

Principal Writtle College

**ACHIEVE
YOUR
EXCELLENCE,
TOGETHER**

Welcome

Dear colleague

Principal

Thank you for your interest in the role of Principal at Writtle College in Essex. This is an exciting time to join the leading land-based college in the UK. With new key foundations laid through the merger with Anglia Ruskin University (ARU), our college has a continuing great future ahead. There has never been a better time to join us.

We are seeking an exceptional leader from an FE background who will drive our strategic direction and operational management of the curriculum, strengthen our land-based provision and continue to develop our FE provision while ensuring our student experience and outcomes remain at the heart of everything we do.

The board has a vision to grow Writtle College into a truly sustainable land-based college. We need our Principal to be an ambitious, inspirational and visible leader with highly effective people leadership, influencing skills and a relentless focus on improving the lives of students and enabling them to reach their true potential.



Andy Sparks

Our next Principal will need to lead the College on to its next stage of the journey to success playing an active role in regional economic development, by developing collaboration and innovation to provide students with work-focused and enterprising skills, that employers need and desire.

This role requires a solid background in further education, a hands-on approach, and the ability to inspire and motivate staff and students alike. We believe that for our College to flourish and realise the success we are planning for, the person appointed will need to be a proven FE sector leader well-versed in the nuances of our sector, its policies, funding methodologies and curriculum specialisms.

Building relationships that add value to an organisation will come naturally to you. We expect you to have a great deal of experience managing major stakeholder relations and acting as a lead ambassador and spokesperson.

We have appointed FE Associates to support us with this crucial appointment. Prior to submitting an application, interested parties are advised to arrange an initial discussion with our recruitment partner, by emailing **Amanda.Hart@fea.co.uk**, to discuss the role before the closing date.

Andy Sparks
Board of Governors



Our vision and values

The ARU vision and values resonate with the ambition for the College to deliver inclusive, high-quality learning that supports our learners to progress in life and work, whilst in a safe and supportive environment. We also aim to support our communities, business, and stakeholder partners to contribute more effectively to the economy and wider society; and support their ongoing health and wellbeing.

Our Vision

Transforming lives through innovative, inclusive and entrepreneurial education and research.

Our Values

Ambition

We are determined to achieve our goals and continually strive to enhance our University for the benefit of all.

Innovation

We will apply our collective and individual creativity to conceive and develop new ideas, implementing them for the benefit of the communities we serve.

Courage

We are bold in taking the decisions we feel are right, even when it is difficult to do so.

Community

We greatly value working collaboratively, supporting each other and helping everyone to achieve their potential.

Integrity

We do what we say we will do and are fair and transparent in our decision-making and actions.

Responsibility

We take decisions and act in a way which respects environmental, societal and economic considerations, and which best supports those who study and work with us.

Job Description

Job title: Principal

Reports to: Writtle College Board of Governors (Line Managed by Vice Chancellor)

Line management: Writtle College Leadership Team

Relationships and Contacts: Writtle College Board of Governors, Vice Chancellor's Group (VCG), University Executive Team (UET), Faculty of Science and Engineering Executive Team, Colleagues, External/regulatory bodies, Commercial and public service organisations, Business support and funding agencies, Professional Bodies and External Auditors.

Salary: Competitive



Job Purpose

Lead and manage Writtle College, proposing its strategic direction to the Board of Governors.

Provide inspirational and inclusive leadership to achieve strategic aims and success indicators.

Lead Writtle College to fulfil its mission to achieve outstanding students' outcomes, and sustainable growth.



Principal Accountabilities

- To provide and contribute to the strategic direction and operational effectiveness of the College.
- To work with governors to define, develop and deliver a strategy for the College to meet the needs of the region and provide sustainable growth.
- Lead by example and contribute to the College's inclusive and diverse culture which promotes innovation and productive team working.
- To have a strong focus on achieving outstanding performance across student achievement and experience, quality, finance and sustainability.
- To prioritise Safeguarding practice, risk management, EDI, Health and Safety and well-being, and data protection of all our students and staff.
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies plus other regulatory and representative bodies (including ESFA, Ofsted, IfATE, awarding bodies) and Trade Unions. Promote the College effectively to prospective students and parents.
- To act as the College's Chief Accounting Officer to secure compliance with all rules and regulations; submit annual budgets to the FE Board and as part of the ARU annual planning exercise, and ensure proper management of resources in line with the approved budget.
- Develop and encourage new initiatives and opportunities for the College to increase its income streams, and lead the annual curriculum planning process.



Leadership and future development:

- Lead by example and provide inclusive leadership to the college community, contributing to the College's inclusive and diverse culture.
- Ensuring that College performance is reported regularly and transparently to the Board, and is supported by accurate, relevant and timely data.
- Generate a vision for the College, in partnership with key stakeholders, which promote outstanding student outcomes and personal development.
- Inspiring, leading and directing the College Leadership team, promoting an inclusive team based working culture.
- Leading the HR strategy for the deployment, management and professional development of academic staff, including those from underrepresented groups.
- Overseeing stretching targets are set and achieved throughout the College, monitoring quality and performance rigorously.
- Ensuring staff are clear about their responsibilities and are accountable for their actions, alongside being appropriately qualified and trained to support the best possible attainment for students.
- Empower staff to be proactive in terms of their own development and training, working to support wellbeing and balanced workloads, whilst addressing under performance.
- Monitor and review all aspects of attainment, priorities, targets and policy and take action where necessary.
- To anticipate changes in the funding landscape and exploit implications for the College to maintain good financial performance.
- Facilitate the Board's engagement with college and student life, so that governance decisions are rooted in a sound understanding of college operations.



Teaching, Learning and Assessment:

- Create an environment that provides effective learning for all students, and which promotes high standards of achievement, behaviour and discipline.
- Overseeing and holding to account the effective management of student behaviour.
- Deliver a curriculum that is appropriate to the needs of students and monitor effectiveness.
- Ensure regular reporting of student attainment, teaching quality and standards to the FE Board and to appropriate committees within ARU including Senate.
- Create effective partnerships with Anglia Learning and Teaching, other schools and colleges to enhance teaching and learning and educational outcomes for students through developing evidence based best practice.
- Maintaining the College's effective quality assurance processes that facilitate continuous quality improvements in teaching and student success measures.
- Ensure all courses deliver an inclusive and transformational education as set out in ARU's Education Strategy
- Ensure educational provision meets the requirements of Ofsted, ESFA and awarding organisations.
- To be Writtle FE College, Ofsted nominee.



Strategic Planning and accountability:

- Developing and maintaining positive working relationships between all staff and governors.
- Ensure the College has an appropriate organisational structure that enables it to meet all of its legal and regulatory responsibilities.
- To lead the annual strategic planning process for the College, assisting the Governing Body on the educational character, vision and future direction of the College.
- Continuously evaluating and reviewing the strategic and operational plans for the College, and appraising the Board of the strengths and weaknesses of the College through regular self assessment.
- Being accountable for the overall quality of teaching, learning and standards in the College, working with the Board and key ARU stakeholders to ensure appropriate quality improvement plans are in place to address weaknesses.
- Work closely with ARU colleagues to ensure robust financial and estate management in line with funding requirements.
- To ensure that College assets are effectively managed, and that the estate is planned, developed and operated to produce maximum benefit to the College and to ARU.
- To recruit, retain and deploy staff and manage their workloads effectively.
- Fulfil the responsibilities of the Principal as set out in the Articles of Governance.



Supporting the community:

- Enabling the College to play its part in responding to students needs in the context of local and national skills priorities as well as raising skill levels across Chelmsford and the wider Essex region.
- Extend the quantity and range of training delivered and developing new income streams through careful data led market analysis.
- Encouraging mutually beneficial partnerships with organisations within the community, other FE colleges and schools, professional bodies, councils, and government agencies.
- Develop close working relationships with employers, to ensure that the College is meeting their needs and addressing skills gaps.
- Realise the full benefits of being a subsidiary of ARU to ensure growth in student numbers, progression to ARU HE courses, and raise the profile of the University and the FE College across the regionally and nationally.



Building effective partnerships:

- Be an outstanding ambassador for the College ensuring that its interests are effectively represented at local, regional and national level.
- Develop opportunities to build sustainable cohorts of apprenticeships working with employers and organisations such as IfATE.
- Work effectively with representative groups such as the Association of Colleges and maintain strong relationships with public sector organisations.
- To build links with local and national government to foster a proactive approach to changes in external policy to maintain the College at the forefront of education and training.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- To comply with Safeguarding responsibilities as detailed in the policy and procedure.
- Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

All appointments at ARU Writtle are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Children's Barred List check through the Disclosure and Barring Service (DBS). Further information can be obtained from Disclosure and Barring Service Check.

This role is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide.





This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

Person Specification

Experience

Essential

- Significant senior academic leadership in FE.
- Experience of leading through a regulatory inspection such as Ofsted.
- Developing and leading strategic and operational plans.
- Extensive academic leadership of people and budgets.
- Significant involvement in FE governance and quality assurance.
- Experience of managing and improving the performance of effective multi-disciplinary teams.
- Experience of successful financial management of funds, developing financial strategies to deliver sustainable surpluses and exploiting new funding opportunities.
- Good understanding of and competence in working to and with a Board of Governors.
- Expertise in horizon scanning including data analysis and identifying risks and opportunities.
- Experience of developing apprenticeship, CPD and distance learning courses.
- Track record of delivering strong student outcomes.
- Experience of developing and sustaining partnerships with a range of external bodies.
- Track record of developing high performing teams.

Desirable

- Developing partnerships with land based related sectors.



Knowledge/Skills

Essential

- Inspirational leadership and people management.
- Ability to work collaboratively across disciplines both within and beyond the College.
- Significant and successful management of a college/department.
- Strategic thinking with experience of managing effective change within a complex organisation.
- Analysing and interpreting complex data sets.
- Business planning and budget management.
- Excellent and in depth understanding of the policy context for learning and skills and an understanding of funding issues.
- A thorough understanding of the regulatory and inspection frameworks, accreditation and validation establishment and processes.
- Communication and interpersonal skills to lead the College and influence regionally and nationally.
- Commitment to and promotion of safeguarding and welfare of children, young people and vulnerable with an understanding of the safeguarding practices applicable to working within an FE College.



Personal Attributes

Essential

- Committed and driven by our values.
- Collaborative.
- Inclusive.
- Desire for excellence/raising standards.
- Commercial awareness and an enterprising mind-set.
- Student focused.

Other

Essential

- Willing and able to travel as required including overseas.
- Ability to work outside of normal office hours.
- Commitment to highest professional and personal standards for work and conduct.
- Well-developed external networks.
- Committed to equality and diversity, our Health and Safety policies and procedures and our University's values.
- Compliance to Data Protection Act 2018 and GDPR principles/requirements.
- This appointment is subject to an enhanced level children's barred list disclosure from the Disclosure and Barring Service.



Academic/Professional Qualifications

Essential

- Degree or equivalent professional qualification.

Desirable

- Higher degree or qualification in education, management or professional services.



Key Dates and the Application Process

Closing date: 9am on Tuesday 7 January 2025

Interview dates: week commencing Monday 20 January 2025

We have appointed 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 Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Amanda.Hart@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/writtle-prin>, discussed the role with Amanda Hart and scheduled your first-stage interview via Teams, you should email your application to 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 – writtle-prin - 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 – writtle-prin - ED.