



**Vice Principal  
(Curriculum  
& Quality)**

Application pack



## Message from the Deputy Principal

Thank you for your interest in this post at Coleg Gwent. It's an exciting opportunity to join the largest and one of the top performing FE colleges in Wales and become a part of our superb college community.

Within this application pack are details about the college and Curriculum & Quality division together with a job description and person specification. I thought it might be useful if I gave you a personal perspective of the College to help you decide whether to apply.

Coleg Gwent is one of the largest and best performing colleges in Wales, providing a wide range of academic and vocational courses to over 18,000 students. We primarily serve the communities and businesses across the county boroughs of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen through five unique campuses.

We aspire to be excellent in all that we do and to deliver our mission to 'change lives through learning'. We are dedicated to empowering individuals from all backgrounds to achieve their full potential.

We aim to communicate with warmth, empathy, and enthusiasm, demonstrating our commitment to supporting individuals from diverse backgrounds to achieve their goals. We understand the importance of creating a welcoming atmosphere where everyone feels valued and supported, instilling a belief in our learners' ability to succeed at the same time as setting high expectations and conveying professionalism and expertise. We deliver our college values through our framework of 'Be ready. Be respectful. Be safe.'

The College is in a period of growth with increasing learner numbers across the college and the introduction of new curriculum in key areas. The FE sector in Wales is also facing some significant challenges with reduced funding and increasing costs. We need to deliver growth whilst balancing the need to be as efficient as possible and we will be navigating our way through this over the coming years.

Dealing with the pandemic has challenged all of us, but we have remained on a firm-footing to continue to deliver improvements to the quality of provision, respond to the changing needs of our learners and pursue new opportunities that will benefit our learners, both now and in the future.

We also have some exciting major developments to the College estate that will enable us to undertake a transformational reconfiguration of Coleg Gwent to better meet the needs of our learners.

Our current Principal/Chief Executive, Guy Lacey, will be retiring in September 2024 at which point I will take up this post, so this is an exciting time for me, too. This Vice Principal (Curriculum and Quality) will replace my current role of Deputy Principal.

These are interesting and challenging times with lots of opportunities to contribute to the development of the College as part of the senior leadership of Coleg Gwent. If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a belief that all learners, no matter what their background or ability, can achieve; and have a passion for providing an excellent education, we would love to hear from you!

If you would like to receive further information or speak to anyone regarding the post, please don't hesitate to contact [Amanda.Lawrence@coleggwent.ac.uk](mailto:Amanda.Lawrence@coleggwent.ac.uk) who will be able to organize the most appropriate follow up.



**Nicola Gamlin**

Deputy Principal – Coleg Gwent

## About the college and role

### Overview of the College's Corporate Leadership Team

The Principal, Deputy Principal and Vice Principals form the College's Corporate Leadership Team (CLT). The CLT alongside their own direct reports (Directors and Assistant Principals) form the College's Senior Leadership Team (SLT).

The College's Corporate Leadership Team (CLT) have overall responsibility for working with the Board to develop strategy and for working to the Board to implement strategy.

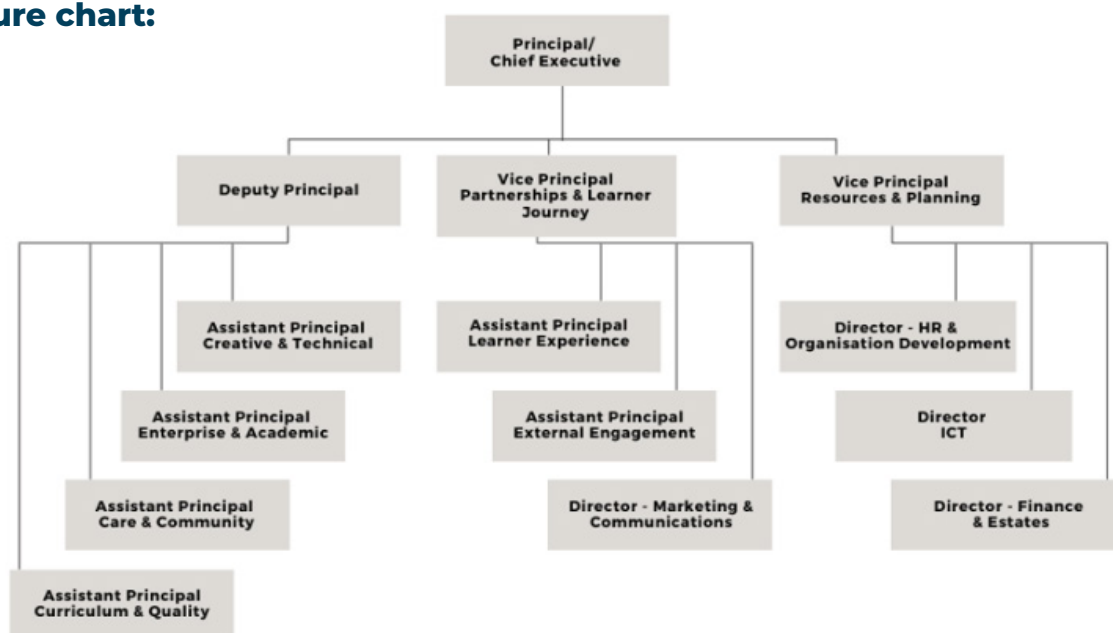
As a designated Senior Post Holder (SPH) this role is appointed by the Board but the daily line management is conducted by the Principal. SPHs are senior members of staff appointed by, and directly accountable, to the Corporation. Roles designated as SPHs include direct responsibility for delivering the strategic direction agreed with the Corporation. All decisions made in relation to SPH recruitment and remuneration are made by the Board and should ensure a balance between recruiting and retaining the best staff, delivering the best outcomes for learners, and ensuring that College resources are used efficiently and effectively.

### Overview of the Vice Principal (Curriculum and Quality) Role

This post is currently covered by the Deputy Principal who takes up post of Principal/Chief Executive in September when the current Principal/Chief Executive retires. The Vice Principal (Curriculum and Quality) is responsible for the following areas. Further details can be found in the full job description.

- Assistant Principals (x 3) with responsibility for all provision of curriculum to learners. This covers 3 faculties as shown in the organisation chart overleaf. The responsibilities include leading the full breadth of curriculum provision to all full-time, all part-time and all HE learners, leading a high quality provision, driving quality improvement across the college, working with Assistant Principals to develop the curriculum and deliver excellent outcomes.
- Curriculum and Quality. This includes curriculum planning and funding, ensuring the delivery of a curriculum that achieves funding allocations whilst delivering high quality and efficiency, strategic responsibility for exams and MIS, HE partnerships and strategic development, quality assurance, development and improvement, cross-college self-assessment, CPD of teaching staff.

### Structure chart:



**Note:** The Deputy Principal post will be replaced by the new post of Vice Principal (Curriculum and Quality) when the Deputy Principal takes up post of Principal/Chief Executive in September.

## Who are we looking for?

- You will have extensive experience of leadership in the FE sector, able to provide evidence of recent impactful strategies that improve learner outcomes and the learning experience.
- You will be a creative and inspirational strategic leader with a positive attitude who can engage staff and will work collaboratively across the region.
- You will demonstrate an ability to build strong relationships, to collaborate across all staff in college and influence at a senior level.
- You will have an analytical mind and a key strength in working with complex data sets, able to analyse, evaluate and synthesise data to inform lines of enquiry and bring about quality improvement across all areas of provision.
- You will have a continuous improvement mind-set with experience of delivering innovative improvement strategies balanced against organisational efficiency.
- You will be well organised with outstanding planning skills combined with an ability to pay attention to detail and work under pressure.
- You will be an outstanding communicator, both verbally and in writing, able to present complex data and scenarios in a way that is understandable to a wide range of audiences.
- You will have ability and proven experience in managing large scale multi-site change in education.

## What you can expect in return

You will join a college that is ambitious, purposeful, committed and supportive. The College offers many employment benefits including generous holiday entitlement, pension scheme and many on-site benefits and facilities. As a senior postholder, this role attracts a car allowance along with private medical insurance.

Within easy access of the M4 corridor and surrounding rural areas, the College and its five Campuses serves a large and diverse range of learners, usually recruiting in excess of 18,000 students per year; of which 6,500 are full-time. All campuses are within easy reach of some of the most beautiful countryside in South Wales and the area offers many attractions for those seeking to relocate.

## Method of appointment

### Closing Date:

12pm on Tuesday 07 May 2024.

### Interview Date and Venue:

16 May 2024 at our Usk Campus.

### To Apply:

Please complete the application and monitoring form provided, plus:

1. An up-to-date CV of no more than 2 sides of A4 (minimum font 11) setting out your career history and qualifications.
2. A personal statement which shows how you match the person specification. This should be no more than 2 sides of A4 minimum font size 11.
3. A covering letter explaining why you are applying and a vision of what you will bring to the role.

Please return the above to  
[vacancies@coleggwent.ac.uk](mailto:vacancies@coleggwent.ac.uk)



## Application form - Vice Principal (Curriculum & Quality)

Name:

Postal Address:

Telephone Number:

Email Address:

Do you have any criminal convictions? Yes

No

Details if Yes:

We operate a guaranteed interview scheme for both ethnicity and disability.

Please state if you believe if you qualify for this scheme and for what reason: Yes

No

Details if Yes:

If shortlisted will you be available for interview on 16 May 2024?

Yes

No

## Diversity & Equality Monitoring

Coleg Gwent recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. In accordance with our Strategic Equality Plan, we will provide equality of opportunity to all job applicants and will not discriminate either directly or indirectly on the grounds of a protected characteristic. Coleg Gwent uses diversity monitoring information to review compliance with our Equality, Diversity & Inclusion (EDI) policy in relation to recruitment and to inform our statistics in relation to diversity.

All information will be treated in confidence and securely stored by the H R Team. Information will not be used as part of the selection process, but will be held in compliance with GDPR. Completion of this form is voluntary and non-completion of all, or any sections of this section of the form will not affect your application. However, we appreciate completion, with information as you are comfortable to provide. In order for us to process this information, we require your consent. If you choose to provide consent by signing below; you acknowledge that consent is freely given.

This monitoring form any any declaration of Assistance Required does not form part of your application.

**1. Your full name:**

**2. Gender:**

 Male Female Other

**3. Date of Birth:** DD/MM/YY

**4. Nationality:**

 British English Irish Scottish Welsh

If other, please state here:

## 5. Ethnic Origin:

- Asian
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Indian
- Asian - Pakistani
- Any other Asian background
- Black
- Black - African
- Black - Caribbean
- Any other Black background
- Irish
- Mixed - White & Asian
- Mixed - White & Black African
- Mixed - White & Black Caribbean
- Any other mixed White background
- Any other mixed background
- Roma/Gypsy/Traveler
- White

## 6. Religious Belief:

- Agnostic
- Athiest
- Buddhist - Hinayana
- Buddhist - Mahayana
- Christian
- Christian - Orthodox
- Christian - Prodestant
- Christian - Roman Catholic
- Confucianist
- Hindu
- Jain
- Jewish
- Jewish - Hassidic
- Jewish - Orthodox
- Jewish - Reformed
- Muslim
- Muslim - Shiite
- Muslim - Sunni
- Shinto
- Sikh
- Taoist
- No Religion
- Other

## 7. Sexual Orientation:

- Bisexual
- Gay
- Heterosexual
- Homosexual
- Lesbian
- Other

## 8. Disability:

Under the Equality Act 2010, a disabled person is someone who has – or has had in the past – a physical or mental impairment which has had a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. As an equal opportunities and disability confident employer, we actively encourage applications from people who consider themselves to have a disability falling within that broad definition.

Please select from the self-certified classification below; if you have a disability please give a brief description of the disability.

- Disability
- Long Term Condition
- No Disability
- Other

Disability Description:



### Job title:

Vice Principal  
(Curriculum and Quality)

### Reports to:

The Governing Body, Principal and Chief Executive

### Salary scale:

Senior Post Holder

### Job purpose:

To lead and direct the Curriculum and Quality Division, providing the necessary leadership to secure the achievement of the strategic objectives of the College.

You will support the principal in sustaining the vision of the college by developing and establishing behaviours, systems and processes that ultimately improve the quality of all aspects of the learner experience and deliver outstanding outcomes for our learners.

To provide leadership to and line management of: Quality and Improvement, Curriculum and Funding, Exams/MIS, Higher Education and Faculties.



## Duties and responsibilities

### Leadership

- Provide inspiring and effective leadership across the College as part of the Corporate Leadership Team to ensure the delivery of agreed goals and objectives.
- Contribute to promoting the profile of the College across the region as a successful, ambitious cutting edge learning provider.
- Drive a culture of respect, ambition and inclusivity through 'Be READY. Be RESPECTFUL. Be SAFE'.
- Build and maintain a strong and effective working relationship with the Board of Governors to develop and deliver the College's strategic objectives.
- Ensure a strong culture of communication through a variety of mediums throughout the College to deliver high employee and learner engagement.
- Ensure the College is effectively represented and promoted in local, regional and national forums.

### Quality and Improvement

- Drive the continuous improvement of the quality of teaching, assessment & learning to meet the College's mission of 'Changing Lives Through Learning'.
- Develop a culture of excellence, innovation, continuous improvement and professional development.
- Analyse data proactively, from a range of sources, to identify and address issues and to deliver appropriate solutions in a direct and timely way to ensure an excellent provision.
- Ensure high standards of teaching and assessing excellence through learner involvement throughout the college securing high levels of learner satisfaction.
- Lead the development of quality assurance and quality improvement using data effectively to identify lines of enquiry, monitor performance and inform progress against improvement plans.
- Lead the effective and timely operation of the College self-assessment process, producing an evaluative annual Self-Assessment Report and Quality Development Plan that delivers impact and improvement.

## Faculties and Learners

- Lead the Assistant Principals to ensure their faculties deliver an inclusive high-quality provision that is relevant, modern and fit for purpose, enabling learners to engage, succeed and progress.

## Curriculum and Funding

- Lead the Assistant Principal (Curriculum & Quality) to devise a detailed curriculum plan in a timely way that meets funding requirements and efficiently delivers against Welsh Government funding allocations, complying with all Welsh Government funding criteria.
- Lead the review and development of the curriculum in the light of LMI and implement changes in response to demand and national/regional priorities.
- Oversee exams and MIS activity to ensure compliance with external stakeholder regulations and effective, efficient provision.

## Higher Education

- Drive the development of Higher Education to deliver growth whilst delivering an efficient high-quality provision, working through effective partnerships.

## Other Duties

- Ensure that College policies falling within the scope of the Division are reviewed and updated in line with best practice and appropriate legal directives, advising the Corporation as appropriate.
- Manage the human and financial resources within your area to ensure compliance with all legislative requirements and in line with college policies and procedures, actively supporting the College in appropriate financial planning, human resource development and risk management.
- Ensure compliance with all policies and procedures including Welsh Language, Information Governance/GDPR, Health and Safety and Safeguarding, establishing a culture of individual responsibility by self and others.
- Ensure a positive approach towards equality, diversity and inclusion is fostered throughout the College and that statutory duties are upheld under Safeguarding and Prevent legislation.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



### Part One – Experience

#### Education Experience

You will have significant experience in the FE sector including experience of delivering excellent teaching and assessment.

You will have experience of leading and managing high quality provision, through an excellent learner experience in an educational environment. You will have a clear and detailed understanding of curriculum, learning and quality in education.

It is desirable that you will have operated successfully in a senior leadership role in education.

#### People Management

You will have experience of leading and managing large and diverse teams in an FE context.

#### Data Analysis

You will have proven skills in data analysis and evaluation. You will have an analytical mind and experience of taking raw data and developing this into lines of enquiry and subsequent actions to deliver quality improvement and positive impact on learners.

#### Financial Awareness

You will have a proven ability to manage a significant budget and deliver best value for money through highly effective financial and curriculum planning and deployment of staff and other resources.

#### Working in partnership/external profile

You will have a track record of developing and sustaining successful positive relationships outside of the organisation. You will be able to demonstrate how you have involved employers to benefit learners, employers, the college and the economy.

### Part Two – Qualifications

#### Qualifications

You will hold a teaching qualification (essential).

You will hold a degree or equivalent, preferably in management or education.

A Masters degree or equivalent or relevant professional qualification is desirable.

### Part Three – Competencies, Skills, Behaviours

#### Leadership Skills

You will have experience of successfully leading and managing in an educational setting where you will have encouraged inclusivity and equality.

You will be able to motivate staff to work well together to deliver performance excellence. You will be able to demonstrate success in delivering innovative and creative solutions across multiple sites to improve team and department performance and achievement.

#### Communication Skills

You will be an outstanding and engaging communicator both orally and in writing able to build productive and constructive relationships.

You will have a natural empathy with people and the ability to lead and develop staff from all areas.

#### Personal Effectiveness

You will be able to resolve conflict effectively in difficult situations with learners, staff, parents and external parties.

You will prioritise and manage your time, tasks and activities, efficiently and effectively. You will have experience of adapting to new technological solutions and ways of working.

#### Policy and Strategy.

You will think strategically and be able to deliver policy relating to the management of education in the FE sector ensuring equality of opportunity.

You will be able to evidence that you can consistently deliver successful results to challenging deadlines.

### Part Four – Other

An ability to communicate through the medium of Welsh is desirable.

You will be able to travel between sites.

You will be able to work flexibly, including weekends and evenings.