

Job Description

Vice Principal: Curriculum and Quality

Responsible to:	The Principal
Responsible for:	Assistant Principals (Curriculum)
Salary:	£60,000 - £65,000
Date:	September 2021

Job Purpose:

- To provide a clear vision of an inclusive, high performing, values-driven college.
- To provide strategic leadership, development and direction to teaching, learning, assessment and the curriculum at all levels including further education, apprenticeships, bespoke employer facing work and research.
- To always act in the best interests of students with a strong focus on quality, standards, outcomes and the College's values.
- To be responsible for academic planning and standards across the College, to develop, maintain and operate appropriate policies and systems for quality management and enhancing academic standards, and drive forward a focused research programme.
- To be an active member of the Senior Management Team, contributing to the overall management ethos of the College.
- To articulate the College's voice and values with all relevant stakeholders whilst building strong partnerships that benefit the College, its students, staff, employers and the wider community.
- To establish external networks to promote and progress the development of Richard Huish College building upon its strong recruitment, brand and reputation locally and nationally.
- To ensure all students and staff are safe and supported effectively in a fully inclusive environment.
- To lead the College through the various external quality audits, including acting as the College Ofsted Inspection Nominee.
- To deputise for the Principal when required.

Key Responsibilities:

- To provide positive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the College and the achievement of high standards of performance.
- Provide highly effective leadership across the College, inspiring and motivating colleagues to deliver excellent outcomes. As part of this be visible and approachable to inspire colleagues to deliver high quality learning experiences and services.
- To be a highly effective, supportive line manager, ensuring a shared vision of an inclusive, high performing, values driven College.
- Contribute to the development and implementation of the Strategic Development Plan. Leading development in light of policy change, funding or other stakeholder priorities.
- To develop the curriculum strategy in line with the College Strategic Plan, ensuring high quality performance.
- Plan, operate and monitor an innovative and flexible curriculum mix that meets market demand within the funding and income constraints. Developing initiatives to improve teaching, learning,

assessment.

- To lead on teaching, learning and assessment, quality and standards, College Information Systems, and Exams across the College. Ensuring that our teaching, learning and assessment is of the highest quality with a clear strategy to drive continuous improvements.
- Underpin this improvement strategy with a clear approach to the collection, analysis and presentation of reliable and valid data which is then used by all stakeholders.
- Ensure management teams, and the Governing Body receive timely and accurate information to enable the effective oversight of College activities, risk management and to properly discharge their responsibilities.
- To set the standard and expectation of excellence across all areas of activity.
- Lead the strategic development and implementation of the College's quality management processes. Developing key performance indicators and quality processes to ensure accurate, timely, benchmarked information is available.
- As part of the Quality Management processes lead the self-assessment process to ensure it is rigorous with effective quality improvement plans to ensure high quality outcomes.
- Monitor any quality improvement plans to ensure that they are effectively delivered, and their impact assessed.
- To be proactive in the early identification of potential quality issues, to implement strategies for improvement and monitor and report on their impact.
- Ensure a high quality and responsive student experience is delivered in a student focused, supportive, inclusive manner in which the student voice is effectively heard and used to make on-going improvements.
- To promote effective relationships with external bodies, notably parents, partner schools, the local community, higher education and representatives of other partner organisations in a way that will promote a positive image of the College.
- Position the College as a positive, proactive and open partner, constantly building the reputation of the organisation with internal and external stakeholders, partners, providers and community groups whilst exploiting opportunities to further the ambitions of the College.
- To positively promote the College both internally and externally and contribute fully to all aspects of College marketing, brand and reputation.
- To represent the College on those external committees or other bodies, which are considered to be relevant and influential to the present and future needs of the College.
- Work with the Vice Principal Student Services to ensure the safeguarding and welfare of all students, staff, volunteers and visitors, notably in relation to Safeguarding and the Prevent legislation.
- Working with the Chief People Officer to ensure the effective performance of staff and where necessary challenge performance through the Colleges Performance Management processes.
- Maintain up to date knowledge of developments and best practice and provide professional advice to managers and staff.
- Deputise for the Principal and represent the College at external and internal events, as and when required.
- Make an active contribution to a College-wide culture which actively promotes equality, diversity and inclusion in line with statutory requirements and best practice. Ensuring a positive, inclusive student experience through equality of opportunity and the celebration of diversity.
- Ensure an inclusive approach to the staff experience, which promotes equality and diversity.
- Ensure that the College complies with all its statutory and regulatory responsibilities relating to curriculum, quality, student support and marketing enabling effective implementation of all policies and procedures having due regard for legislative requirements.

This job description may be re-negotiated at the request of either the post-holder or the Principal.

The post-holder will be expected to work outside of their normal hours from time to time, to support key activities during the academic year. For example, enrolment, open evenings, parents' evenings, conferences etc. Advance notice would be given. Some additional flexibility may be required of the post-holder in relation to the specific demands of this role.

The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.