

# LONDON SOUTH EAST COLLEGES



## Deputy Principal

Learner Life, SEND and Stronger Communities



CANDIDATE INFORMATION PACK

June 2025

[www.fea.co.uk/job/lsec-dpll/](http://www.fea.co.uk/job/lsec-dpll/)



# Welcome



Dear colleague,

## **Deputy Principal Learner Life, SEND and Stronger Communities**

Thank you for your interest in the role of Deputy Principal Learner Life, SEND and Stronger Communities with London South East Colleges (LSEC). I very much hope the information we have provided gives you an insight into our position and what we are looking for in this role.

At LSEC, we are very proud of our achievements and our position in the London further education and skills system. We constantly push boundaries in order to make a real difference to our students and communities, and the delivery of an excellent curriculum backed up by high-quality teaching and learning is crucial to this. We are known in the sector as innovators, and the awards and accolades we have received over recent years recognise our focus on leading the way in further education and skills in London and the South East.

Our new Deputy Principal Learner Life, SEND and Stronger Communities will drive the College's inclusive agenda, championing learner wellbeing, support for SEND students and community engagement. They will lead the development of outstanding SEND provision and ensure inclusive practices are embedded across all campuses. With responsibility for safeguarding, student voice, enrichment and wellbeing, the learner experience will be placed at the heart of everything you do.



At LSEC, we benefit from a group of highly committed and dedicated leaders and managers, and it is essential that our new Deputy Principal Learner Life, SEND and Stronger Communities can work collaboratively and with pace and purpose within our culture of high expectations. Therefore, our new Deputy Principal Learner Life, SEND and Stronger Communities will need to be relentless in their drive for high quality and standards and will need to be comfortable working in a fast-moving and dynamic environment and not be afraid of change.

We're looking for a passionate senior leader with a proven track record in SEND, safeguarding, learner support or community education. You'll bring strong strategic thinking, exceptional communication skills and a collaborative, values-driven approach to leadership.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to arrange an initial discussion with [Asma.Amhad@fea.ac.uk](mailto:Asma.Amhad@fea.ac.uk) before the closing date and prior to applying.

This really is a truly unique and exciting role that will give a highly experienced senior leader a fantastic opportunity to shape and innovate a sector-leading offer. If you feel you have what it takes to succeed in this role, we look forward to receiving your application.

Yours faithfully,

**Asfa Sohail**  
**Executive Principal and Chief Learning Officer**  
**London South East Colleges**

# Job Description

Job title:	Deputy Principal Learner Life, SEND and Stronger Communities
Reports to:	Deputy CEO and Principal
Responsible for:	<b>Direct Reports:</b> Director of Student Experience, Head of Safeguarding, Assistant Principal SEND  <b>Teams:</b> Student Hub, Careers, Student Engagement, Safeguarding and Wellbeing, Campus Support, SEND and ALS teams.
Salary:	Competitive

## Main Purpose of the Job

- Provide outstanding leadership across learner life, community engagement, key strategic partnerships and SEND.
- Provide strategic oversight and operational leadership to every aspect of our student experience ensuring that our learners receive a sector-leading experience that exceeds expectations and fosters a culture of aspiration, success, quality, improvement and professionalism.
- Provide the strategic leadership and responsibility for personal development and behaviour and attitudes across the campuses and curriculum.
- Oversee and develop the holistic learner experience including pre-enrolment, onboarding and on programme ways of working, processes and systems ensuring that learners receive the best service to enable them to maximise their success and achieve their positive destinations.
- Work collaboratively with the Deputy Principals to ensure that targets for learner recruitment are achieved and exceeded. Ensure that our applications, enrolment and on-boarding processes, policies and services are professional, planned and efficient. Ensure that staff have high expectations for learners and role model exemplary, personal behaviour consistent with our values.





## Main Purpose of the Job cont'd

- Work collaboratively with the Deputy Principals to formulate strategies which build on and enhance the quality of the learner experience throughout the learner journey, leading to an enriched experience.
- Ensure the ongoing development of opportunities to enhance the learner experience with a particular focus on the development of high-quality enrichment and employability opportunities for students.
- Contribute to the development of a culture whereby the approach to the LSEC student experience leads to greater participation of students in all aspects of College life.
- Be the advocate of learner voice and lead on developing a learner experience and engagement experience which includes all aspects of a learner's experience.
- Lead on the implementation of duty management across all campuses ensuring there is visible and effective management presence.
- Working to the Deputy CEO and Principal, the DP will drive a culture of excellence and improvement across teaching, learning, curriculum and the holistic learner experience.

## Application to Enrolment

- To lead and manage the development and consistent implementation of an efficient and effective admissions system across the College.
- To continuously review and improve the College's admissions procedures and associated policies to ensure consistently high-quality provision.
- To ensure there is a strong link between admissions and marketing and that admissions data provides the business intelligence to inform marketing and business planning activities.
- To ensure all data quality at the point of capture is accurate, timely and visible throughout the enrolment and admissions process.
- To support and develop the school liaison work resulting in meeting the recruitment targets and establishing consistently good relationships with schools.
- To lead and manage, working closely with Curriculum and Quality colleagues, the planning, development and implementation of arrangements for the effective induction of learners across the College.





## Student Services

- To lead and manage all aspects of the Learner Journey.
- To take responsibility for the continuous development, implementation and monitoring of the College's Learner Involvement Strategy including the learner voice to ensure effective learner liaison and support across the College.
- To consider learners' needs in relation to the development of all aspects of Learner Services to ensure consistency of entitlement.
- To guide and support the operation of the Student Union so that effectively supports the improvement of the College in all aspects of its business.
- To lead on Equity, Diversity and Inclusion and British Values within the learner journey ensuring effective student engagement and outstanding internal communications.
- To lead and manage the planning, development and implementation of an agreed Enrichment programme that is linked to the Career Advantage.
- To participate in, and where appropriate lead, the planning, development and implementation of initiatives to improve attendance, punctuality, retention, attainment and value added across the College.
- Ensure there is effective information, advice and guidance to support students in decision making and an effective careers education which supports learners into positive destinations.
- Develop and implement strategies to ensure consistently good learner experience across all campuses.
- Lead the formulation of strategies which builds on and enhances the quality of the learner experience throughout the learner journey, leading to an enriched experience.
- Working with colleagues from across the organisation, support the development of a programme to transform the approach to the student experience, delivering a holistic, customer-focused offer which ensures LSEC students receive teaching, learning and broader services that contribute to their future success.

## Student Services cont'd

- Ensure the ongoing development of opportunities to enhance the learner experience with a particular focus on the development of high-quality enrichment and employability opportunities for students.
- Contribute to the development of a culture whereby the approach to the LSEC student experience leads to greater participation of students in all aspects of College life.
- Lead on behaviour policy, processes, data management and support across the College ensuring there is a consistent, fair and effective approach.

## Safeguarding

- Line manage the designated safeguarding lead for the College and ensure that safeguarding practices across all campuses meet statutory requirements.
- Ensure there is effective training for staff and there is a safeguarding culture of 'it could happen here'.
- Work with senior leaders to ensure that campuses are kept safe with robust processes in place.
- Review safeguarding, behaviour and incident data to identify themes and develop intervention strategies.
- Build relationships with community groups and networks to strengthen safeguarding practice.

## Curriculum

- Lead the development and implementation of the SEND strategy and support the development and implementation of the curriculum strategy, delivering a career and employer focused, market driven curriculum that meets local, regional and national priorities and initiatives, and remains fit for the future.
- Ensure that the College is the forefront of curriculum innovation, design and delivery, building on extensive partnerships with anchor employers and other stakeholders, ensuring LSEC learners graduate from the College with the skills, knowledge and behaviours required by employers and needed to succeed in the world of work.
- Develop the skills and capabilities of LSEC curriculum leaders/managers in curriculum innovation and delivery, ensuring the ongoing development of the LSEC offer.
- Develop and implement SEND development strategy and plan and support the annual business planning process to ensure the curriculum is achieving key targets (learner numbers, funding, quality outcomes).
- Identify opportunities for growth and development within the areas of responsibility, implementing plans to achieve growth targets and respond to market opportunities.
- Ensure the effective and efficient delivery of curriculum, making sure resources are deployed in line with College financial plans and targets.
- Achieve a culture of continuous curriculum innovation, development and implement strategies to build in a cycle of ongoing curriculum review and refresh.
- Produce an annual curriculum delivery and implementation plan detailing courses, delivery models and resources. Which deliver high-quality outcomes for learners and curriculum efficiencies.

## Quality and Standards

- Ensure that within the areas of responsibility quality systems are embedded and implemented with rigor and consistency allowing timely interventions to be made and all key performance indicators to be met.
- Achieve outstanding outcomes for all learners within your area of responsibility and a high-quality student experience.
- Oversee all aspects of SEND and ALS related quality compliance, meeting all regulatory requirements and returns.

## Teaching and Learning (SEND and ALS)

- Through a programme of transformation and development, ensure teaching and training practice reflects the changing landscape and environment and incorporates new models of delivery.
- Champion a pedagogic culture focused on innovation, knowledge sharing and transferring best practice that is evidence based through research and evaluation.
- Work with colleagues to develop a College digital learning strategy that meets the needs of learners and that is delivered consistently across all areas of responsibility.

## Stronger Communities

- Oversee and coordinate the College's Stronger Communities strategy, ensuring proactive representation and collaborative influence across campuses, local authorities and neighbourhoods, individually and through a well-coordinated, united leadership approach.
- Identify and analyse latent skills demand, social barriers, and opportunity gaps in communities experiencing significant deprivation, to inform inclusive, place-based education and skills strategies to support the development of thriving communities.
- Communicate including at the exec leadership level, a deep knowledge of the College's Lower Layer Super Output Areas (LSOAs), the location and focus of community, family and charitable hubs; strategically shape the College's response - developing targeted, place-based approaches to meet community need, support inclusion, economic recovery, and strengthen the College's approach to social mobility.





## Stronger Communities cont'd

- Lead the development of innovative cohesion and engagement programmes, also targeting vulnerable and underrepresented groups, and NEET, LAC and asylum seeker learners, to address inclusion and boost progression to further study and/or employment.
- Develop and maintain strategic intelligence networks including with Police; lead network connectivity with Campus Principals to deepen leadership knowledge, understanding (and preparedness) of place-based risks, interventions and opportunities.
- Engage with community resilience teams and underrepresented groups to address progression barriers and support community integration within education and skills.
- Monitor disadvantage indicators including transport access and digital exclusion. Ensure College strategy aligns with local interventions and regional regeneration plans.
- Maintain strong relationships with Community/ Cohesion and Public Health Local Authority Leads to ensure College voice, leadership in local decision-making and College led changemaking.

## Leadership and Management

- Ensure the College effectively fulfils its obligations and commitment to equality, diversity and inclusion through effective leadership and management. Lead by role modelling and taking action that delivers the required cultural shift over time.
- Develop strategies to ensure consistent visibility of leaderships team within your area of responsibility across all campuses.
- Provide strong and motivational strategic leadership grounded in high expectations, empowerment and clear accountability at all levels of curriculum delivery and leadership.
- Develop the skills and capabilities of College leaders and managers through an ongoing process of team and individual development, contributing to the development through the Management Skills Academy and wider CPD activities.
- Implement strategies and plans to build an excellent team of leaders across the College.
- Develop a culture of ownership across College leaders and managers, where responsibility and accountability are embedded into the culture and practices of managers.
- Lead of the curriculum compliance with respect to health and safety, ensuring that all areas of curriculum show high levels of compliance and have health and safety considerations built into operational thinking and management.



# Leadership and Management cont'd

- Be an outstanding ambassador for the College, building and sustaining effective relationships with a range of stakeholders and represent the College externally as required, deputising for CEO and DCEO as required.
- Working with senior colleagues, contribute to the achievement of LSEC financial strategy and plans, strengthening the College's operating position to deliver strong financial health.
- Work as part of the wider Group Executive Team and College SLT to provide timely and accurate reports to enable effective decision-making.
- Support College governors through participation in relevant committees and where necessary providing reports, training and information to aid scrutiny and strategic development.
- Contribute to the overall leadership of the College, ensuring it continues to build on its reputation as an outstanding innovator, pioneer and leader in the further education and skills sector.
- Ensure that risks are identified and managed in such a way which ensures the stability and reputation of the College are maintained and improved over time.

## Other

- Willingness to work variable hours when necessary as a senior leader in the College and to meet the requirements of the post.
- Travel between the College's sites and other locations as required.
- Attend governance meetings as required.
- Carry out additional duties as directed by the College.
- As a member of the Group Leadership Team operating across the College, trust and foundation, the postholder should take a leading and/or supporting role in one or more of the group strategic projects This will provide a balanced perspective and input from across the group and ensure the delivery of our group strategic goals.

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The scope of this profile reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The postholder may therefore be expected to work flexibly and perform reasonable additional duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time and in line with the development of the Educational Quality, Standards and Safeguarding Team.





## Member of College Leadership Group

- To provide leadership, direction, support and development to all staff, ensuring that College's policies are current and procedures are observed, supported and adhered to.
- To work with senior managers to develop a culture of personal responsibility and accountability, that recognises and achieves excellence and actively supports change and development and challenges any underperformance.
- To provide accurate data and information so that staff, leaders and managers can make informed decisions about their provision and set targets that enable consistent improvement.
- To work closely with the Deputy CEO and Principal to ensure that the College achieves its strategic objectives and KPIs.

## Equality and Diversity

- Ensure that learners, regardless of their protected characteristics or socio-economic, are supported to achieve their potential and that teaching staff use effective equality and diversity strategies in their teaching.
- Report regularly on all discrete groups of learners on their progress and interventions to ensure they succeed in-line or above the College averages.
- Develop the strategies required to ensure the curriculum offer meets the needs of different groups of learners within the community e.g. the NEET Engagement Strategy.



# Person Specification

## Qualifications

### Essential

- A degree or equivalent professional qualification.
- Evidence of Continued Professional Development (CPD).
- An appropriate academic or professional qualification at degree or higher degree level, or equivalent.
- Minimum of Level 2 literacy and numeracy or willingness to complete.

### Desirable

- A management qualification.

## Essential Knowledge and Experience

- Proven experience of management in an educational setting or a relevant industrial background.
- Experience of successful learner recruitment and enrolment.
- Experience of budget management.
- Experience of senior leadership and quality improvement in a high-performing establishment, introducing new processes and practice to drive quality improvement.
- Experience of leading curriculum planning, design and development in partnership with industry, businesses and other key stakeholders.
- Experience of implementing quality improvement processes, leading to measurable improvements in student success.
- Experience of managing change and change programmes.
- Experience of implementing effective learner voice and engagement process.
- Ability to successfully implement Safeguarding, Prevent, British Values, Learner entitlement and enrichment within a multi-site college.





## Essential Skills and Competencies

- An up-to-date knowledge of the further education sector.
- Proven ability to negotiate with, and influence, a variety of individuals and organisations at a local, national and regional level.
- Strong marketing and PR skills.
- Knowledge of College planning, funding and development.
- Excellent interpersonal, communication and partnership building skills for working in a complex multi stakeholder environment.
- Ability to work effectively as a member of the senior team including during times of change and in pressurised circumstances.
- Political astuteness to help position the College effectively in relation to new developments.
- Demonstrable planning and organisation skills and ability to meet deadlines and to work within budget.
- Ability to communicate the Learner Services vision.
- Capacity to understand complex financial information.
- Ability to network effectively with a wide range of people and to influence opinion.
- Ability to take initiative to advocate outstanding results.

## Other Essential Qualities

- Demonstrated commitment to the College's vision, mission and values and models this through leadership behaviours.
- Resilience and the ability to cope with pressure and difficult situations.
- Well-organised and works autonomously with minimal close supervision.
- Proven ability to motivate others.
- Strong problem-solving capabilities.
- Effective presentation skills.
- Willing to acquire new skills and undertake further training where necessary.
- A proven ability to develop creative and innovative solutions.
- Prepared to operate in accordance with the College's Health and Safety Policies.
- A commitment to champion, the College's Equality, Diversity and Inclusion policies and Health and Safety, Safeguarding, Prevent and British Values.
- A commitment to continued personal and institutional improvement, maintaining the highest professional and personal standards.



# Key Dates and the Recruitment Process



**Closing date: 9am on Monday 14 July 2025**

**Interviews will be held on Tuesday 22 and Thursday 24 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 should arrange an initial conversation with our FE Associates lead consultant, by emailing [Asma.Ahmad@fea.co.uk](mailto:Asma.Ahmad@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.