



# Assistant Principal Digital and Advanced Technology



**CANDIDATE INFORMATION PACK**

**May 2025**

**[www.fea.co.uk/job/hull-ap/](http://www.fea.co.uk/job/hull-ap/)**



**H HULL  
COLLEGE**





# Welcome



Dear colleague,

## **Assistant Principal Digital and Advanced Technology**

**AT HULL COLLEGE, WE DON'T JUST EDUCATE - WE TRANSFORM LIVES. AS THE ONLY FURTHER EDUCATION COLLEGE IN HULL, WE ARE AT THE HEART OF A CITY THAT IS AMBITIOUS, RESILIENT AND FULL OF OPPORTUNITY. WE ARE A GOOD COLLEGE WITH OUTSTANDING FEATURES, MULTI-AWARD WINNING AND SPECIALISTS IN DIGITAL INNOVATION, SUSTAINABILITY AND SOCIAL JUSTICE. WE HAVE PLANS TO PROVIDE A WORLD CLASS EDUCATION RIGHT IN THE HEART OF HULL.**

We believe that excellence is about having the right people in the right place, doing the right thing, at the right time - to superb standards - while enjoying the experience. That's why we are looking for passionate, talented individuals who want to make a real difference.

At Hull College we build careers in a workplace where people feel valued, supported and part of something bigger. We are committed to inclusivity, excellence and innovation in education, ensuring that our staff thrive in an environment that is forward-thinking and ambitious. We offer competitive salaries, extensive professional development and real opportunities for progression, because we know that when our staff succeed, our students do too.

Hull itself is a city on the rise - affordable, vibrant and rich in culture. From its dynamic arts scene to its growing industries and coastal charm, it's a place where you can build not just a career, but a life.

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are advised to arrange an initial conversation with our lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss the role before the closing date.

So, if you're looking for a role where your work truly matters, where you can innovate, inspire and grow - welcome to Hull College. We can't wait to meet you.

With best wishes,

**Debra Gray MBE**  
**Hull College Principal**

# ALL ABOUT HULL COLLEGE

WE DATE FROM 1861 AND HAVE SERVED THE CITY OF HULL FOR 162 YEARS. WE HAVE EDUCATED GENERATIONS OF HULL CITIZENS THROUGH 16 WARS, 27 PRIME MINISTERS, 1 BLITZ, 5 CITY WIDE FLOODS AND OVER 3000 NAKED BLUE PEOPLE.



It is a college with incredible heart, a fighting spirit and amazing people. We have been serving our city for generations, educating nearly two centuries of artists, builders, engineers, nurses, police officers, chefs, entrepreneurs and business owners.



For some of our younger students we are their first and best choice, for others we are their second chance at education and the creation of a new career direction, for some we are an opportunity to professionally upskill.... And for others we are their last chance at making a difference to their lives and the lives of their children.

Our youngest student is 3 months old in our nursery and the oldest is in their 70's. We educate new arrivals to the city fleeing war and oppression and those for whom Hull and East Riding have been home for generations.



We take all of these responsibilities seriously, for our students, for our communities, for our businesses and for our region.



# WHY WORK WITH US?

**AT HULL COLLEGE, WE RECOGNISE THAT OUR STAFF ARE OUR GREATEST ASSET, AND WE ARE COMMITTED TO CREATING AN ENVIRONMENT WHERE THEY CAN THRIVE.**

We offer competitive salaries and a comprehensive benefits package designed to support financial, physical and mental well-being. Professional development is at the heart of our culture, with access to training, mentoring and career progression opportunities that empower staff to grow and succeed. Above all, we foster a supportive and inclusive workplace, where every individual is valued, respected, and encouraged to bring their best selves to work each day.

We understand that a fulfilling career is about more than just the work you do—it's about achieving a healthy balance between professional and personal life. That's why we offer flexible working arrangements to help staff manage their commitments while maintaining productivity and well-being. Our employee wellness initiatives focus on physical, mental and emotional health, ensuring that our team feels supported both in and outside of work. We believe that when our staff are happy and well, they can do their best work and make the biggest impact.









# Job Description

**Job title:** Assistant Principal Digital and Advanced Technology

**Reports to:** Vice Principal Curriculum and Skills

**Salary:** £60,424 - £65,170 per annum

## The postholder will:

- Lead and manage the delivery and future development of the faculty and the collection of Institutes which sit within it (Further, Higher Education, 14-16, contract, apprenticeships etc.) in accordance with Hull College's overall 3-year strategy and annual operating plan, including the development of new and existing provision.
- Head successful quality improvement, student recruitment, drive excellence in teaching, learning, progress and outcomes and improve effectiveness and efficiency in the use of resources.
- Establish high-quality effective relationships with external stakeholders and team members across the College and develop, manage and oversee effective partnerships, sponsorships, employability initiatives and collaborations with industry to enhance employer engagement and our reputation.
- Drive forward effective staff engagement in knowledge exchange and scholarly activities, high-quality learning, teaching and assessment and learner engagement.
- Deliver outstanding provision under the latest education inspection criteria from Ofsted and the QAA, leading the faculty with inspiration, innovation and enthusiasm and seeking best practice from across the sector.
- Develop effective, agile, responsive and accountable junior managers, technical and teaching staff who strive for excellence and are ambitious for what we can achieve as a College.
- Challenge underperformance and actively promote excellence in everything they do.
- Promote creativity, innovation and lead effective change management so that Hull College becomes recognised as one of the best educational providers in the country.





## Key Duties and Responsibilities

- Leadership of the Faculty in terms of quality, physical, financial, human resources and achievement of quality and curriculum KPIs.
- To lead on creating the best possible ethos for learners' personal development within the Faculty.
- To develop and implement strategies for maximising learners' achievement of their goals and exceeding their potential.
- Lead and develop collaborative partnership links both internally and externally in order to promote academic enterprise in a strategic and co-ordinated manner and to the benefit of the learner journey/ experience.
- To lead on the development of relevant work based and Higher-Level Skills programmes to meet the needs of current and future local industries.
- To drive and support continuous personal development of curriculum team members to maximise their potential and subsequent impact on learners.
- Oversee the production of the individual Institute curriculum and operational plan ensuring that it relates to the College's strategic objectives.
- To lead on outstanding teaching, learning and assessment practice within the Area ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of learning technologies to support teaching and learning.
- Ensure the effective implementation of the Learner Journey within the Area with particular regard to achieving high Value Added through the generation and management of the Individual Learning Plan and the review of learner progress towards exceeding Minimum Target Grades.
- Ensure the provision within the Institutes addresses the learning needs of diverse client groups/individuals.
- Ensure that learners in the Institutes receive the highest standards of customer service and learner support including advice and guidance, interviewing, initial assessment, tutorial, enrichment and functional/key skills provision.
- Be accountable for planning, monitoring and evaluation of the Institutes to ensure the achievement of targets to include recruitment, attendance and success rates.
- Provide the effective and efficient management of the Area in terms of physical, financial and human resources ensuring the maximum appropriate utilisation of all available resources.
- To effectively disseminate information to staff and ensure the effectiveness of College-wide communication systems within the Institutes including organising and chairing regular team meetings and committees, keeping schedules, agendas and action plans.
- Contribute to and advise on staff development initiatives and opportunities.
- Ensure staff within the Institutes are competent to undertake their roles and responsibilities via performance management and the annual appraisal process and comprehensive 1-1s with improvement feedback where required.
- Strive for excellence within the Institutes and ensure continued assessment, development and evaluation of curriculum delivery.





## Key Duties and Responsibilities (cont'd)

- Manage the development and delivery of the curriculum portfolio, including use of blended learning materials/methods.
- Ensure the implementation of rigorous assessment policies and practices and ensure the standards for each award and award element is set and maintained at the appropriate level, and that student performance is properly judged against this.
- To oversee the recording in an accurate and timely manner of all data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
- Co-operate with and contribute to the management of the College with particular regard to course organisation, curriculum area and faculty administration.
- Manage and maintain learner morale and discipline working closely with colleagues to assure an appropriate learning environment.
- Manage and maintain staff morale by clear communication and creating a positive and productive working environment.
- Keep up to date professionally and academically, develop and maintain links with industry, and maintain currency with curriculum development and assessment requirements relevant to the Faculty.
- Ensure accuracy and completeness of published information of the Institutes provision and assist in the arrangement and implementation of curriculum marketing and associated events in conjunction with the Director of Marketing and Communication / Recruitment Team.
- Liaise as required with HEIs, Schools, Colleges, industry and commerce.
- Attending meetings as required.
- Participate in good practice visits, careers guidance and promotional exhibitions as requested.
- To contribute effectively towards the Hull College Self-Assessment Process and actively engage Institute teams in the production of the Annual Self Assessment Report (FE and Apps) /Self Evaluation Document (HE) ensuring the process has significant impact on quality improvement for every course and the collection of Institutes as a whole.
- To contribute towards the positive promotion and role modelling of the College's Core Values and Acceptable Standards for learners and staff.
- To ensure the implementation of all college policies and procedures within designated areas of responsibility.
- To ensure effective risk assessment and risk management in line with College policy and guidelines.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



### **Budget Responsibility**

- The postholder is required to ensure the Faculty and the Institutes within it achieves its budget on a monthly/ annual basis in conjunction with the Vice Principals for curriculum and finance.
- The postholder will be required to observe and comply with the financial regulations of the College at all times.

### **Continuing Professional Development**

- The postholder will proactively take part in the College's Appraisal process and Teaching and Learning Observations.
- The postholder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

### **Health and Safety**

The postholder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment.

### **Equality and Diversity**

The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Groups' Equality policy as appropriate.



## Safeguarding Children and Vulnerable Adults

The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Group activities and expects all staff to share this commitment.

## Values

The Group values are an essential part of the Group achieving its core purpose and it is an expectation that these are adopted in daily working.

- Our learners and customers are paramount.
- Strive to provide excellence in all we do.
- Working together, with mutual respect and support.
- Acting with integrity at all times.

**All staff are required to comply with Hull College's Policies and Procedures and the Staff Code of Conduct.**









# Person Specification

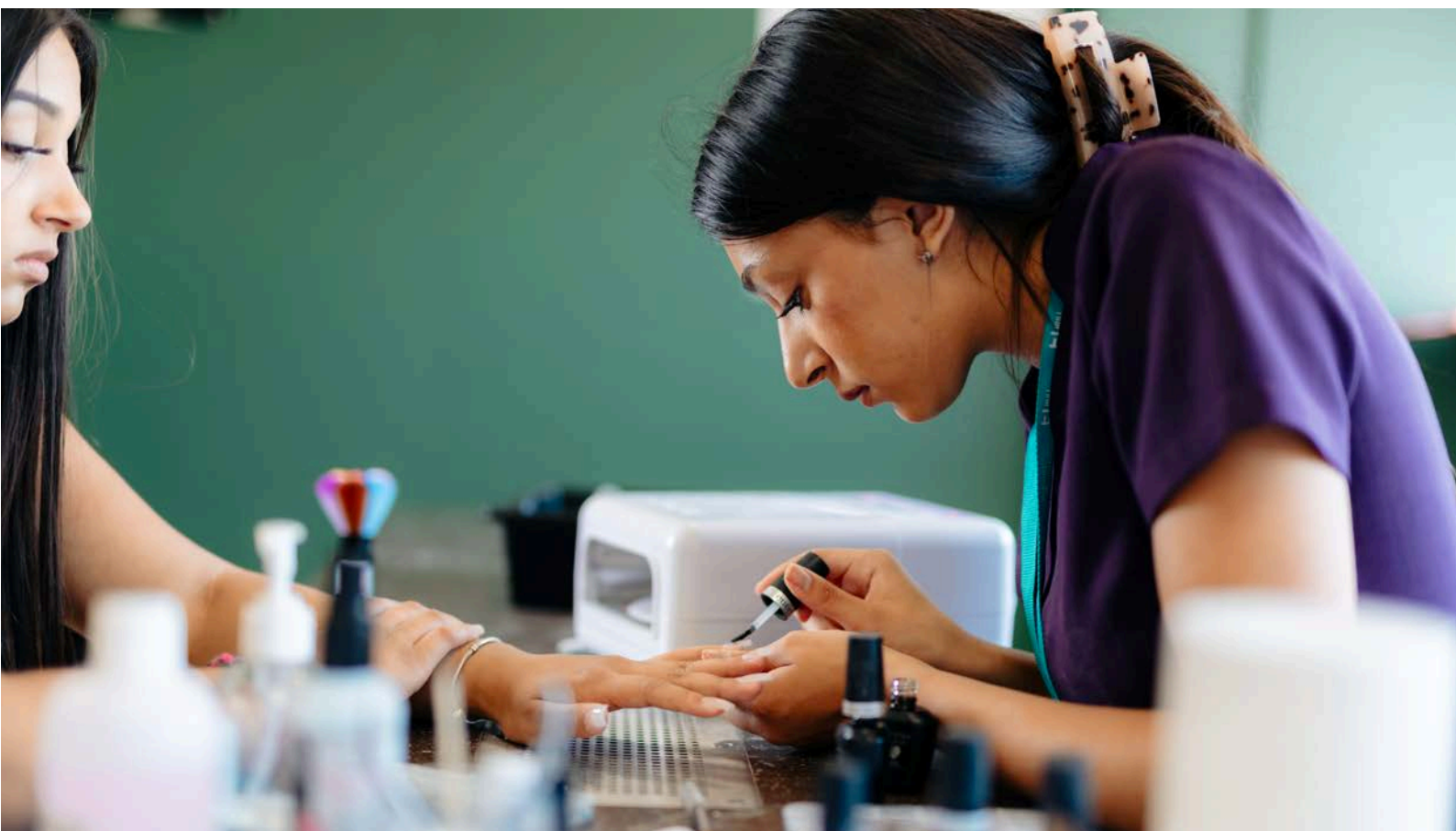
## Essential Experience

- Developed new business ideas, new curriculum and worked positively with external stakeholders.
- Experience of curriculum and quality improvement further education to a very high standard.
- Experience of management/leadership of curriculum and/or quality in a high performing organisation.
- Successful and substantial experience within Further Education.
- Well-developed digital skills and experience of digital innovation.

## Essential Knowledge/Skills/Abilities

### Essential

- Highly effective organisational skills (both self and others).
- Highly effective communication skills – ability to communicate and work effectively with staff at all levels of the organisation.
- Experience of improving teams to become high performing at pace.
- Strong team leadership, performance management and KPI delivery skills.
- Adaptable, flexible, enthusiastic and self-motivated.
- Data literate and can understand complex curriculum management information and budgets.
- Ability to work effectively under pressure and meet tight deadlines.
- Experience of running large complex departments with budget responsibility.
- Effective self-management (i.e., time management skills, ability to prioritise workloads etc).





## Essential Qualities

- Flexible and adaptable and a creative problem solver.
- Excellent communication and interpersonal skills.
- Willingness to develop self and others.
- Good organisational and administrative skills.
- Customer orientated.
- Ability to build relationships of trust and respect.
- Integrity.
- Ability to recognise and solve problems.

## Other Essential Requirements

- Suitable References.
- DBS Check.
- Fit for the duties of the post.

## Qualifications

### Essential

- A first degree or evidence of high-level technical skills.
- Graduate Teaching qualification or equivalent.
- Evidence of recent continuing professional development including in digital innovation.
- Management qualification or evidence of managerial and supervisory training.
- Literacy, numeracy and digital skills.

### Desirable

- Postgraduate Degree in relevant area or commitment to undertake within an agreed timescale.





# DIVERSITY AND INCLUSION

**AT HULL COLLEGE, WE ARE COMMITTED TO BUILDING A TRULY INCLUSIVE WORKPLACE WHERE EVERYONE FEELS VALUED AND SUPPORTED. WE ACTIVELY PROMOTE EQUALITY AND DIVERSITY, NOT JUST IN WORDS BUT THROUGH REAL ACTION—WHETHER IT'S THROUGH OUR INCLUSIVE RECRUITMENT PRACTICES, STAFF DEVELOPMENT PROGRAMMES, OR DEDICATED EMPLOYEE NETWORKS. OUR WORKPLACE CULTURE IS ONE.**

At Hull College, we are committed to building a truly inclusive workplace where everyone feels valued, supported and empowered to thrive. We actively promote equality and diversity, not just in words but through meaningful actions that make a tangible difference in the lives of our staff and students.

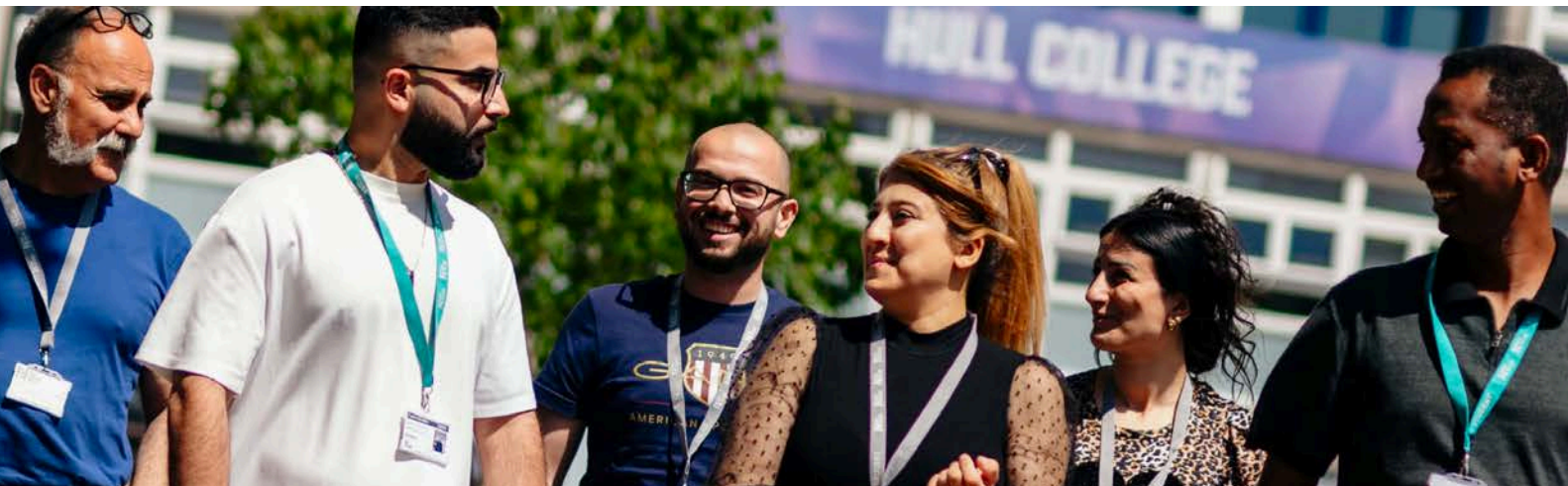
Whether it's our sector-leading staff welfare policies, inclusive recruitment practices, comprehensive development programmes, or our dedicated employee networks, we strive to create an environment where every individual can flourish.

We believe in the importance of work-life balance and know that a happy, supported team is the foundation of our success. That's why we offer flexible working options, wellness initiatives, and a culture that genuinely values people over processes.

Our workplace culture is built on collaboration, respect, and the belief that together, we can create something extraordinary—for ourselves, our students, and our community. At Hull College, you'll not just find a job; you'll find a place where you can truly belong and grow.



# Key Dates and the Recruitment Process



**Closing date: 9am on Monday 30 June 2025**

**Interview date: Friday 11 July 2025**

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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 Interview**

Prior to submitting an application, interested parties should 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. 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.



