



Vice-Principal, Curriculum & Quality

Purpose:

- To support the Principal in providing leadership to the college community that encourages and empowers it to live out its Mission and commitment to Gospel values as expressed in the core values of Mary Ward and ensuring that the document "Philosophy, Values and Vision" is a living document for both staff and students within the college.
- To support the Principal and Governors in the strategic development of the college.
- To support the Principal and Deputy Principal in overseeing the operational management of the college.
- To contribute effectively to the overall management of the College and to the achievement of its mission.
- To be responsible for planning, reviewing and managing the delivery of the College's curriculum offer.
- To be responsible for student achievement, attendance and retention.
- To be responsible for the College's quality assurance and quality improvement procedures.
- To work with the Principal in the Management of the College Human Resources function
- To deputise for the Principal/Deputy Principal (Student Services), when necessary. To work with Senior Leadership Team and Senior Management Team in the deployment of their main duties and responsibilities.

Responsible to: Principal

Responsible for: Assistant Principal (Curriculum) Head of Faculties and relevant members of the Curriculum Team.

Salary / Grade: L15 to L22 of the Sixth Form College's Association Leadership pay scale.
(£63,334p.a. to £74,771p.a.) Depending upon experience.

Main Duties and Responsibilities

As a Senior Leader

As a member of the senior leadership team to work with and under the direction of the Principal;

- In supporting, sustaining and developing the Catholic ethos of the college under the particular charism of Mary Ward.
- In attending as appropriate Loreto English Educational Network meetings.
- In establishing and maintaining an appropriate ethos at the College in pursuit of its mission.
- In the recruitment, guidance, leadership and appraisal of staff.
- In the enrolment of students and the maintenance of student discipline.
- In overseeing and implementing the College's processes for strategic planning.
- In implementing the College's processes for self-assessment and quality assurance.
- In representing the College in meetings with Local Authority, Ofsted and other outside agencies as required.
- In the day-to-day work of the management team in policy creation and review.
- In servicing and attending meetings of the Governing Body.
- By undertaking such other management duties as may be reasonably required by the Principal in the pursuit of the College's Mission.

JOB DESCRIPTION

Curriculum Provision & Development

As Vice Principal - Curriculum and Quality:

1. To take overall strategic responsibility for the delivery and improvement of the College's provision which follows the curriculum plan, as approved by the Governing Body.
2. To ensure that the curriculum offer is relevant to the needs, experience, interests, aptitudes and stages of development of all students in line with the admissions policy of the College.
3. To ensure that College policies inform effective teaching, learning and assessment.
4. To develop means whereby information on students' progress is used to improve teaching and learning and motivate students.
5. To ensure that challenging targets are set at subject level that lead to whole College improvement.
6. To take a lead role in staff development in relation to teaching and learning.
7. To recognise, celebrate and share best practice and, wherever necessary, to challenge underperformance.
8. To work with the Senior Assistant Principal Finance to review the timetable structure in relation to effective and efficient curriculum delivery.

Human Resources Management

1. To work with and support the Principal in the management of the college's human resources and to be willing to undertake training and develop expertise in HR Leadership management.
2. To provide advice on staffing needs, design of job descriptions/person specifications and to participate in the recruitment and interviewing of staff.
3. To work with the HR Manager and support them in their responsibilities to ensure effective and efficient deployment of their teaching staff.

Operational Business Planning

- To contribute towards the College's Risk Management Strategy and ensure its integration into College planning and review processes.

Students

In conjunction with the Deputy Principal - Students:

1. Ensure the College's curriculum meets the needs of all its students.
2. Assist in managing the admissions cycle, including enrolment and induction.
3. Maintain high standards of student behaviour.
4. Monitor student attendance, retention and achievement.
5. Celebrate and reward student success.
6. Ensure adequate support for students with learning difficulties and disabilities.
7. Ensure the implementation of Health and Safety procedures with regard to the safe learner.
8. Assist in the management of internal student progression.

Quality Assurance

1. To monitor quality in all areas across the College.

JOB DESCRIPTION

To take a lead role in the College's self assessment procedures and to produce the annual self assessment report.

Management Information and administration

1. To assist in the development of recording systems which enable the activities of the College to be monitored.
2. To identify and take appropriate action on issues arising from management information, setting deadlines where necessary and reviewing progress on improvement action plans.
3. To provide relevant management information for College purposes and external agencies.
4. To ensure that systems are in place to enable students and parents to be kept fully informed about student progress and achievement.

Communications

1. To communicate and demonstrate commitment to the College's mission and strategic objectives.
2. To liaise with relevant external bodies as appropriate.

Marketing and Liaison

1. To attend events in Partnership Schools and to promote the work of the College at Open Days / Evenings / Conventions and other events.
2. In conjunction with other staff, to develop effective links with employers and other external agencies.

Management of resources

- To contribute to the work of the SLT in managing College resources within a delegated budget. This will be of particular significance in the acquisition, deployment of equipment, materials and accommodation, particularly with regard to curriculum delivery and the development of ILT.
- To achieve value for money for the College in terms of all relevant purchases; this will involve compliance with tendering procedures.

Equality and Diversity

- To contribute to strategic developments in relation to the equality and diversity policy and procedures with reference to students.
- To set specific equality and diversity related targets for recruitment, achievement, attendance and retention.

Other specific duties

To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To promote actively the College's corporate policies, e.g. Health and Safety Policy, Equal Opportunities, etc.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary and job title.

PERSON SPECIFICATION

This person specification will be used in shortlisting and interviewing to select the best candidate. You should, therefore, address the person specification in your written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Qualifications			
Good honours degree, or equivalent	✓		Application
Teaching qualification with a proven track record as a successful teacher	✓		Application, Interview
A recognised Catholic Leadership/Leadership Qualification		✓	Application
Experience			
Substantial experience of working as an Assistant Principal, Deputy or Assistant Head in a school or college	✓		Application, Interview
Strong leadership skills with the ability to motivate, develop, persuade and inspire others using tact, sensitivity and emotional intelligence.	✓		Application, Interview
Leadership and management experience above Head of Department level in an educational context.	✓		Application, Interview
Evidence of making a positive impact in teaching, learning and student outcomes.	✓		Application, Interview
Proven record of setting and achieving high standards within area of responsibility.	✓		Application, Interview
Willingness to develop skillset and work towards increased responsibility for Human Resource matters.	✓		Application, Interview
Evidence of good KS5 achievement, value added and retention data.	✓		Application, Interview
Awareness of key issues facing Catholic Colleges and Schools	✓		Application, Interview
Evidence of personal initiative in career to date	✓		Application, Interview
Experience of developing quality approaches to raising standards of teaching and learning		✓	Application, Interview

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Skills and Knowledge			
Ability to think and plan strategically, manage a demanding workload, achieve priorities and meet deadlines	✓		Application, Interview
Knowledge of the Schools and Sixth Form sector curriculum and the wider policy context	✓		Application, Interview
Ability to inspire the whole college community	✓		Application, Interview
Ability to manage resources effectively	✓		Application, Interview
Ability to assess the performance of others	✓		Application, Interview
Ability to promote new ideas and continuous improvement	✓		Application, Interview
Ability to negotiate and manage conflict	✓		Application, Interview
Excellent verbal and written communication skills including the ability to represent the college in a wide variety of contexts and with a broad range of stakeholders.	✓		Application, Interview
An analytical approach with strong, problem-solving, project management and data handling skills and the ability to make sound evidence based judgements.	✓		Application, Interview
Ability to communicate with people at all levels of the organisation	✓		Application, Interview
Interest in the development of ILT within teaching and administration	✓		Application, Interview

WE LOOK FORWARD TO HEARING FROM YOU

