



# JOB DESCRIPTION

Assistant Principal -  
Curriculum



## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	Assistant Principal - Curriculum
<b>REPORTING TO:</b>	Deputy Principal (Curriculum and Quality)
<b>RESPONSIBLE FOR:</b>	Heads of Schools
<b>GRADE:</b>	Leadership and Management

**KEY RESPONSIBILITIES**

1. To be a member of the College's Senior Management Team, contributing to the strategic leadership, management and development of College provision on its journey to excellence.
2. To work with the Senior Management Team in achieving the College vision of excellence through the development and implementation of the College's Strategic Development Plans and Quality Improvement Plans.
3. To provide strong leadership to plan, deliver and transform the College's curriculum for all age groups in line with local, regional and national economic priorities. There should be a relentless focus on employer engagement, industry standard knowledge and skills, and planning the delivery of Technical Levels, through curriculum insight and innovation.
4. To deliver excellent quality of Teaching, Learning and Assessment, combined with robust quality improvement and assurance mechanisms, ensuring an outstanding learning experience for all students.
5. To develop and maintain a collaborative professional team, which is up to date with professional knowledge and skills through continuous professional development courses and up to date industry standards.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To develop and implement strategies to ensure excellence in the quality of teaching, learning and assessment while delivering innovative curriculum at various levels for learners of all age groups.
2. To deliver curriculum programmes across a broad range of sector areas, as well as creating and maintaining excellent links with employers, to achieve outstanding outcomes for all learners.
3. To develop and implement strategies to maximise income streams, both funded and full cost, to meet financial targets.
4. To develop strong working links with external stakeholders, awarding bodies, sector skills agencies, higher education institutions, employers and professional organisations.

5. To oversee the development and consistent application of the College's curriculum model as well as manage a culture of continuous improvement that delivers the highest quality standards across the curriculum and student experience.
6. To provide effective strategic and operational leadership of curriculum/sector areas with the ability to proactively drive innovations, changes and improvements in a challenging climate, at short notice.

### **LEADERSHIP AND MANAGEMENT**

1. Lead on the development and implementation of standards in assigned curriculum areas.
2. To manage the aspects of the College strategic and annual business planning and budgeting processes that are the responsibility of the role.
3. To achieve agreed targets and performance indicators across all areas of responsibility.
4. Management of assigned curriculum areas which could include Study Programmes, Adult Programmes, Apprenticeship Provision and any other areas developed in response to changing skills needs and demand.
5. Lead and manage assigned aspect/s of the provisions that the college offers including during Ofsted inspections.
6. Provide leadership and management to ensure the highest standards of teaching, learning and assessment.
7. Lead and manage a culture of continuous improvement that delivers agreed quality standards across the curriculum and student experience.
8. Ensure that the College provides high-quality and responsive student support services focused on continuous advice and guidance which will support student performance, wellbeing, employability and personal development.
9. Support a model of stakeholder relationship management that builds the reputation of the area.
10. Support a culture of equality, shared values, innovation and effective team working.

### **SAFEGUARD LEARNERS, STAFF AND STAKEHOLDERS**

1. Develop strong working links with external stakeholders, awarding bodies, sector skills agencies, higher education institutions, employers and professional organisations.
2. Initiate and manage projects, which ensure that the college engages pro-actively with external agencies and strategic partners.
3. Keep yourself up to date with the relevant legislation and guidance.

## **FINANCE AND RESOURCES**

1. Be responsible for the effective deployment of resources and the drafting and monitoring of budgets within the areas of responsibility, in accordance with the Financial Regulations.
2. Work with senior team colleagues on capital and investment plans.
3. Lead on financial planning in the context of staff utilisation and resources.
4. Lead on the successful achievement of income targets through innovative curriculum planning.

## **GENERAL**

1. To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
2. Undertake continuing personal and work-related professional and skills development.
3. Work collaboratively with colleagues across the College to support the achievement of the College goals.
4. Be a positive role model in terms of supporting and promoting equality & diversity.
5. Understand and actively support the College's approach to health and safety and to consider the duty of care for others and oneself in all day to day actions.
6. Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
7. Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process.
8. In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder.
9. To undertake any other duties consistent with the key responsibilities and/or duties of the post.

## PERSONAL SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Qualified teacher (Level 5 teaching qualification or equivalent to FE).	E
	A relevant first degree and any relevant professional qualifications.	E
	Grades A*-C (or equivalent) in English and maths.	E
<b>Previous experience/job knowledge</b>	Demonstrable experience of leading improvement in significant areas of curriculum.	E
	Significant experience of leadership and management including the empowerment and development of staff to ensure improvement.	E
	Strategic thinker who creates a vision and rationale for the future business direction and maps out a way forward.	E
	Forward planner who is future orientated, explores emerging trends and sets medium and long-term goals	E
	Experience of leading aspect/s of provision through Ofsted inspection.	D
	Experience of identifying and realising commercial opportunities to achieve competitive advantage.	D
<b>Skills (Competencies and Aptitudes)</b>	An inspirational leader who influences the behaviour of others and motivates staff and students to achieve outstanding results.	E
	A team builder who develops high-performing teams and managers for the future business needs.	E

	A developer who is aware of changing market/employer demands and exploits technology to deliver enhanced and leading-edge services through innovation.	E
	A creative innovator who solves complex organisational problems that drive change and deliver sustainable progress.	E
	A critical judge who analyses a wide range of management information and explores alternatives and new ways to deliver improvements.	E
	A strong, influential communicator who challenges conventional thinking and persuades others with convincing arguments.	E
	A critical evaluator who assesses and redesigns systems and structures to bring about organisational benefits.	E
	The ability to establish a culture of high expectations and high performance amongst staff and students alike, leading to excellent standards of teaching and learning and positive learner experience.	E