

Chair of the Corporation



CANDIDATE INFORMATION PACK

July 2025

www.fea.co.uk/job/wfc-chair/

Welcome



Dear Applicant,

Chair of the Corporation

Thank you for your interest in our College and the role of Chair of the Corporation at Waltham Forest College. The Corporation is the governing body of the College and following a period of excellent leadership from our outgoing Chair Paul Butler, we are now seeking a new Chair to lead our Board and to work with our exceptional governors to ensure the College continues to build on its numerous strengths.

Waltham Forest College is an Anchor Institution on the borders of North and East London, and serves a diverse range of local communities and has developed strong partnerships with local, regional and national employers and stakeholders.

Our core values of Excellence, Integrity and Inclusion are important to us and embedded in everything we do.

As governors we are proud that our College has an excellent national reputation and is one of the top performing General Further Education Colleges in the country, with an Outstanding Ofsted rating and graded as 'strongly meeting skills needs'. A consistently strong financial position has allowed significant and ongoing investment in our students, staff and facilities across the College estate.

Waltham Forest College is set to continue its positive trajectory of growth with an expected income of over £40m in 2025-26. It is well placed to continue with our ambitious vision for the future. We have a clear mission focused on delivering outstanding technical, professional and academic learning which raises aspirations, develops skills and creates futures.



The individuals that make up our governing body and the contributions they make to the College are central to us achieving our vision and delivering on our mission. Our Board includes governors from a wide range of professional backgrounds and as well as bringing their skills and experiences to the role, they also share in the belief of the transformative power of the learning and skills we deliver to our students. The Chair of the Board has a very important role to play in ensuring excellent governance is in place. They work in close partnership with the Principal and Chief Executive and the Director of Governance to shape the work of the Board and ensure that it fulfils its obligations under our governing constitution, guidance from our funders and regulators and the law.

As Chair, you will be able to inspire and motivate a team of volunteer 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. You will need to be highly effective in a non-executive leadership role and be able to draw upon your strategic capabilities and insights to ensure there is the correct balance between strategy, scrutiny and effective governance practice.

Our College plays a vital role in the London skills and training landscape. We have excellent relationships with Waltham Forest Borough Council and the Greater London Authority and although we are primarily a provider of post-16 education, we are a key partner in a range of educational, economic and social initial initiatives. Given the prominent position we have in our local community we would expect our new Chair to have a strong appreciation of our operating context and some of the issues that face London Colleges.

From the moment you walk into our imposing building, you can see and feel that this is a great College. If you would like to help shape our College for the next chapter of our future, then please get in touch.

We have retained FE Associates to support us with this important appointment. Prior to submitting an application, interested parties are advised to arrange an initial conversation, by emailing Suzanne.thurlow@fea.co.uk to discuss the role before the closing date.

On behalf of the Corporation, I look forward to meeting you and welcoming you to our College.

Alison Morris

Vice Chair of Corporation and Chair of the Appointment Panel

About Us



Waltham Forest College is a vibrant and inclusive General Further Education College located in Northeast London, serving a diverse community of around 7,000 learners. Our state-of-the-art facilities and welcoming campus provide an exceptional environment for students, staff and visitors alike.

Recognised as one of the top 5% of Further Education Colleges nationally for student achievement rates and holding an Outstanding rating from Ofsted, we are proud to deliver education and training that transforms lives.

As an Anchor Institution and the third-largest employer in Waltham Forest, the College plays a pivotal role in supporting the borough's economic and social fabric. Accredited as a Good Work Employer, we foster strong partnerships with local, regional, and national employers, ensuring our students gain the skills and experiences needed to thrive in their chosen careers. Our students are not only workforce-ready but also confident, active contributors to their communities, driving social cohesion and inclusion across the region.

MISSION

To empower individuals and communities to reimagine the possible, achieve greater and shape a better future by fostering ambition, innovation and transformative opportunities. Together, we inspire everyone to #ThinkBIG.



Our Vision

Careers focussed education inspiring learners to create their future.

Our Mission

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures.

Our Values

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral principles**.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

Strategic Priorities

Excellence and Innovation

To enhance and expand the College's influence and reputation through a commitment to excellence and innovation, establishing Waltham Forest College as the aspirational College of choice. Our focus is on fostering an environment where students thrive, excel and reach their full potential.

People and Culture

To establish Waltham Forest College as an employer of choice, fostering an inclusive, equitable and ambitious workplace that values and empowers its people.

Skills and Future Careers

To equip students with the skills and knowledge required to advance their careers, creating a resilient and adaptable workforce that meets the evolving needs of employers. We are committed to providing a high-quality, sustainable learning environment able to fulfil future skills demands.

Growth and Sustainability

To be a strong and resilient organisation, able to invest in future growth, sustainability and innovation.

Estates and Facilities

To provide a sustainable, state-of-the-art estate that supports growth, enhances learning experiences and meets the evolving needs of students, staff and the wider community.



Role Description

Role title: Chair of the Corporation

Accountability: The Chair is accountable to the Corporation Board

Salary: Voluntary and unremunerated

Role summary

The role of the governing body Chair is fundamental to its success. The Chair is responsible for providing effective leadership of the Corporation Board in the discharge of its duties, in accordance with the Instrument and Articles of Government and the periodic review of the educational character.

The Chair will provide the leadership to ensure that:

- The Corporation of the College (the 'Board') delivers highly effective governance for the College, fulfilling the highest standards of corporate governance at all times.
- The Board functions as a unit and works closely with the Senior Executive Team to achieve the College's strategy and objectives.
- Accountability is maintained for the effective and efficient use of resources and safeguarding the College students, staff, assets and estate.
- The Board offers appropriate challenge and support to the Senior Executive Team.
- As Chair, support, advice and guidance is provided to individual governors to assist their effective contributions to collective governance.
- Governors are supported as powerful ambassadors for the College in the wider community as well as to students and staff. The Chair will develop strong working relationships with key stakeholders, including employers, local authorities and with Chairs of neighbouring Colleges and other educational institutions.



Responsibilities

- To continue to develop the board of governors which has strategic oversight of the organisation.
- To ensure that the Board meets its external accountabilities and fulfils its duties in determining the College mission, setting and monitoring corporate objectives, articulating the College's vision and maintaining and developing its ethos.
- To understand and focus on the main strategic issues bearing on the College, keeping always as a lodestone the College's responsiveness to the students, employers and communities it serves.
- To work with the Board and Executive in setting the educational character of the College; ensuring that students and the skills needs of the local economy are central to decision-making processes, with performance measures in place to drive up quality and standards, thereby enhancing the rates of retention and success.
- To strive to ensure that all discussions, decisions, judgements and actions are underpinned and informed by the 'seven principles of public life' established by the Nolan Committee.
- To serve as the principal ambassador for the College, bringing enthusiasm and energy in promoting the College's best interests and reputation, by representing the College at external meetings, presentations, conferences in local, regional and national settings.
- To lead the Board of the organisation in the effective and efficient fulfilment of its duties and responsibilities, as laid down in the Instrument & Articles of Government and the Financial Memorandum.
- To provide strong leadership for the Board and to chair its meetings, ensuring that business is conducted efficiently, effectively and in a timely manner ensuring that matters are debated fully, so that all Governors have opportunities to engage and contribute.



- To ensure, in liaison with the Principal and the Director of Governance, that appropriate issues are brought before the Board.
- To ensure that the discussions and decisions of the Board are properly summarised and recorded in the minutes as well as following up actions to be taken.
- To exercise any specific authority delegated by the Board and to act on the Board's behalf between meetings or, where necessary, in emergencies, in accordance with Standing Orders.
- To build a team of governors with the right skills for the successful oversight of the College.
- To develop a productive working relationship between the Chair, the Principal, the Governance Professional and the senior postholders, based on a full understanding of the role of the Board in the governance of the College and the difference between governance and management.
- To ensure that there is an active succession plan in place which fosters good governance and opportunities for individual governor development as laid out in the Code of Governance.
- To delegate effectively, to provide opportunities for governor development and making best use of governors' areas of expertise.
- To lead and to contribute to the annual self-assessment of governance.
- To ensure that the College's agreed procedures are followed in any matter of staff discipline which falls to the Board to determine.
- To discuss with the Director of Governance, where necessary, any matters relating to an individual Member's attendance, performance or conduct, and to agree on such action as should be taken.
- To be willing to attend any necessary and appropriate professional development, whenever practicable.
- To act as critical friend to the Principal in matters upon which s/he wishes to confer and, where appropriate, to offer both general and specific support to the Principal where strategic, major or contentious issues are concerned.
- To lead the process of appointing, and setting the terms and conditions for, the Chief Executive / Principal / Accounting Officer and other designated senior postholders.

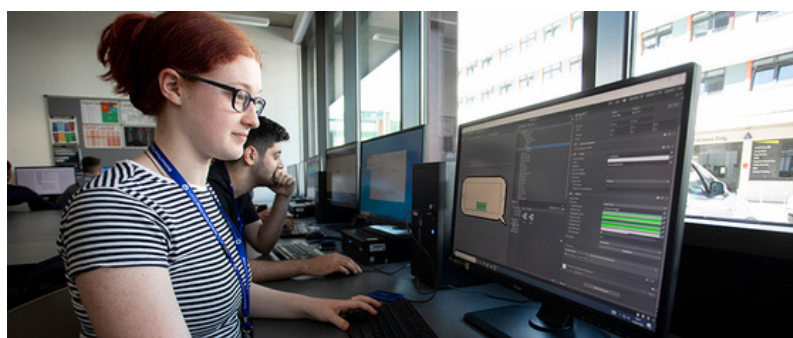


- To be responsible for the annual appraisal of the Principal and the Governance Professional.
- The Chair will undergo an annual appraisal led by the vice chairs and meet with the CEO and Director of Governance at least once every half term.
- To promote good working relations between members and staff through regular dialogue and engagement in specific College activities such as Student or Staff Awards events.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality and diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process.
- In recognition of the ever-changing environment in which the College operates, the contents of this role description will be the subject of regular review in consultation with the postholder.



Personal Qualities

The qualities required of the Chair of the Board are:

- a strong personal commitment to Further Education and the values, aims and objectives of the College.
- be available to attend induction/training/events organised by the College and other bodies.
- a willingness to devote the necessary time and effort to their duties as Chair and member of the Board.
- political awareness and an understanding of the economic, social and political dynamics of the region.
- strategic vision and good, independent, judgement.
- be willing and confident to challenge and engage others in debate.
- honesty and integrity.
- skills of networking, influencing and advocacy.
- an understanding of the importance of and a commitment to equality and diversity.
- respect for confidentiality.
- financially astute.



Key Dates and Submitting Your Application



Closing date: 9am on Friday 19 September 2025

Interview date: Monday 13 October 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 Suzanne.Thurlow@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 Suzanne Thurlow, you should email your CV and a supporting statement to 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 role reference i.e. Surname, First Name - CV-wfc-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 role reference i.e. Surname, First Name – statement-wfc-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 role reference as the filename i.e. Surname, First Name – wfc-Chair-ED.