or equivalent professional qualification.
- Senior management and leadership qualification or relevant experience.

Desirable

- Teaching qualification and successful experience of teaching.



Skills, Abilities and Knowledge

- Excellent leadership skills.
- Enthusiastic team member who can work effectively by leading teams.
- Has an analytical and supportive understanding of teaching and non-teaching roles which is used to encourage and inspire.
- Proven capacity to work innovatively, independently and can manage complexity and diversity.
- Positive and optimistic attitude towards change and continuous improvements.
- Ability to think and act strategically and operationally.
- Ability to agree priorities in organising and managing multi-disciplinary departments and facilitate the prioritisation of the work of others.
- Excellent presentation and communication skills both face-to-face and in writing.
- Excellent interpersonal and communication skills in dealing with colleagues and all those people and organisations with whom the College works in partnerships.
- Ability to foster excellent internal and external relations.
- Ability to demonstrate and to recognise good and outstanding teaching and to provide feedback to support improvements in practice.

Personality/Attitude

- Tenacity, flexibility and the ability to work under pressure.
- Personal and professional integrity.
- Suitable to work with young people and vulnerable adults.
- Commitment and ability to work effectively as part of a number of teams.
- Embraces change to drive success.



Key Dates and the Recruitment Process

Closing date: 9am on Tuesday 24 June 2025

Interview date: Monday 7 July 2025

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



Initial Discussion and Recorded First-Stage Teams Interviews

- 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, to discuss the role before the closing date.
- Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

