



WHERE EVERYONE MATTERS AND A SUCCESSFUL FUTURE BEGINS

Candidate Information Pack

April 2024

www.fea.co.uk/ycuc-deputy/



Ken Merry, Principal and Chief Executive

Welcome

Dear colleague,

I am delighted you are interested in joining me and the team at York College and University Centre. It really is a wonderful place to work and study and I am sure you will love the college as much as our staff, students and apprentices do.

With a history stretching back nearly 200 years, we are a key part of the education landscape in York and North Yorkshire. This role will be a crucial addition to the strategic leadership of the college as we start the really exciting next phase of our development as we look to set the strategic direction of the college to take us to 2030 and beyond.

We have a very interesting and broad curriculum offer. It is the widest in the region, this means we serve the needs of York and North Yorkshire well. We offer A-Levels, T Levels and vocational study programmes to around 3,700 16-to-18-year-olds, a range of adult learning programmes, apprenticeships to around 900 apprentices and higher level study (including degrees). We engage with over 1,000 businesses to meet their needs and aspirations.

As a college, we are keen to ensure that we are brilliant in everything that we do and this role will support this ambition. Working closely with colleagues across the college, you will ensure that we support students and apprentices to be successful in their time at college and in their careers once they leave the college. You will also be pivotal in ensuring staff feel supported and develop themselves while they are working at the college.

The Deputy Principal (Deputy Chief Executive) Curriculum and Quality will be a visionary leader who possesses a deep understanding of educational pedagogy and curriculum development. You will be responsible for ensuring the highest standards of teaching, learning and assessment across the institution and will come to us with a proven track record of improving academic outcomes, fostering innovation in curriculum design and effectively managing quality assurance processes. You will need to be adept at leading and inspiring teams, driving continuous improvement and maintaining a relentless focus on student success and experience.

We are looking for someone who will be ambitious for the college to be successful, who will care about our students and apprentices, and who will always do the right things, in the right way, for the right reasons. If you think this is you, then I would welcome you to apply for our fantastic role and look forward to meeting you through the recruitment process.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to make contact with our recruitment partner, by emailing Suzanne.Thurlow@fea.co.uk, before the closing date and prior to submitting an application.

Best wishes,

Ken

Ken Merry
Principal and Chief Executive



Job Description

Job title: Deputy Principal (Deputy Chief Executive): Curriculum and Quality

Reports to: Principal and Chief Executive/Corporation as a designated SPH

Salary: Competitive

Areas of responsibility: This role assumes strategic responsibility for curriculum, quality and the student experience (including responsibility for safeguarding) with the following direct reports:

- Director of Curriculum (Further Education)
- Director of Curriculum (Higher Technical and Professional Education)
- Director of Student Experience (the college's Designated Safeguarding Lead)
- Director of Quality of Education.

This is a designated 'senior post' as defined in Article 1(i) of the Instrument and Articles of Government of Further Education Colleges.



Main Purpose of Job

This role is a core member of the college's strategic leadership team (SLT) and, through the Principal and Chief Executive, is accountable to the Board of Governors for ensuring that the college's curriculum offer is high quality, evidence based and delivered in an effective and efficient way.

This post is the senior leader with day-to-day responsibility for leadership and management of all issues pertaining to curriculum, quality and the student experience.

This is a designated senior post and the college's designated Deputy. As such, the postholder is required to take an active role in the leadership and management of the whole college.

This role will be responsible for establishing and maintaining high standards of teaching and learning across all aspects of college provision, resulting in excellent outcomes for students and apprentices.

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 Deputy Principal (Deputy Chief Executive): Curriculum and Quality.

Generic Responsibilities

- As a member of the SLT, contribute to the leadership, strategic and operational management of the college.
- Represent the college externally, at home or abroad, and develop appropriate business relationships with other organisations.
- Participate in and chair meetings of appropriate working groups and committees as required.
- Manage activities and projects to budget and with deliverable outcomes as required.
- Deputise for the Principal and Chief Executive in their absence.
- Any other duties commensurate with the grade as required by the Principal and Chief Executive.



Specific Responsibilities

- To provide expert leadership on all aspects of curriculum, quality and the student experience, across all types of provision.
- To lead on curriculum change and reform, ensuring that the local curriculum offer is aligned to national policy drivers as well as local needs.
- Through the directors of curriculum, ensure that the offer for 16-to-19-year-olds, adults, apprentices and higher education students is high quality, meets local and regional needs and is responsive to any regional or national policy changes.
- To develop and implement strategies and plans which secure a curriculum offer that meets the needs of the area the college serves.
- To develop and implement strategies and plans which deliver consistently excellent teaching, learning and assessment as well as ensure that leaders and managers know the quality of teaching, learning and assessment throughout the course of the year.
- Support the process for the ongoing development, monitoring and delivery of the college's strategic plan, including chairing any relevant strategic groups as required, working closely with the Principal and Chief Executive and reporting to both the SLT and Board of Governors as appropriate.
- Through effective leadership, ensure the delivery of KPIs relating to revenue, quality and the student experience as well as lead on performance reporting for the whole college.
- With the Board of Governors, lead the process of periodic review of the college's offer to support the Board to prepare its published statement as to how the offer meets the area's needs.
- To ensure that arrangements for listening to, hearing and acting upon the student voice are robust, including reporting arrangements to the wider staff and Board of Governors.
- In collaboration with the Chief Finance Officer, lead the annual process of curriculum planning to ensure that the appropriate resources are available to secure the efficient and effective delivery of curriculum.
- To ensure, and report on, employers' and other relevant stakeholders' roles in shaping curriculum priorities.



- To ensure the leadership of quality improvement and assurance activities are effective in improving standards, ensuring high-quality teaching, learning and assessment and are supported by meaningful continuous professional development for all staff.
- Through the development of a high-performing strategic leadership team, ensure that policies, procedures and plans are coherent in delivering the college's strategic aims and meeting the needs of students.
- To report to the Board of Governors and sub-committees on all matters linked to curriculum and quality, including on quality assurance, improvement and self-assessment.
- To act as the principal nominee for all regulatory matters linked with the quality of the college's offer, this includes (but is not limited to): Ofsted, West Yorkshire Mayoral Combined Authority (WYMCA) and the Office for Students (OfS).
- As the Board's designated Deputy, act on behalf of the Principal and Chief Executive, in his/her absence, taking appropriate decisions to ensure the efficient and effective operation of the college.
- Through the college's Designated Safeguarding Lead, ensure that arrangements for the safeguarding of children and vulnerable adults are effective.
- Liaising with other members of SLT to ensure, as far as is reasonably practicable, the college is compliant with its legislative responsibilities in the areas of safeguarding, health and safety, freedom of information, data protection and equality and diversity.
- Champion, promote and embed outstanding safeguarding practices and those relating to equality and diversity throughout the college.

Budget Responsibility

- The postholder is a budget holder under the college's accounting systems.
- The postholder will be required to observe and comply with the financial regulations of the Corporation at all times.



Relationships

- The postholder will liaise with other managers and develop and maintain relationships with staff, governors and external agencies.
- The postholder reports to the Principal and Chief Executive.

Physical Conditions

- The postholder will normally be based at the college site but may be required to work elsewhere.

Social Conditions

- Able to work effectively under his/her own direction and initiative and as a member of the SLT. The postholder will also work closely with the Principal and Chief Executive and governors of the college.

Economic Conditions

- The post is designated a senior post under the Corporation's Article of Government and consequently the terms and conditions of employment are determined by the governors of the Corporation.
- The salary for this post will be determined by the Remuneration Committee and kept under review in line with the Board's pay policy for senior postholders.

Training

- The postholder will be given training either in-house or externally, as required, to carry out the duties of the post and will also be required to be responsible for his/her own continuous professional development. Training needs will be monitored by the Corporation on an ongoing process and in consultation with the postholder.



Health and Safety

- The postholder will be required to:
 - Take reasonable care to safeguard their own health and safety and that of others with whom they work;
 - Co-operate with designated officers named by the governors and/or the Principal and Chief Executive to enable the college to comply with its obligations under health and safety legislation;
 - Avoid interfering with, or misusing, anything provided in the interests of health and safety or welfare;
 - Report immediately any defects in plant, equipment or the working environment.

Risk Management

- The overall management of business risk is the responsibility of all managers in accordance with the college's risk management policy. However, it is also a requirement of all members of staff to identify, evaluate and develop cost-effective controls of risk within their areas of responsibility. These controls should ensure that, as far as possible, these risks are eliminated or reduced to a level that is acceptable to the college.

Safeguarding Children

- York College is committed to equality of opportunity and safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- This position may from time to time involve contact with children, young people or vulnerable adults. This may be for example on a one-to-one basis, providing support, advice and guidance etc. Consequently, the postholder will be obliged to undertake an enhanced disclosure check through the DBS.

NOTE: This job description is current as at the date of the appointment. The above duties are not an exhaustive list. In consultation with the appointee, it is liable to variations made by the Corporation to reflect or anticipate changes in or to the job.



Person Specification

Knowledge and Experience

Essential

- Knowledge and experience of curriculum and product development techniques (for further education, higher education, adult and apprenticeship provision).
- Direct experience of leading and managing (at the whole-college level) at least two of: study programmes for young people; provision for adults, provision for apprenticeships or provision for higher education students.
- Experience of leading college-wide curriculum change and reform; securing a high-quality offer and excellent outcomes for students.
- Experience of engaging employers and students in curriculum design and development.
- Experience of delivering sustained improvements in quality; in particular in students' outcomes.
- A successful track record of developing and implementing strategies to enhance students' demonstrable employability.
- A track record of delivering impact in quality improvement and high performance against KPIs.
- Experience of successful, senior, whole-college level working with at least one of the following key bodies: for example, Ofsted, the Further Education Commissioner's Office, the Office for Students (OfS).
- Experience of whole-college leadership in the preparation for inspection (Ofsted) or review (QAA).
- Experience of leading curriculum planning resulting in a high-quality offer, efficiently and effectively delivered.
- Experience of leading the successful development of teachers/assessors.
- Experience of leading performance management and arrangements for securing rapid improvements in areas which do not meet performance standards.
- Experience of successfully leading and managing members of senior staff.
- Experience of working the Board in the development and implementation of strategy.



Knowledge and Experience continued...

Desirable

- Experience of practising as an Ofsted inspector.
- Experience of business development and bid writing.
- Experience of leading college-level performance reporting on quality and strategic KPIs.

Skills and Abilities

Essential

- Excellent oral and written communication skills.
- Excellent interpersonal and networking skills.
- Good planning and organisation skills.
- Good analysis, problem-solving and decision-making skills.
- Ability to commit to the college values, in particular around embracing diversity and the welfare of students.
- Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism.
- Ability to use IT at a level commensurate with job role.
- Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home.

Qualifications

Essential

- Qualified to degree level or equivalent professional qualification.
- Teaching qualification and experience of teaching/assessing.

Desirable

- Higher level degree in education leadership or a related field.
- Higher level leadership and management qualification.



Key Dates and the Application Process

Closing date: 9am on Monday 20 May 2024

Interviews to be held: Wednesday 5 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 Interviews

- 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.
- 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.

Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/ycuc-deputy/>, discussed the role with Suzanne Thurlow 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.

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. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

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). These forms are not compatible with IOS/MAC (Pages).

1. An Application Form with all sections completed including:

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included 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.
- 2 referees - include full postal and email addresses and 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 – ycuc-deputy-Application.

2. The Equality and Diversity Monitoring Form

- Please click **inside** each check box that applies to you.
- 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 – ycuc-deputy-ED.