

Job Description & Person Specification



Assistant Principal - Teaching, Learning & Quality

- Salary:** £60,659pa inclusive
- Hours:** 36 hours per week
- Leave:** 35 days annual leave plus bank holidays
- Responsible to:** Vice Principal – Curriculum, Quality & Student Experience
- Line Management:** Teacher Education Teachers, Quality Improvement Team and the e-Learning Development Manager.
- Work closely with:** The Vice Principal – Curriculum, Quality & Student Experience, Executive Director Resources, all Curriculum Directors, Curriculum & Quality Team Managers (CQTM), and TLA Coaches from all curriculum Directorates.
- Business Support Managers (including the Head of Human Resources and Professional Development, the Professional Development Co-ordinator, the Head of Student Recruitment, Exams and Customer Service).**
- Job Purpose:** The main focus of the job is to provide outstanding leadership to achieve excellence in the quality of teaching, learning and assessment delivered throughout the College, including a vision for the continued development of e-learning and to drive continuous improvement in quality assurance and standards.
- Location:** This post is based at Isleworth with regular travel to other campuses to provide support as necessary.

Main Responsibilities:

Teaching, Learning (including E Learning) and Assessment

1. To lead and manage the development of flexible, innovative and purposeful pedagogy which leads to high quality teaching and learning through the implementation of a teaching, learning and assessment strategy.
2. Review and deliver a scheme of quality assurance of teaching and learning, including internal curriculum reviews that focus Directors and CQTM on strategies and action planning to improve further the quality of teaching, learning and assessment.

3. Head the planning and delivery of the continuous professional development for curriculum staff including innovative pedagogy and relevant and future-focused industry updating. Secure the dissemination of best practice across the College through a co-ordinated programme of staff development activities.
4. Working closely with key stakeholders, develop a vision for the continued development of e-learning and provide leadership to the teams managed to realise the vision.
5. Line manage the E-Learning Manager and provide leadership and support in relation to e-learning and the Learning Resource Centre. Ensure that there is sufficient investment and development in digital technologies to reflect the changing needs of the FE sector. This will include ensuring that staff have the appropriate skills, that the student curriculum is developed appropriately to embed new technologies and ensuring that we have the right infrastructure in place.
6. Lead the Executive Team Plus (ET Plus) Teaching, Learning and Assessment Group putting in place effective progress and review measures evaluating the impact of interventions to improve teaching, learning and assessment and lead the Executive Team Plus (ET Plus) E-Learning Group reviewing the implementation of the College's E-Learning strategy and evaluation of the impact of e-learning on student experience and outcomes. Provide updates and reports to the Corporation on both.
7. Be an active member of the College Management Team, working with others to set objectives for improvement and to make best use of resources.
8. Attend training and events provided by external organisations regarding the development, updating and/or reform of qualifications offered by the College and provide clear recommendations on next steps to support and strengthen curriculum planning.
9. Take an active role in Student Disciplinary, being part of the Student Disciplinary Rota.

Quality and Standards

1. Provide dynamic and effective leadership and management with a primary focus on quality assurance and improvement.
2. Develop and drive the implementation of robust quality assurance processes, which meet the requirements of awarding bodies for both FE and HE, ensuring compliance and consistently high standards throughout the College. Report on the outcomes of the external verification and monitor progress against actions specified by external verifiers/moderators.
3. Update and develop the College Quality Cycle ensuring that it reflects best practice, is clear and communicated effectively across the College.
4. Act as the Quality Nominee across all awarding bodies providing a central point of contact for external verifiers/examiners and support staff in preparing for and managing external verification.
5. Provide ongoing training and support to curriculum leaders, managers and teams in developing and using high quality assessment, assurance and achievement tracking practices.
6. To proactively support the Vice Principal – Curriculum, Quality & Students Experience in the development of self-assessment and validation processes for the College and to monitor on a

regular basis actions required for the self-assessment and quality improvement plan for the College.

7. Keep up to date with the inspection frameworks for both FE and HE. Assist the Vice Principal Curriculum and Quality and the Assistant Principal in external inspection and review processes and support curriculum directorates in the preparation for all types of external inspection, review and scrutiny.
8. Collaborate with the Executive Director – Finance, HR and Development, the Head of MIS and the Exams Manager, to further develop reports and systems, strengthening the tracking of all students' achievements.

Team management

1. Line manage the Teacher Education Team to deliver high quality teacher training provision and ensure this team has a clear and positive impact on the improvement of teaching, learning and assessment cross-College.
2. In liaison with Directors and CQTMs, effectively deploy the Quality Improvement staff, to ensure they have a positive and measurable impact on the improvement of teaching, learning and assessment.
3. Encourage collaborative working, facilitate the sharing of good practice and debate about teaching, learning and assessment.

Individual staff management

1. Line manage all posts reporting to the Assistant Principal-Teaching, Learning & Quality in accordance with the College's HR policies, using a proactive approach with creative problem solving.
2. Provide encouragement, support and guidance to all posts reporting to the Assistant Principal-Teaching, Learning & Quality, setting and maintaining high standards, in order to continue to raise the quality of teaching, learning and assessment.
3. Ensure supportive staff induction, coaching and target-setting for teaching improvements and strong mentoring and staff development for individuals.
4. Along with the other Managers in the area, deputise for the Vice Principal – Curriculum, Quality and Student Experience as required.

Resource Management and Health and Safety

1. Manage budgets for specified areas in accordance with College financial regulations.
2. Promote the safe learner concept, ensuring appropriate health and safety activities are in place, including risk assessments for Teacher Education.

General

1. As a member of the management team of the College, undertake Evening and Saturday Duty in accordance with the Duty Rota and additional duties at enrolment times as required, including occasional evening work.
2. Adhere and comply with the College financial regulations.
3. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
4. Promote a positive image of the College in all contact with students, employers and professional bodies in order to uphold the College's principles and values.
5. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the College.
6. Participate in relevant promotional and marketing events.
7. Promote a positive learning environment that meets the needs of all students.
8. Undertake such other duties at appropriate levels of skill and responsibility as may be required.

Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to at least degree level with a PGCE
2. Evidence of **continuous professional development**
With a focus on
 - delivering teacher training
 - curriculum development and innovation, including e-learning
3. Sound **specialist knowledge** in teacher training
With a focus on
 - current developments in pedagogy in the 14-16 and further and higher education sectors
 - effective assessment strategies to stretch and challenge all students
 - curriculum innovation
 - inspirational teaching and learning
 - effective assessment strategies
4. Evidence of effective **curriculum leadership** an ability to determine an imaginative vision for the curriculum
With a focus on
 - curriculum planning
 - creative and innovative strategies for delivery
5. Ability to **manage teams and individuals**
With a focus on
 - pro-active, positive and clear approach
 - set and maintain high standards
 - support and develop
 - regular, consistent and structured contact
6. Understanding of the **national policy context** of the 14-16 and further and higher education sectors
With a focus on
 - impact on funding
 - impact on the future curriculum
7. Excellent **IT skills**
With a focus on
 - improve management processes
 - teaching and learning
8. Experience of implementing, managing and monitoring **quality assurance** processes that have led to tangible improvements in standards for students
With a focus on
 - clarity of focus and outcomes
 - creative and practical thinking
 - use and interpret data and information

- internal and external verification procedures
 - evidence of a trend of meeting and improving KPIs across own area
9. The ability to translate the challenges faced by **marginalised groups** into curriculum strategies and student achievement
With a focus on:
- refugees and young people seeking asylum
 - working class young people
 - people experiencing poverty, deprivation and/or discrimination
10. Ability to give **leadership on equality and diversity** and to embed them into curriculum and staffing decisions
With a focus on
- a vision for the curriculum
 - creative ideas to ensure students have equality of opportunity, treatment and outcome
 - confidence in talking about issues
11. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum
12. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings and be empathetic, respectful and clear in one-to-one meetings
With a focus on
- clarity and appropriate to audience
 - structured and purposeful
 - complex ideas with simplicity
 - listen and empathise
13. Ability to practise the principles of **collaborative working**
With a focus on
- consultation and involvement
 - consensus and decision-making
 - supportive structures and processes
 - evidence of successful working cross college

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 19 August 2024
Reference no: 4QWC001
Interview date: w/c 2 September 2024

Conditions of Service

Contract:	Permanent Full time
Hours:	36 hours per week
Salary:	The salary offered for this post will be a spot salary on point 14 of the Management Spine scale. Spot salary means there is no entitlement to any incremental pay increase.
Pension:	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
Annual Leave:	35 days per annum plus public holidays.
Teaching Qualifications:	Lecturing staff whose employment commences on or after 1 September 2001 are required either to have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the further Education Teachers' Qualifications Regulations 2001 & 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensuring that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.