



Capel Manor College

Candidate Information Pack

October 2024

Deputy Principal  
Curriculum & Quality

[www.fea.co.uk/cmcdpcq/](http://www.fea.co.uk/cmcdpcq/)

**FEA**  
FE ASSOCIATES

# Welcome

Dear Colleague

## Deputy Principal Curriculum & Quality

Thanks for your interest in joining our fantastic College. This really is a unique place, we're on an exciting journey and I hope you'll be keen to join us!

Following a disappointing inspection in 2022 the College has been undergoing a transformation led by the new management team, including the current postholder.

Over that time our talented staff have placed tremendous focus upon improving the quality and consistency of teaching and learning and ensuring our students are supported to succeed at every step of their time with us. We've since secured a significant uplift in our student achievement rates, which are now well above national averages.

Ofsted endorsed the impact of our improvement actions and the established direction of travel at the monitoring visit in April and we're looking ahead with confidence to reinspection next year. Our students achieve well, enjoy their time with us and go on to successful careers within their chosen sector or higher studies in related areas.

With campuses based across London, we have some unique learning environments, including public and private gardens, zoos and farms. Financially stable, with no debt and an ESFA financial health rating of 'Good', we've invested in classroom technologies and digital tools to help enhance our focus upon impactful teaching & learning and professional CPD for our teaching and support staff.



Peter Brammall  
Principal

We're just putting the finishing touches to our £9M new build at our Mottingham campus and have new build plans at Enfield, alongside a range of investments and improvements being made right across our estate, including our new Immersive Suites providing VR and immersive learning capabilities to our students.

Through improved articulation of our offer and the means by which we engage prospective students, enrolments are significantly increased this year as the growing awareness of, and demand for, green skills resonates with young people and adults alike.

Our curriculum is evolving and, building upon the deep relationships with our employers – including some household names such as Regent's Park, Buckingham Palace, Kew Gardens and London Zoo (ZSL) – along with the tradition and reputation the College has built up over the years – we're well placed to take advantage of the heightened focus now being placed upon green skills by funders and commissioners. Supporting this is the unique juxtaposition we enjoy, delivering green land-based skills in such a rich, diverse and populated urban environment as Greater London.

Denise Lloyd, our current Vice Principal, is staying with us to ensure a thorough handover and a smooth transition before heading off to her well-earned retirement. Denise and I would be more than happy to speak with you informally to provide further flavour on this unique proposition and to answer any initial questions you may have. I look forward to your application.

We have appointed FE Associates to support us with this important appointment. Prior to submitting an application, interested parties are advised to arrange an initial discussion with our recruitment partner, by emailing **[Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk)**, to discuss the role before the closing date.

**Peter Brammall**  
**Principal**

# Our Mission and Vision

Our mission is to support the environment and green skills in London.

Our vision is for an environmentally, economically and socially sustainable future for our students.

## Our Values

### Aspirational

We proactively and continuously seek the best from ourselves and each other through ambition, perseverance and resilience.

### Responsible

We care about the environment, animals and people promoting harmony, respect and sustainability.

### Fair

We value individuals and our community, promoting diversity through inclusiveness, equality and through openness and mutual respect.

### Creative

We encourage passion, creativity, innovation and enterprise to enrich vocational and personal development.

### Professional

We encourage behaviours and standards that inspire personal and professional achievement.

### Listening

We listen to employers, our sectors and each other, and act on feedback.

# Job Description

**Job title:** Deputy Principal Curriculum & Quality

**Reports to:** Principal & CEO

**Salary:** Competitive



The Deputy Principal, Curriculum & Quality will lead and manage the academic and vocational curriculum across all land-based disciplines. The role will be pivotal in driving high standards of teaching, learning, and assessment, ensuring that students achieve outstanding educational outcomes. The role also involves shaping strategic direction, curriculum development, and innovation to meet current and future industry needs.

# Responsibilities

## Curriculum Leadership

- Develop and implement a strategic vision for the curriculum, aligned with the College's mission and goals and the future national curriculum development landscape.
- Ensure the curriculum is diverse, inclusive, and relevant to the land-based sector, preparing students for future employment or higher education.
- Oversee the design, review, and enhancement of all courses to ensure they meet industry standards, regulatory requirements, and student needs.
- Foster innovative teaching methodologies, including digital and practical approaches, ensuring up-to-date delivery of vocational skills.
- Lead on curriculum compliance with relevant awarding bodies and inspection frameworks (e.g. Ofsted).

## Quality Assurance and Improvement

- Ensure robust quality assurance processes are in place, including monitoring and evaluation of curriculum delivery, student outcomes, and teacher performance.
- Use data analytics to measure student progress and success, identifying areas for improvement and taking action where necessary.
- Promote a culture of continuous improvement, supporting staff in developing high standards of teaching and learning.
- Develop strategies to close achievement gaps, enhance retention rates, and improve overall student success.
- Ensure student engagement, tutorial and support strategies are effective and lead to improved outcomes.
- Lead on advancing Equality, Diversity and Inclusion for staff and students.

# Staff Leadership and Development

- Line manage and support Heads of Department, curriculum managers, and teaching staff, ensuring effective deployment of staff resources.
- Drive professional development opportunities for teaching staff to enhance their skills and keep up with sector advancements.
- Lead on recruitment, training, and performance management of academic staff.
- Foster a positive and collaborative work culture that promotes innovation and academic excellence.
- Deliver strategies which deliver an enhanced tutorial programme with innovative enrichment activities to prepare students for progression into higher learning and/or employment.
- Act as SLT emergency contact implementing the Business Continuity Plan as and when required.



## Partnerships and External Relations

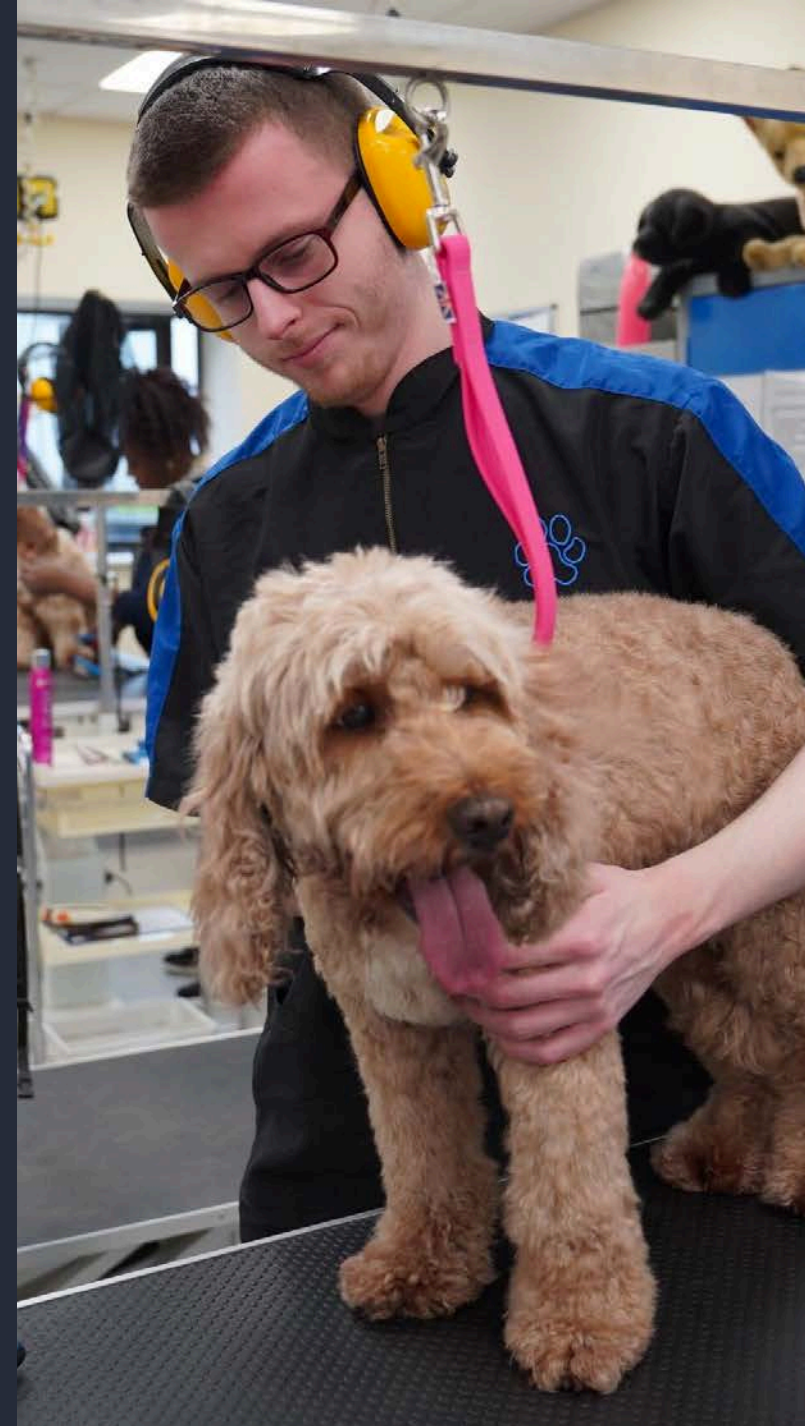
- Develop strong partnerships with external stakeholders, including local employers, universities, awarding bodies, and industry organisations, including Landex.
- Ensure the curriculum meets employer needs by incorporating work experience, industry placements, and up-to-date skills into the learning experience.
- Represent the College at industry events, forums, and networking opportunities to keep abreast of trends and best practices in land-based education.

## Budget Management

- Lead on the budgeting process for curriculum development, ensuring resources are allocated efficiently and effectively.
- Identify and pursue funding opportunities to support curriculum innovation and staff development.

## Compliance and Safeguarding

- Ensure compliance with all relevant legislation and regulations, including health and safety, safeguarding, and equality, diversity, and inclusion.
- Take a leading role in safeguarding across the College, ensuring the curriculum supports the welfare and safety of all students.





## Success Measures

- **Student Achievement:** Measurable improvement in and achievement of College targets relating to student attendance, attainment, retention, and progression rates. Success will be demonstrated through high achievement rates, increased student retention, progression to further study or employment and student satisfaction surveys.
- **Ofsted and Awarding Body Ratings:** Maintaining or improving the College's standing with regulatory bodies such as Ofsted, achieving high ratings in inspections and audits.
- **Curriculum Innovation:** Introduction and successful implementation of innovative teaching methods and new qualifications or courses that meet the needs of the land-based industry.
- **Staff Development:** Increased levels of staff satisfaction and professional development, evidenced by staff surveys and teaching observations, leading to higher teaching standards.
- **Employer Engagement:** Growth in meaningful partnerships with employers and industry bodies, reflected in opportunities for students, including internships, work placements, and employment post-graduation.
- **Compliance:** Full compliance with relevant educational, legal, and safeguarding standards, with no major compliance issues arising from audits or inspections.



## General Responsibilities

- Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
- Participate in College programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviours.
- Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.



# Person Specification

The following are considered essential for the role:

## Experience

- Extensive experience in curriculum leadership within the further education sector, preferably in a land-based environment.
- Proven track record of leading high-performing teams, driving curriculum innovation and securing improvement in student outcomes, against the Ofsted framework.
- Demonstrable ability of managing budgets and resources effectively.

## Skills, Abilities and Knowledge

- Strong knowledge of current educational frameworks and regulations, including Ofsted (and experience as Nominee), awarding bodies, and sector-specific standards.
- Strong leadership and management skills, with the ability to inspire and motivate teams.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with staff, students, and external partners.
- Analytical and data-driven decision-making skills, with the ability to use performance metrics to inform strategic planning.
- Passion for education and a commitment to student success and staff development.



## Qualifications

- Possess a Level 2 qualification in English and Maths and a first degree.
- A recognised teaching qualification (e.g., PGCE, Cert Ed, or equivalent).
- Evidence of continuous professional development.



## Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults.
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery.
- A clean driving licence.



# Key Dates and the Application Process

Closing date: 9am on Tuesday 26 November 2024

Interview date: Thursday 12 December 2024

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

## Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Suzanne.Thurlow@fea.co.uk](mailto:Suzanne.Thurlow@fea.co.uk), to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

## Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

# Submitting your Application

Having obtained the full information from <https://www.fea.co.uk/cmc-dpcq/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions.** These forms are **not** compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- **Ensure you enter your name/e-signature and date in section 11.**
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – cmc-dpcq - Application.**

2. **The Equality and Diversity Monitoring Form.**

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – cmc-dpcq - ED.**