





Job Description

Job title: Vice Principal

Accountable to: The Principal

Salary: c£70-£75k per annum

Job Purpose

The Vice Principal Curriculum and Quality will lead and manage the college curriculum teams to design and deliver a high-quality curriculum across all provision types. The Vice Principal will be an active member of the Senior Leadership Team leading on matters relating to curriculum, quality, teaching and learning and college information systems. They will provide excellent leadership and management to a team of Director of Curriculum Managers to ensure that staff are well supported to fulfil their potential and deliver an exceptional student expereince. Itchen is proud of how it has developed as a sixth form college. Building on this, the Vice Principal will assist the Principal and the Governing Body in continuing to drive excellent curriculum provision recognising the inclusive and supportive nature of the college for both students and staff.



Principle duties and responsibilities

Curriculum and Quality

The college prides itself on its responsive curriculum offer and is constantly seeking to ensure all areas deliver outstanding outcomes to ensure our students achieve to the best of their ability, the Vice Principal will:

- provide leadership to all areas of the college curriculum, ensuring it meets the needs of the Itchen Community, line managing five Directors of Curriculum, Head of Teaching and Learning and Head of CIS/MIS
- assist the Principal in the strategic planning of the college curriculum, maintaining oversight of all quality assurance processes and their effective implementation
- lead the production of the college Self-Assessement Report and Quality Improvement Plan
- act as college nominee for inspection activity
- work with all senior and middle managers across the college to ensure all parts of Itchen fully contribute to an outstanding student experience

Teaching and Learning

The college is constantly seeking to develop pedagogies to meet the evolving needs of its students. The Vice Principal will:

- provide leadership and motivation to develop teaching and learning methodologies to ensure all students perform to the best of their abilities
- lead the management systems pertaining to tracking of progress, quality assurance and reporting
- lead the production of a college timetable that meets the needs of its students and staff

<u>Staff</u>

The college values its staff with the Principal leading a Senior Management and staff team where interactions are candid, respectful, supportive and challenging. The Vice Principal will:

- advise on staffing matters, recruiting and retaining staff of the highest possible calibre, ensuring effective performance and professional development
- develop and apply appropriate systems of performance and quality management
- seek to ensure the individual and collective knowledge of staff is leveraged in an effective way



Values and strategy

With its long history as a sixth form college, the special character of Itchen is based on an enduring set of values centered on inclusion. As a community, the college encourages lifelong friendships, creativity and sporting excellence.

Change and progress has made the college what it is today and the Vice Principal will be expected to:

- work in partnership with the Principal and the Board on the college's strategic vision, mission, change agenda and standards
- maintain an up-to-date understanding on changes in the education landscape, policies and reforms

Itchen in the community

The Vice Principal has a key role in building, growing and maintaining links with a rich network of stakeholders to benefit the college. Representing the college, the Vice Principal will be expected to:

- seek opportunities to maximise partnerships and funding streams, leading on projects and initiatives as directed by the Principal
- secure appropriate contacts and links with schools and other colleges within the travel to learn area of the college
- provide feedback to the college on relevant external stakeholder engagement and opportunities.

Governing committees

The Vice Principal will support the Principal in working in partnership with the Board to ensure effective governance of the college. This will involve:

- preparing and delivering reports to Full Board and Governor Committees Curriculum and Quality Committee and the Growth and Engagement Committee and any other as appropriate
- encouraging staff and students to participate on the governance committees of the college





Person Specification

The Corporation have identified the following criteria as essential:

- an honours degree or equivalent qualification
- a teaching qualification
- a record of successful management in a significant role within the post 16 sector
- experience and understanding of a range of funding streams
- evidence of up to date and continuing professional development

The Corporation have identified the following criteria as desirable:

- an understanding of the key issues for the post 16 sector
- experience of inspection, either as a nominee or as an inspector
- experience of development and implementation of HR policies and procedures
- evidence of managing change
- evidence of intellectual rigour and the ability to analyse and explain complex issues
- evidence of effective partnership working
- to be able to successfully monitor the management of a budget
- evidence of innovative engagement with digital learning technology

The Corporation regards the following points as particularly important requirements for Itchen Sixth Form College:

- a strong commitment to social mobility and raising the aspirations of students
- a leadership style which encourages, motivates and inspires staff and students and fosters and maintains good staff morale
- an effective communicator
- an open and consultative approach to management
- an effective decision maker with excellent analytical and problem-solving abilities
- a willingness to confront issues and make difficult decisions
- when under pressure an ability to maintain a sense of perspective and make sound judgements
- personal and professional integrity
- empathy with the needs and aspirations of post 16 studenst, to include International students
- an understanding of the funding methods, of the funding agencies, and the related financial issues affecting sixth form colleges
- evidence of commitment to the principles of safeguarding, equality, diversity and inclusion



