

JOB DESCRIPTION

Job Title:	Assistant Principal – STEM (FE)
Department:	FE College
Contract:	Permanent, Full time
Salary Range:	Up to £75,000 per annum (Fixed)
Report To:	FE Deputy Principal
Job Purpose:	<p>The FE Assistant Principal (STEM) provides strategic and operational leadership of the FE STEM curriculum provision at University College Birmingham. The postholder is responsible for leading the STEM Heads of Department and for the delivery, coordination and performance of GCSE Maths and English across the FE College.</p> <p>Reporting directly to the FE Deputy Principal, the role has a strong emphasis on delivering excellent teaching, learning and assessment, strong inclusion and support for vulnerable learners, and the effective use of data to drive continuous improvement, intervention and progression.</p>
Main Duties & Responsibilities:	<p>Leadership & Strategic Direction</p> <ol style="list-style-type: none"> 1. Provide strategic leadership of the FE STEM curriculum areas, ensuring alignment with UCB's strategic plan, regional skills priorities and employer expectations. 2. Lead the design, development and continual review of a coherent and ambitious STEM curriculum offer, including effective pathways from Entry Level to Level 3. 3. Lead the cross-college strategy, planning and delivery of GCSE Maths and English, ensuring consistent and high-quality delivery. 4. Ensure that strategic direction, expectations and performance requirements from the FE Deputy Principal, Vice Principal Quality (FE & Skills) and Senior Director Student Experience are clearly disseminated, understood and implemented by curriculum teams.

For office use only:

Approved by:		Date:	
--------------	--	-------	--

	<p>Teaching, Learning & Assessment</p> <ol style="list-style-type: none"> 5. Lead the implementation of UCB’s teaching, learning and assessment strategy across STEM and GCSE Maths and English. 6. Drive continuous improvement in teaching, learning and assessment practice through coaching, modelling, mentoring, intervention and effective use of evidence-informed approaches. 7. Ensure all curriculum teams deliver consistently high-quality lessons, assessment and feedback, with a culture of aspiration, professionalism and accountability. 8. Monitor and evaluate the quality of teaching and learning to ensure compliance with Ofsted expectations, awarding body requirements, KCSIE and Prevent. <p>Inclusion, Safeguarding & Learner Support</p> <ol style="list-style-type: none"> 9. Champion inclusive practice, ensuring vulnerable learners are effectively identified, supported and monitored. 10. Ensure timely intervention, pastoral support and additional learning support. 11. Ensure all STEM, GCSE Maths and GCSE English provision is compliant with safeguarding and Prevent requirements. 12. Promote a safe, inspiring and inclusive learning environment. <p>Data, Performance & Quality Improvement</p> <ol style="list-style-type: none"> 13. Lead performance monitoring across STEM and GCSE Maths and English using data dashboards, learner analytics and progress tracking. 14. Oversee achievement, attendance, retention, behaviour, progression and value-added performance, ensuring timely intervention. 15. Lead contributions to self-assessment reports (SAR) and quality improvement plans (QIP), ensuring robust analysis and action planning.
--	---

For office use only:

Approved by:		Date:	
--------------	--	-------	--

	<p>16. Work closely with the Vice Principal Quality (FE & Skills) to prepare for and support external scrutiny visits, audits and Ofsted preparation.</p> <p>Curriculum Operations & Management</p> <p>17. Line manage Heads of Department within STEM and GCSE Maths and English leads, ensuring clear performance objectives and regular accountability.</p> <p>18. Ensure all curriculum areas meet agreed income, recruitment, retention and achievement targets.</p> <p>19. Lead the effective planning and delivery of timetables, staffing, resources and study programme requirements.</p> <p>20. Collaborate with the Senior Director FE Student Experience to promote effective employer engagement, work experience and enrichment opportunities relevant to STEM disciplines.</p> <p>Partnerships & External Engagement</p> <p>21. Build and maintain strategic relationships with employers, universities, industry bodies and community partners.</p> <p>22. Represent STEM and Maths/English provision at SLT meetings, senior forums and external networks.</p> <p>23. Work collaboratively with marketing, apprenticeships, business engagement and student services to promote STEM provision.</p> <p>General Responsibilities</p> <p>24. Promote equality, diversity and inclusion across STEM and Maths and English provision.</p> <p>25. Ensure compliance with health and safety, GDPR, college policies and risk management procedures.</p> <p>26. Take part in professional development, leadership training and mandatory compliance training.</p> <p>27. Undertake any other duties commensurate with the role.</p>
--	---

For office use only:

Approved by:		Date:	
--------------	--	-------	--

PERSON SPECIFICATION

Post:	Assistant Principal – STEM (FE)	Weighted criteria
Experience:		
1	Demonstrable experience of leading STEM curriculum areas in an FE or similar environment.	X
2	Proven track record of leading high-quality teaching, learning and assessment.	X
3	Successful leadership of curriculum teams, including line management of managers.	
4	Experience of improving outcomes for vulnerable learners and embedding inclusive practice.	
5	Experience of data-driven improvement, interpreting complex data to inform decision-making.	
Skills & Abilities:		
6	Knowledge and understanding of the challenges and current issues in the FE sector.	X
7	Strong coaching skills and the ability to improve teaching practice.	
8	Successful leadership of curriculum teams, including line management of managers.	
9	Able to effectively contribute to SAR, QIP and external quality assurance processes.	
10	Ability to work under pressure, manage competing priorities and meet deadlines.	
Education & Qualifications:		
11	Educated to degree level or equivalent	
12	Relevant Teaching Qualification (level 5 or above)	
13		
14		
15		
Training & Professional Development:		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18	Membership of SET or willingness to work towards	
19		
20		
Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	

For office use only:

Approved by:		Date:	
--------------	--	-------	--

23	Evidence of a strong commitment to equality and diversity, and an appreciation of the diverse cultural context of the University.	
24	Knowledge of study programmes, qualification reforms and FE funding.	
25	Understanding of inclusive practice and SEND/ALS support.	

For office use only:

Approved by:		Date:	
--------------	--	-------	--