

# Assistant Principal Teaching, Learning and Student Success

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## CANDIDATE INFORMATION PACK

June 2025

[www.fea.co.uk/job/sc-aptl/](http://www.fea.co.uk/job/sc-aptl/)





Lisa Capper MBE  
CEO/Principal

# Welcome

Dear candidate,

## Assistant Principal - Teaching, Learning and Student Success

Thank you for taking the time to explore this candidate pack which we have developed to inspire exceptional candidates to apply for the role of Assistant Principal - Teaching, Learning and Student Success.

The Colleges have flourished over the last few years. We are the largest and one of the most successful in the West Midlands, and have a renowned reputation for delivering high-quality learning, excellent results and progression for our learners, and earned outstanding features in the last Ofsted inspection in 2022. We are proud of our recent track record. The next exciting phase of our development is to respond to the national, regional and local skills priorities and develop our expertise and specialisms.

Inclusion is an important part of work as we serve some of the most disadvantaged communities in England. Our ethos of inclusion and embracing diversity is paramount to our success in enabling all of our students to progress to the next stage of their career and life journey. Diversity is our strength and we are proud to have over 90 languages spoken at our colleges. Our health and well-being and enrichment programmes are second to none, ensuring every learner has access to the guidance they need within a safe and nurturing environment.

Sandwell has a strong ethos and a set of values that put the learner at the heart of all we do and ensuring their preparation for the next stage of their career journey.

With three colleges in Sandwell and Birmingham (Sandwell, Cadbury and Central St. Michaels), and accompanying skills hubs in skills priority sectors, our colleges are well placed to ensure that every student has access to industry standard facilities and expertise, excellent technical and academic teaching and a culture that enables learners to thrive and succeed in all they do. We are committed to inspire every school leaver, apprentice and adult learner to fulfil their ambitions and to be supported to succeed.

As an anchor institution in the areas we serve, we also recognise our duty to play a key role in developing the economic prosperity of the region. Our collaborative work with employers has impact and our plans in meeting skills needs are growing and providing specialism enabling young people and adults to excel in the workplace, or in further and higher education.

We are ambitious for our learners and have a further significant investment programme planned that will deliver more state-of-the-art facilities. These plans have included the launch of a brand new £9m science, technology and advanced engineering centre.

They have also seen the development of a hugely innovative partnerships with the NHS and local universities, supported by the Towns fund, WMCA and the College, to create a stand-out learning campus dedicated to training health professionals of the future.

This exciting new role of Assistant Principal – Teaching, Learning and Student Success will lead the continuous enhancement of teaching and learning across The Sandwell Colleges as part of our Quality and skills teams. The role ensures high-quality, inclusive and evidence-informed educational practice that drives strong student achievement, personal development and progression. By leading professional development, quality assurance and innovation in pedagogy, the postholder fosters a culture of excellence and supports the creation of learner-centred environments aligned to the needs of employers, industry and higher education.

As a member of the Sandwell Colleges Senior Leadership Team you would be supported by wider leadership and staff teams who are passionate in their relentless efforts to ensure that no student is left behind, that aspirations are raised and that any barriers to learning are overcome.

I joined the College in November 2024 and am hugely excited and inspired by the journey ahead. The Colleges are entering a brand-new phase of their development and the role of Assistant Principal - Teaching, Learning and Student Success presents an opportunity to shape and support our next chapter.

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 [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk), to discuss the role before the closing date.

Should you decide to apply, I wish you every success in your application.

Yours sincerely,



**Lisa Capper**  
CEO/Principal





# Job Description

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**Job title:** Assistant Principal - Teaching, Learning and Student Success

**Reports to:** Senior Vice Principal – Quality and Student Success

**Salary:** c £65,000 per annum

## Summary of the Post

This pivotal leadership role is instrumental in further enhancing the quality of teaching, learning and assessment across the Sandwell Colleges. With a strong focus on pedagogy, inclusive practice and evidence-informed approaches, it fosters a culture of continuous improvement and professional excellence. The role is responsible for steering the implementation of high-quality, learner-centred teaching and training, that promotes active student engagement, personal development and strong academic, technical and vocational achievement.

Responsibilities include the continuous development of teaching and training practices through targeted and strategic CPD, leading robust quality assurance processes and promoting the use of innovative digital pedagogy. The role also places a strong emphasis on evaluating data and learner/stakeholder voice to drive meaningful improvements, ensuring that all students benefit from ambitious and supportive learning environments.

Working in close partnership with senior leaders, curriculum teams and external stakeholders, the Assistant Principal – Teaching, Learning and Student Success is instrumental in building and sustaining a high-performing, learner-centred culture that aligns with the evolving needs of industry, employers and higher education.

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The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Assistant Principal - Teaching, Learning and Student Success.





## Main Duties

- With the Senior Vice Principal, drive a culture of pedagogical excellence that is inclusive, evidence-informed and learner-focused.
- Lead the implementation of high-quality teaching, learning and assessment across the colleges; inspiring and developing high-performing teaching teams focused on excellent learner outcomes and ongoing professional growth.
- Secure outstanding learner progress and achievement through high expectations, targeted support and effective performance coaching.
- Contribute to the self-assessment process and reports and facilitate the delivery of the Quality Improvement Plan with a focus on enhancing teaching and training, improving learner outcomes and addressing underperforming or at-risk areas through targeted actions and measurable impact.
- Harness the talent across our colleges and shape the next level of development and integration of digital pedagogy and innovation to enhance staff and student engagement, accessibility and learning outcomes.
- Lead the design and delivery of high-impact CPD programmes that invest in staff by developing teaching practice and strengthening curriculum intent.
- Steer the collaboration between curriculum and quality teams to embed effective quality assurance processes and promote the sharing of best practice across departments.
- Oversee the Teaching Leaders initiative and collaborate with other external parties and colleges.
- Ensure consistently high quality of TLA standards, rigorously monitoring performance to inform continuous improvement and further enhance the learner and stakeholder experience.
- Collaborate with MIS and other colleagues to present data-driven insights that inform impact evaluation and improvement strategies.
- Implement the college Quality Cycle and Teaching, Learning and Assessment strategies, including associated policies and procedures.
- Foster the development of a college-wide learning culture that has learners at its heart, and prioritises equity, engagement, ambition and learner voice.
- Lead the college-wide response to learner voice and stakeholder feedback, using insights to shape improvements, strengthen the learner experience and drive high levels of satisfaction.
- Support with preparation for, and coordinated response to, external scrutiny (e.g., Ofsted, awarding bodies), ensuring clarity, compliance and high standards of performance across all areas of delivery.

This list of duties is not exhaustive and may be amended in consultation with the postholder to meet evolving Centre needs.

## Standard Clause

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

# Person Specification

## Qualifications

### Essential

- Degree or equivalent level qualification.
- A recognised teaching qualification (e.g., PGCE, CertEd, or equivalent).
- Evidence of continuous professional development related to pedagogy or quality improvement.
- Evidence of continuous professional development related to digital pedagogy or innovation.

### Desirable

- A leadership or management qualification.

## Experience

### Essential

- Substantial and successful experience in leading teaching, learning and assessment within a Further Education or post-16 environment.
- Proven track record of securing improved learner outcomes through coaching, high expectations and targeted intervention.
- Experience of leading or contributing to whole-college self-assessment and delivering impactful Quality Improvement Plans.
- Demonstrated success in designing and delivering high-impact CPD programmes that lead to improved classroom practice and curriculum delivery.
- Experience of embedding digital teaching practices and innovation to improve engagement and learning outcomes.
- Experience of working collaboratively across curriculum and quality teams to implement quality assurance frameworks and share best practice.
- Experience of monitoring and evaluating teaching quality through quality strategies and data analysis.
- Successful preparation for and response to external scrutiny (e.g., Ofsted, awarding bodies), with a clear understanding of compliance and inspection frameworks.





## Experience

### Desirable

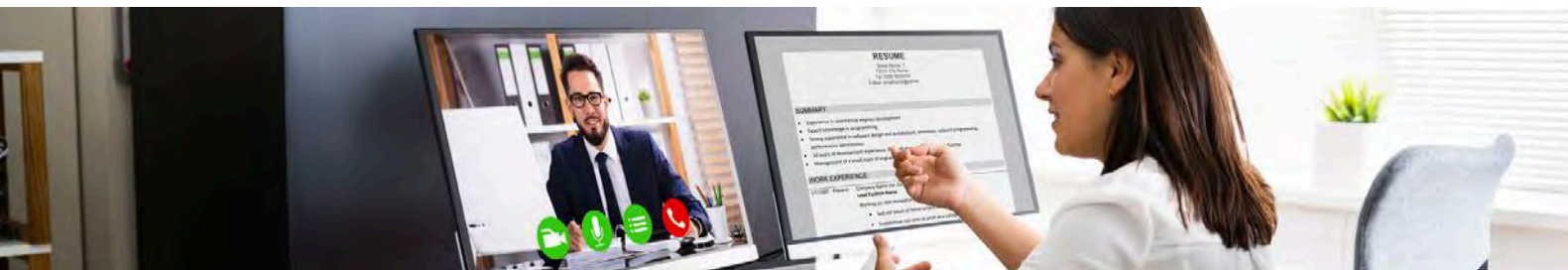
- Experience of budget management and financial accountability.

### Essential Skills/Abilities

- Ability to lead, inspire and motivate teaching teams to deliver consistently high-quality learning experiences.
- Strong interpersonal, coaching and influencing skills, with a collaborative and supportive leadership style.
- Excellent communication and presentation skills, including the ability to articulate strategy, vision and intent.
- Strong analytical and problem-solving skills, with the ability to interpret complex data to drive decision-making.
- Highly effective at building collaborative relationships and leading joint working between curriculum and quality teams across multiple sites.
- Highly organised and adaptable, demonstrating resilience and efficiency in managing multiple priorities within a dynamic and changing environment.
- Demonstrates strong advocacy for learner success, inclusion and equity, ensuring these principles are embedded in all aspects of teaching, learning, and assessment.
- Ability to manage change positively and drive innovation.
- Leads with confidence and credibility, modelling professionalism, integrity and high standards across teams and the wider college community.



# Key Dates and the Application Process



Closing date: **9am on Tuesday 1 July 2025**

Interviews will be held on: **Thursday 10 or Friday 11 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 Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@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.





The Sandwell Colleges