

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Group Vice Principal – Quality, Curriculum and Standards
Responsible to:	Chief Executive Officer
Responsible for:	All teaching and support staff within the relevant area

1.	Job Purpose:
1.1	To provide inspirational leadership across the Partnership on teaching, learning and assessment (FE and HE).
1.2	Ensure a robust approach to quality improvement of teaching, learning and assessment across the Partnership.
1.3	To lead on embedding e-learning technologies across the Partnership.
1.4	To lead on the development and assurance of the Partnerships Bachelor Degree Awarding Powers.
1.5	To lead the Partnerships response to Ofsted, QAA and other inspection and regulatory bodies.
1.6	To lead on staff development for all staff across the Partnership.
1.7	To lead on regular reporting on performance across all key metrics in relation to curriculum, quality and standards.
1.8	To provide effective oversight of the planning and timetabling functions of the Partnership.

2.	Key Responsibilities:
2.1	To lead on the development of strategy and policy
2.2	To lead on the groups self-assessment process for both Further Education and Higher Education
2.3	To pro-actively contribute to the delivery of the Partnership’s mission, strategic objectives and values

3.	Specific Duties:
3.1	To be a member of the Executive Leadership Team and contribute to the wider leadership and management of the Partnership
3.2	To lead the quality managers across the partnership working closely with principals and campus/site managers
3.3	To lead on the provision of detailed, accurate and timely data for all provision types across the partnership to enable the effective quality improvement of programmes/courses
3.4	To lead on deep dive and quality improvement activities across the Partnership
3.5	To lead on the annual quality plans for the Partnership
3.6	To lead on the monitoring, evaluation and reporting of teaching and learning data across the Partnership
3.7	To lead on the preparations for all inspections and monitoring visits
3.8	To lead on the monitoring of the Partnership performance against quality standards, benchmarks and external frameworks
3.9	To lead on the review of the Partnership's quality systems to take account of best practice and funder and/or inspection requirements
3.10	To work effectively with the Group Director MIS and Principals to ensure effective curriculum planning and timetabling are in place
3.11	To act as the Partnerships nominee for all inspections
3.12	To lead on the Partnership's validation of new programmes
3.13	To lead on the complaints process ensuring high quality impact reports for ELT and Corporation
3.14	To lead on the development and delivery of training programmes that support quality improvement for both academic and support staff
3.15	To lead on the implementation of all Partnership policies and procedures within the scope of the role
3.16	Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state “The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership’s purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership’s Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths	E	
	Degree or Equivalent	E	
	Higher degree	E	
	Active and up to date CPD record	E	
	Teaching qualification	E	
Specialist Knowledge	Successful experience of self- assessment and evaluation.	E	
	Successful knowledge and experience of quality assurance processes, internal and external verification and moderation.	E	
	Development and implementation of improvement plans	E	
	Demonstrate experience of effective performance management and quality improvement within a college environment	E	
	Good understanding of Ofsted and other inspection processes relevant to Further Education	E	
	Successful use of strategies to raise standards and performance of learners	E	
	Experience of securing, improving and leading of good or outstanding provision at School, Course and individual level	E	

	<p>Extensive experience of monitoring and reporting data and KPIs</p> <p>Demonstrable knowledge of Equality and Diversity</p> <p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge</p> <p>Quality improvement experience within the FE sector</p> <p>Awareness of proprietary student outcome software</p>	E	
Experience	<p>Evidence of successful people management in an FE curriculum environment.</p> <p>Experience of leading a team to achieve good to outstanding success rates.</p> <p>Experience of effectively managing staff underperformance</p> <p>Good track record of recent practical experience in the appropriate industry or profession</p> <p>Experience of ILT and E Learning</p> <p>Teaching and or training experience in the FE and/or HE sector</p> <p>Up to date CPD record</p> <p>Evidence of managing areas with Good or better teaching and learning practice</p> <p>Evidence of course data monitoring and bringing about quality improvement</p>	E	D
Skills and Attributes	<p>Ability to lead and manage a team to achieve outstanding outcomes for learners.</p> <p>Ability to motivate and lead others, to set a culture of high expectation and to tackle under performance.</p> <p>A positive attitude to change.</p> <p>Ability to positively promote the Institute Partnership Values and Acceptable Standards to staff and learners</p>	E	

	Flexibility and adaptability	E	
	Excellent communication and interpersonal skills	E	
	Willingness to develop self and others	E	
	Good organisational and administrative skills	E	
	Customer orientated	E	
	Ability to build relationships of trust and respect	E	
	Ability to positively promote and embed the Institute Partnership values and behaviours in relation to both staff and students	E	
	Integrity		
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable