

JOB DESCRIPTION

Job Title:	Vice Principal Quality (FE & Skills)
Department:	Further Education
Contract:	Permanent, Full Time
Salary Range:	Up to £85,000 per annum (Fixed)
Report To:	Deputy Principal (FE)
Job Purpose:	The Vice Principal Quality (FE & Skills) will provide strategic leadership and overarching accountability for the quality, consistency, and continuous improvement of Further Education and Skills provision at UCB. This role ensures robust quality assurance and enhancement frameworks are embedded across all FE and skills programmes, meeting external regulatory expectations (including Ofsted) and internal performance goals, while optimising learner outcomes.
Main Duties & Responsibilities:	<p>Governance, Assurance & Accountability</p> <ol style="list-style-type: none"> 1. Act as the senior lead for FE & Skills quality assurance, reporting to the Board of Governors and relevant governance committees. 2. Prepare, present, and quality-assure high-level reports for Governors, providing clear analysis of performance, risk, compliance, and improvement actions relating to FE and Skills provision. 3. Provide professional advice and assurance to Governors on quality, standards, and regulatory compliance, including readiness for inspection and external review. 4. Lead on the development and monitoring of quality-related Key Performance Indicators (KPIs) reported to governance, ensuring transparency, accuracy, and timely escalation of risk. 5. Support the Deputy Principal FE in responding to Governor scrutiny, recommendations, and actions arising from committee discussions and formal Board decisions. 6. Ensure that governance reporting aligns with statutory and regulatory expectations, including Ofsted, awarding bodies, and funding requirements.

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	<p>7. Contribute to institutional risk management processes, ensuring quality-related risks are clearly articulated, mitigated, and monitored through appropriate governance channels.</p> <p>Strategic Leadership & Quality Assurance</p> <p>8. Lead the strategic development and implementation of a comprehensive quality assurance and enhancement framework for FE and Skills provision that aligns with UCB's strategic priorities and regulatory frameworks (e.g., Ofsted EIF, awarding body requirements).</p> <p>9. Provide expert leadership on quality policy, standards, and practice across curriculum delivery, assessment, and learner support, with clear performance metrics.</p> <p>10. Ensure quality assurance systems — including observation programmes, learning walks, deep dives, data analytics, and curriculum reviews — drive continuous improvement and consistency in teaching, learning and assessment practice.</p> <p>11. Oversee internal governance around curriculum quality, SAR (Self-Assessment Report), and QIP (Quality Improvement Plan) processes, ensuring timely production, accuracy, and evidence-based action planning.</p> <p>Operational Leadership</p> <p>12. Provide operational oversight of quality processes, ensuring compliance with statutory requirements and accountability frameworks.</p> <p>13. Lead the design and delivery of high-impact professional development and CPD activities to strengthen pedagogical practice and quality outcomes.</p> <p>14. Line-manage the Deputy Director FE Quality, providing direction, performance management, and capacity to translate strategy into operational delivery.</p> <p>15. Ensure robust internal and external verification arrangements, including working with awarding bodies, to maintain assessment integrity and standards.</p> <p>Performance & Continuous Improvement</p> <p>16. Monitor institutional performance indicators (e.g., retention, achievement, progression, learner satisfaction) and work collaboratively with academic and operational teams to respond to trends and areas for improvement.</p>
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	<p>17. Champion evidence-based decision-making, using robust data interrogation to inform quality interventions and enhance learner outcomes.</p> <p>18. Oversee quality due diligence and oversight of subcontracted delivery, ensuring effectiveness and compliance.</p> <p>Stakeholder Engagement</p> <p>19. Represent UCB on internal and external quality-related forums, including senior leadership meetings, and sector networks.</p> <p>20. Build effective working relationships with regulatory bodies (e.g., Ofsted), awarding organisations, and sector partners to support quality assurance and enhancement priorities.</p> <p>21. Advocate and contribute to UCB’s commitment to equality, diversity, and inclusion, embedding these principles in quality processes and learner support.</p> <p>Professional Standards & Culture</p> <p>22. Model and promote a culture of high expectations, continuous learning, and reflective practice among academic and professional services staff.</p> <p>23. Promote and uphold UCB’s policies and values, ensuring quality practices support an inclusive and equitable learner experience.</p> <p>24. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>25. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>Any other duties commensurate with the nature and grade of the post.</p>
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PERSON SPECIFICATION

Post:	Vice Principal Quality (FE & Skills)	Weighted criteria
Experience:		
1	Demonstrable senior leadership experience in further education/skills quality assurance, improvement and curriculum delivery.	X
2	Strong understanding of post-16 and adult skills funding, curriculum design, and assessment strategies.	
3	Experience preparing for and managing external quality inspections (e.g., Ofsted) and implementing inspection action plans.	X
4	Proven ability to lead organisational change, develop quality systems, and influence culture across large, complex educational settings.	
5	Demonstrable experience of reporting to governors and senior committees, providing clear assurance on quality, standards, risk, and regulatory compliance within FE and skills provision.	
Skills & Abilities:		
6	Strong leadership skills, with the ability to motivate, inspire and hold others to account to deliver high-quality outcomes and continuous improvement across FE and skills provision.	
7	Ability to represent the University College Birmingham brand internally and externally, acting as a role model for UCB values and behaviours, with the credibility to influence and build trust with internal and external stakeholders, including governors and regulators.	
8	Strong critical and strategic thinking skills, with the ability to interpret the external policy and regulatory landscape and translate strategic priorities into effective operational quality improvement plans.	
9	Excellent written and oral communication skills, with the ability to produce clear, comprehensive and strategic reports for senior leaders and governors, alongside strong planning, organisational and administrative capabilities.	
10	Strong data analysis and interpretation skills, with the ability to interrogate performance data, monitor progress against KPIs, assess risk, and identify evidence-based improvements to quality and learner outcomes.	
Education & Qualifications:		
11	Degree or equivalent professional qualification	X
12	Recognised teaching qualification.	
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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.	
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Other:		
21	Flexible approach to work and be able to travel to events and competitions around the UK in conjunction with the role.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Demonstrate a strong commitment to equality and diversity, with an understanding of the diverse cultural context at University College Birmingham	
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