



West  
London  
College

wlc.ac.uk

# Assistant Principal Curriculum

Candidate Information Pack

December 2024

[www.fea.co.uk/wlc-apc](http://www.fea.co.uk/wlc-apc)

# Welcome

Dear colleague,

Thank you for your interest in the role of Assistant Principal Curriculum with us here at West London College.

This senior role is crucial to the achievement of our strategic aims and objectives and to building on our position as an important anchor institution within the boroughs we serve.

I very much hope the information we have provided gives you a sense of the role, the college and our requirements.

At West London College, we have a simple yet powerful vision and that is to be a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society.

Our mission is aiming high, changing lives. We already have an excellent track record of working collaboratively with employers, employer-representative bodies, educational partners and other key stakeholders to ensure our provision is responsive to skills needs and we are recognised as leading much of this work across the sub-region.

In order to realise our vision, we want to provide our learners and staff with the best studying and working environments we can to support them to be successful.

Consequently, we are now looking for a highly experienced and competent leader who can continue and build upon our work so far.

In this role you will work within our core values of ambition, accountability, collaboration, inclusion and innovation to lead developments which will position us well for the future.



We are a highly diverse and inclusive organisation. Over 70% of our staff and learners are from ethnic minority backgrounds, our education and training is accessible to everyone, including those with learning difficulties and disabilities, and we actively pursue agendas that advance equality of opportunity for all.

We need our new Assistant Principal Curriculum to not only be completely aligned to our values around inclusion and diversity, but to join the College's senior leaders in championing these across the whole organisation.

Whilst this is a challenging role, it provides a fantastic opportunity to be part of transforming an organisation with a strong social purpose - an organisation where the tangible impact of what we do can be seen on a daily basis. In this role, you will report directly to the Deputy Principal Curriculum & Quality.

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 conversation with our recruitment partner, by emailing [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@fea.co.uk), to discuss the role before the closing date.

I very much hope you recognise the opportunity this role provides to impact on the lives of a significant number of staff and learners. If you feel you share our desire and determination to achieve our vision and mission, I look forward to receiving your application.

Yours faithfully

**Karen Redhead OBE**  
**Chief Executive and Principal**





## OUR MISSION

# AIMING HIGH, CHANGING LIVES

## OUR VISION

To be a vibrant, innovative, diverse and sustainable college empowering learners to succeed and positively impact society

## OUR VALUES

### AMBITION

We will challenge ourselves and others to always aim high, enabling our learners, staff and partners to achieve high expectations and ambitious goals.

### ACCOUNTABILITY

We will all take personal responsibility for driving success, overcoming barriers and finding solutions.

### COLLABORATION

We will work in impactful teams and partnerships, both internally and externally, to respond to the opportunities and challenges we face.

### INCLUSION

We will be welcoming, supportive and our commitment to equity, diversity and inclusion will underpin everything we do.

### INNOVATION

We will be innovative in our thinking and will invest in new technologies and practices helping our learners and staff to excel.



# Job Description

**Job title: Assistant Principal Curriculum**

**Reports to: Deputy Principal Curriculum & Quality**

**Salary: Competitive**

## Key Purpose

To be responsible for supporting the Deputy Principal Curriculum & Quality in the strategic and operational leadership, management and development of the College. To provide senior leadership for designated curriculum and support departments and in so doing promote and deliver exceptional standards in a positive and supportive culture that aspires to be outstanding.

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.





# Specific Duties and Responsibilities

## As a leader of Education

- To have senior responsibility for the curriculum offer across a range of areas that delivers relevant and cost-effective programmes in line with the Curriculum Plan, that attracts and delivers high-quality education to learners and apprentices leading to successful progression, destinations and outcomes.
- To support the Deputy Principal Curriculum & Quality to implement a rigorous process of self-assessment at programme, department, campus and College level that critically evaluates the quality of provision. To lead on the quality improvement plans.
- To have senior responsibility for the College teaching, learning and assessment strategies, staff development, and promoting inclusive and inspiring delivery, following the Performance and Quality Cycle.
- To establish and develop links with employers and other relevant external agencies to promote the work of the College and engage their expertise to ensure; the curriculum meets local and regional needs; and is relevant and up-to-date and to identify and swiftly respond to commercial opportunities.
- To undertake teaching where required.
- To lead a portfolio of responsibility that could include the following:
  - To have senior responsibility for education programmes of young people within the College including the delivery and monitoring of their study programmes working closely with the Heads of Curriculum to provide a consistent impactful approach.
  - To have senior responsibility for the adult learning programme within the College including the delivery and monitoring of their courses working closely with the Heads of Curriculum to provide a consistent impactful approach.
  - To have senior responsibility for learners with high needs within the College including the delivery and monitoring of their study programmes working closely with the Heads of Curriculum to provide a consistent impactful approach.
- To ensure the development and embedding of Mathematics and English within the curriculum areas and campus overseen.
- To take a strategic lead for a College campus having oversight of teaching, learning and assessment and implement rigorous impactful quality systems.



**West  
London  
College**

wlc.ac.uk

- To ensure the College additional learning support strategy to ensure resources are deployed effectively to maximise student learning progress.
- To ensure all learners and apprentices are safeguarded and appropriate actions taken to identify and respond to learner's welfare concerns in line with College policies and procedures.
- To ensure engagement of learners and apprentices in College enrichment activities provide the opportunities to explore new interests, and promote personal, spiritual, moral, social and cultural development to prepare them to progress into adult life.

## As a Leader of People

- Deputising for the College Deputy Principal as required ensuring the College strategic direction, education provision, ethos and values strives to the very highest standards.
- To ensure leaders, managers and staff have the support and development to excel in their roles through monthly progress reviews and the opportunity to engage in staff development and wellbeing activities, including mandatory training. To champion coaching as an approach.
- To ensure leaders, managers and staff have the tools to perform to the highest standards in implementing the College Performance Management System.
- To take senior leadership responsibilities in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
- To sustain a culture that looks after and supports the emotional health and wellbeing of staff.



## As a Leader of the Organisation

- To be responsible for designated budget accounts and oversee and support managers with the effective management of resource deployment.
- To work with the wider services of the College, such as HR, Finance, IT, MIS and Estates to benefit learners and apprentices.
- To work in conjunction with other senior staff to lead on designated strategic priorities of the College, presenting and assuring Governors, and implementing best practice across the College.
- To contribute to leading the strategic direction of the College with stakeholders to benefit learners and apprentices and the future of the College.

## General Duties and Responsibilities

- To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
- To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality and diversity.
- To comply with legislative requirements and College policies and guidelines in respect to health and safety, and data protection.
- To demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
- To undertake continuing professional development to support our culture of continuous improvement and to keep up to date with the skills required to fulfil the role.
- To be an integral part of the College's curriculum and in quality assurance systems.
- To meet minimum relevant occupational standards.
- To undertake any other duties commensurate with the role as may be reasonably requested.
- To take responsibility for protecting staff, learners and apprentices from all preventable harm as per College Safeguarding procedures.
- To work across any College campus in order to undertake duties consistent with the post.





# Person Specification

## Essential Approach/Values

- The ability to adopt an **Ambitious** approach.
- A demonstrable track record of accepting **Accountability** and taking responsibility for outcomes.
- A commitment to **Inclusion** – demonstrating an open, welcoming and supportive attitude to colleagues and learners and apprentices.
- Using **Innovation** and creativity to realise the College's vision.

## Essential Skills

- Excellent leadership and management skills with the ability to motivate and inspire staff to be the best they can be.
- A creative approach to the development and design of curriculum programmes and commitment to social inclusion.
- Excellent communication, organisation, networking, report-writing and presentation skills for internal and external liaison.
- Tact and diplomacy in dealing with sensitive and important issues.
- Ability to work under pressure, problem solve, prioritise and meet tight deadlines.
- A thorough understanding of how learning support can be best utilised to impact on learners and apprentices.
- A sound understanding of and commitment to achieving excellence in teaching, learning and assessment.
- Demonstrable awareness of; Prevent, British Values, Safeguarding, Fairness, Respect, Equality, Diversity and Inclusion and how they form a significant aspect of professional teaching practice.
- Detailed knowledge of the funding methodologies and qualification frameworks in FE and HE.
- Actively contribute to the College's Safeguarding practice, procedures, culture and ethos.



**West  
London  
College**

wlc.ac.uk

## Essential Experience

- A minimum of three years successful leadership experience in FE.
- Proven track record of improving quality and achieving high standards.
- Experience of managing budgets.
- Experience of highly effective curriculum planning and design meeting local and regional needs.
- Experience of responding creatively to the specific teaching and learning needs of a multicultural community.

## Education

### Essential

- Maths & English Level 2 (e.g. equivalent to GCSE grade C or above).
- A relevant first degree and/or professional qualification in a relevant subject area.
- A full teaching qualification.
- Evidence of continuous professional development.

### Desirable

- A full management qualification.

## Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application.

Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.





# Key Dates and the Recruitment Process

**Closing date: 9am on Wednesday 22 January 2025**

**Interviews to be held: week commencing Monday 3 February 2025**

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 Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Claire.Gehlig@fea.co.uk](mailto:Claire.Gehlig@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/wlc-apc/>, discussed the role with Claire Gehlig 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 employment in section 6.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included 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.
- 2 referees - include full postal and email addresses and 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 – wlc-apc- Application.

### 2. The Equality and Diversity Monitoring Form

- Please click inside each check box that applies to you.
- 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 – wlc-apc - ED.