

Vice Principal Curriculum & Student Support

CANDIDATE INFORMATION PACK

April 2024

www.fea.co.uk/sc-vpcss/





Graham Pennington
Principal & Chief Executive

Welcome

Dear candidate,

Vice Principal Curriculum & Student Support

I am delighted that you are considering an application to Sandwell College to become one of our next Vice Principals.

The college is entering an exciting phase of its development and this role provides both exciting and transformational opportunities within our next chapter. Over the past years, Sandwell College has grown and flourished to become the largest and most successful college in the region.

We have a unique package of specialist and employer responsive courses leading to high-quality qualifications aimed at specific career skill sets from teaching to social care and high-level management. We are committed to inspiring each and every school leaver and adult learner to fulfil their ambitions and to ensuring they are supported throughout their journey.

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 by working in collaboration with employers and wider stakeholders to ensure that we offer the highest standard of education and skills training to enable students to take advantage of, and secure, employment opportunities.

Diversity is our strength and we're proud to have over 90 languages spoken at our college. Our results are significantly above national average and our state-of-the-art facilities are purpose built to offer our students industry-standard learning environments. I am also extremely proud of the health and wellbeing support services we offer, ensuring that every student has access to the guidance they need within a safe and nurturing environment. We are ambitious for our students and have a further, significant investment programme planned that will deliver more state-of-the-art facilities. These plans have included the very recent launch of a brand new Science, Technology & Advanced Engineering Centre and we continue to move forward with a sector-leading partnership with the NHS and local universities to create a learning campus dedicated to training the health professionals of the future.

This leadership role is critical in taking forward our successful college and continuing to deliver on our strategic priorities. It is a pivotal appointment important to ensuring that Sandwell College continues to be the leading provider of further education and skills in the region.

Our leadership team and staff are passionate in their relentless efforts to ensure that no student is left behind, that aspirations are raised and any barriers to learning are overcome.

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 Jo.Johnston@fea.co.uk, to discuss the role before the closing date.

This is a challenging and exciting role and I look forward to receiving interest from those who have the talent, drive and energy to take us forward.

Yours sincerely,



Graham Pennington
Principal & Chief Executive



Job Description

Job title: Vice Principal Curriculum & Student Support

Reports to: Principal & Chief Executive

Salary: £90,000 per annum

Summary of the Post

To be responsible for the strategic leadership and effective management of performance and impact of the college's 16-18 curriculum.

To work closely with leaders to shape, innovative and ensure continuous quality improvement across learning and pastoral services ensuring all students have an outstanding educational experience.

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 Vice Principal Curriculum & Student Support.





Main Duties

Leadership

- To contribute to the strategic planning process with senior colleagues and the Board that promotes outstanding performance.
- To review and challenge the development, progress and impact of the college's 16-18 curriculum.
- To strategically lead and effectively manage specific curriculum departments, pastoral and professional service areas including, but not limited to, quality assurance and improvement; safeguarding; student services and support; information services and systems and health and safety.
- To advise and guide the wider leadership team providing support and challenge as appropriate.
- To ensure that appropriate resources for learning are in place.
- To ensure that curriculum efficiency is maximised.
- To foster a positive and high-performing culture.
- To support, promote and further develop the college's commitment to diversity and inclusion.
- To establish, develop and maintain effective relationships with relevant external bodies.
- To represent the Principal as and when required, including attendance at external events.
- To undertake other duties as determined from time to time to ensure the continued progress and viability of the college.

Curriculum, Development and Planning

- To anticipate changes in the external environment, to explore the implications for the college and to make recommendations in order to best position the college for the future.
- To oversee an effective curriculum planning process.
- To ensure that effective target setting systems are in place and that key performance indicators are met.
- To monitor and improve performance by analysing, evaluating and acting upon relevant statistical data and management information.
- To develop and implement a curriculum information strategy e.g. data dashboards and internal customer-focused reporting etc.
- To ensure continuous course development across all provision types, keeping the offer relevant to the needs of students, employers and the community and to meet recruitment targets.



Management Responsibilities

- To ensure, with other leaders, that curriculum managers and teachers have high expectations of learners and implement strategies to raise their expectations and achieve their potential.
- Oversee the continual professional development of leaders to ensure they have the skills, knowledge and confidence to deliver effective and innovative learning and high-quality support.
- Ensure that curriculum managers are guided and supported to develop high-performing teams.
- To manage staff using the full range of HR strategies, ensuring high standards of performance and professional conduct, in order to maximise student success.
- To communicate effectively with staff at all levels.

Other Responsibilities

- Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the college and, in particular, across those areas of direct responsibility.
- Positively contribute to a safe learning and work environment.
- Have a personal responsibility for safeguarding and for promoting the welfare of children, young people and vulnerable adults.
- Participate in, and make an appropriate contribution to, the college's planning and review processes.
- Take a proactive role in the maintenance of acceptable standards of student behaviour.
- Contribute to the development of the strategic plan and to the achievement of the objectives contained therein.

Standard Clauses - All Job Descriptions

- To comply with the college's policies and procedures.
- To comply with Sandwell College's safety policy and procedures and guidelines. Employees must look after their own health, safety and welfare and be mindful of others who may be affected by their acts.

Person Specification

Experience

Essential

- Proven management experience at a senior level in an FE setting.
- Experience of leading or playing a significant role in securing 'good' or 'outstanding' outcomes at inspection as a nominee.
- Demonstrable, successful contribution to an organisation's strategic planning process.
- Successful experience of developing vocational curriculum areas and of working with employers.
- Experience of leading change to deliver exceptional and sustainable outcomes.
- Significant experience of curriculum design, planning and innovation.
- Extensive experience of leading and inspiring teams.
- Experience of successful budget planning, setting and of the management of income and expenditure.
- Experience of managing provision across a variety of provision types, ensuring curriculum coherence and impact on students, employers and communities.

Desirable

- Some experience of, and familiarity with, the provision of higher education in an FE setting.

Essential Skills and Abilities

- Broad understanding of skills policy and other external drivers, and how these influence planning and decision-making.
- Exemplary communication and presentation skills.
- An understanding of the funding rules that govern FE institutions.
- Robust understanding of financial and budgetary management, especially in relation to curriculum planning.
- Ability to analyse activity and data and develop strategies for improvement where necessary.
- Excellent analytical skills and conversant with the rules that govern relevant, external data and how it is constructed.
- Ability to secure effective working relationships with colleagues, staff, funding bodies, employers and other partners through high levels of support and challenge.



Essential Attributes/Other Requirements

- Very strong IT skills.
- Flexible and resilient.
- Ambitious and innovative with the ability to challenge, solve problems and introduce new ways of working
- Commitment to, and promotion of, safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a college.

Essential Qualifications

- Degree or equivalent level qualification.
- Full teaching qualification.
- Evidence of continued, professional development.



Key Dates and the Application Process



Closing date: **9am on Tuesday 21 May 2024**

Interview date: **Week commencing Monday 3 June 2024**

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 Jo.Johnston@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. Please see the final page for full details on how to 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.

Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/sc-vpcss/>, discussed the role with Jo Johnston and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are **not** compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- **Ensure you enter your name/e-signature and date in section 11.**
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – sc-vpcss - Application**.

2. **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 job reference as the filename i.e. **Surname, First Name – sc-vpcss - ED**.





SANDWELL COLLEGE

A CAREERS COLLEGE

Tomorrow's People

DRIVING BUSINESS

Central Saint Michael's Sixth Form

A UNIVERSITY-STYLE SIXTH FORM

cadbury sixth form college

SERVING THE CITY OF BIRMINGHAM

Principal and Chief Executive:
Graham Pennington
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Independent College Corporation

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