

NEWHAM COLLEGE LONDON

Director of Study Programmes

Candidate Information Pack
June 2024



www.fea.co.uk/ncl-dsp/

F E A
FE ASSOCIATES

Welcome



Dear colleague,

Thank you for expressing an interest in Newham College London. We are proud to be an inclusive, aspirational community college, based in East London. Newham has 3 main campuses; East Ham, Stratford and the Institute of Technology, based at London City Island, and a number of community learning venues across the borough.

We have over 2,000 young learners and around 6,000 adult learners, making the college a vibrant, busy and exciting organisation. Over the past few years, we have invested over £50m of capital expenditure to modernise our estate and update our resources.

We are in an exciting phase of the college's development, with new programmes, new buildings and an increase in learner numbers, making the college a great place to work and study.

Our staff are overwhelmingly positive about Newham - we value and invest in our staff. We have created a culture of high aspiration, high support and high achievement. We are consistently one of the highest achieving colleges in London. Recently graded 'Good' by Ofsted, Newham was the first college in the country to receive a strong contribution for its skills contributions, something we are very proud of.

We are now looking for a forward thinking, skilled, collegiate Director of Study Programmes. The postholder will have the strategic and operational responsibility for study programmes at the college including the strategic lead for T Levels. We want our candidates to be as ambitious, excited and aspirational as we are.

Our 16-18 provision is a key strategic growth area for Newham. We are looking for an experienced practitioner, a good communicator and, above all, someone who aspires to bring more success for our students and our college.

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 Amanda.Hart@fea.co.uk, to discuss the role before the closing date.

We very much look forward to receiving your application.

Yours sincerely

Paul Stephen
Principal & Chief Executive



Our Vision and Values

Mission

The mission of the college is to develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.

Values

Newham College is committed to a culture of integrity and living by the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In consultation with staff and students, we have articulated our values around aspiration.

ASPIRE

Ambitious - We are highly ambitious for our students and staff with relentless drive for excellence in everything we do.

Successful - We build determination to achieve individual and collective successes.

Professional - We foster high levels of professional standards, with an emphasis on integrity and accountability.

Innovative - We strive to be at the forefront of innovation for education, skills and employment.

Respectful - We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.

Engaging - We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

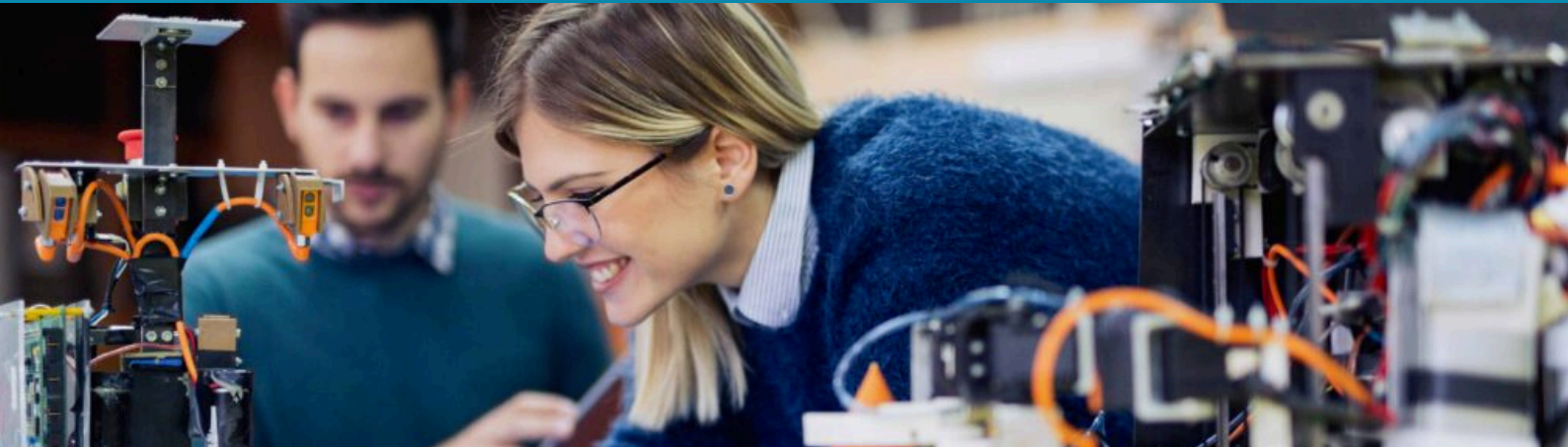
Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The college's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The college is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the college are subject to an enhanced DBS check and barred list check.

Job Description



Job title: Director of Study Programmes

Salary: £77,943 per annum

Reports to: Vice Principal 16-19 Study Programmes and Quality of Education

Location: East Ham Campus

Contract: Permanent

Job Purpose

The role requires outstanding leadership and management skills to ensure that all learners achieve their maximum potential and that management teams and staff are effectively supported, directed and performance managed.

The postholder will hold line management responsibility for a number of curriculum areas across the college and identify new developments which will lead to growth in 16-19 provision. The postholder will lead, manage and develop the strategic direction of the designated curriculum schools, maximise student participation and success rates, and ensure all students within the curriculum area receive a consistently outstanding experience. They will also play a proactive role in the delivery of Newham College's strategic initiatives, aims and ambitions.

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 such other duties other than those given in the job description.

The 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.



Key Duties and Responsibilities

- To lead provision in a range of curriculum areas across the college, delivering a responsive and flexible high-quality curriculum that engages and attracts employers, students, and other stakeholders.
- To provide leadership and vision in managing and developing Newham College of Further Education's offer for 16-19 study programmes - as well as ensuring that the learners have appropriate levels of progression into further study at Newham College London.
- To take a strategic lead for the implementation and growth of T levels across the organisation.
- To ensure compliance with the college's curriculum planning, quality review processes, leading to the provision being judged as outstanding.
- To work closely with other Directors, Assistant Directors and Heads of School to ensure the smooth planning, monitoring, development and delivery of the curriculum across the provision.
- To be actively involved in the attainment of objectives contained in the College's strategic plan.
- To take a lead on the college SAR for the curriculum areas within this provision.
- To ensure the rigorous implementation of designated quality assurance procedures and have oversight of the quality improvement plans to ensure the college meets all its deadlines.
- To line manage the Heads of School and ensure they are effectively deployed to support the achievement of high-level curriculum offer and high level success rates.
- To manage the performance of staff within the curriculum areas.
- To increase levels of learner satisfaction and provision.
- To drive a business approach across the college that identifies opportunities for new curriculum innovation and growth.
- To exploit opportunities to earn income from a variety of sources, including provision on a commercial basis.

- To manage the budget and resources as determined by the Vice Principal/Deputy Principal.
- To promote and facilitate a culture of continuous professional development across the curriculum areas of responsibility.
- To identify and manage the development opportunities for the college in the subject areas, ensuring a relevant and flexible portfolio of courses, including provision for local community and businesses as deemed appropriate.
- To oversee and co-ordinate the curriculum planning, delivery and timetabling process.
- To monitor the directorate's targets including enrolments against target.
- To work closely with the marketing and admissions teams.
- To lead on student recruitment and enrolment.
- To ensure that the student supervision entitlement, tutorials, assessment and accreditation is exemplary and that the student experience is maximised.
- To maintain staff workloads so that appropriate contributions are made to processes associated with student recruitment, interview, selection, enrolment and induction, including college processes to ensure learner eligibility.
- To use management information and data to monitor and improve the quality of provision.
- To drive up standards of teaching and learning within the curriculum schools by encouraging models of best practice in teaching and learning and the use of innovative and creative curriculum delivery.
- To promote and facilitate a culture of continuous professional development and improvement across the directorate.
- Any other duty, within the competence of the postholder.



Person Specification

Qualifications

Essential

- Educated to at least degree level (or equivalent) with a recognised teaching qualification.
- Minimum of Level 2 literacy and numeracy.

Desirable

- Holder of a management qualification.
- Evidence of continuous professional development including participation in leadership and management programmes.

Knowledge and Experience

Essential

- Experience of teaching in further education.
- Experience of teaching a relevant subject.
- Experience of a cross college curriculum role.
- Experience of successful curriculum development, innovation, design, implementation, monitoring, evaluation and impact assessment.
- Experience of working and providing effective leadership within education.

Desirable

- Experience of developing successful partnerships with external organisations.
- An understanding of funding methods and national and governmental educational developments.



Person Specification

Essential Skills and Competencies

- Highly developed leadership and management skills, people focused with the ability to lead and motivate staff.
- Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies.
- Skills in working as a member of a team and motivating colleagues.
- Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices.

Essential Other Qualities

- The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Ability to work safely always, in accordance with the college and departmental/ team risk assessment procedures and to contribute to the development of risk assessments as periodically directed by line managers.
- Prepared to operate in accordance with the college's health and safety policies.
- An understanding of and commitment to, the college's equality and diversity policies.
- A commitment to continuous professional development at both personal and team levels.



Key dates and the application process



Closing date: **9am on Tuesday 2 July 2024**

Interview date: **Thursday 11 July 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 Amanda.Hart@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/ncl-dsp/>, discussed the role with Amanda Hart 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 – ncl-dsp- 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 – ncl-dsp - ED**