

# NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

## ASSIGNMENT BRIEF

## DEPUTY PRINCIPAL

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**PRIVATE & CONFIDENTIAL**

February 2024



## A very warm welcome to North Warwickshire and South Leicestershire College (NWSLC).

NWSLC has approximately 12,000 students and apprentices studying across seven, soon to be eight, campuses in Leicestershire and Warwickshire. With continually improving performance against our current Ofsted rating of 'Good' with 'Outstanding' features, good financial health and a very inclusive student centred ethos, NWSLC is a leading college in the Midlands.

Our student and staff population reflect the incredible diversity of our communities and we undertake that every student, whatever their previous attainment or background, will gain life changing 'success through learning' during the time they spend with us. Our approach is characterised by the successful integration of the academic, technical and pastoral aspects of College life, balancing a distinct sense of purpose in the classroom with a myriad of extra-curricular activities, including a huge focus on participation (and success) in skills competitions.

Our main ambition is to give young people and adults the skills and confidence they need for rewarding, enjoyable and sustainable employment.

Our new Deputy Principal will need to support me and my high performing leadership team in building talent pipelines for our local, regional and national employer partners. We are looking for an exceptional leader who can inspire, challenge, support and stretch an already strong leadership team. You will need passion, high levels of emotional intelligence and a living empathy with our organisational values which sit at the heart of all we do. We are open to someone with relevant leadership experience from a range of settings, although a good awareness and knowledge of Further Education (FE), its pedagogy, financial and regulatory frameworks is essential.

Our future success is underpinned by an ambitious strategic plan. A significant element of this is our ambition to gain approval to become the lead college in Coventry University's new FE company, a core part of their rapidly expanding global education family. This exciting opportunity has the potential to yield huge benefits for our students, our staff and our business growth and sustainability. As this new company is formed, planned for this year, there is a real possibility that this development will provide progression opportunities for our new Deputy Principal to become Principal of NWSLC as my role evolves to become a Group Chief Executive Officer and member of the University's senior leadership team.

We are looking for a dynamic individual with relevant experience and previous impact who is ready to step into this fabulous and very exciting opportunity.

Should you have any questions, please do not hesitate to contact John Dodd in the first instance, but I would be more than happy to engage in informal discussions should you find this helpful.

Best wishes,



**Marion Plant OBE FCGI**

Principal and Chief Executive Officer





North Warwickshire and South Leicestershire College is a medium sized general further education college that serves south Leicester and Leicestershire and the north of Warwickshire, including the districts of Oadby and Wigston, Blaby and Harborough, and the boroughs of Nuneaton and Bedworth, North Warwickshire and Hinckley and Bosworth. The College operates from campuses in Wigston, Nuneaton, Hinckley and a specialist centre for construction, trades and logistics courses on the Harrowbrook Industrial Estate.

NWSLC has an established and vibrant curriculum at its MIRA Technology Institute (MTI), a unique collaboration led by the College and its partners, HORIBA MIRA, Coventry University, Loughborough University and the University of Leicester. This specialist facility for engineering and automotive is specifically designed to address the 'Future of Mobility', one of the four grand challenges of the UK Government's industrial strategy.

In partnership with Coventry University, the College operates a sixth campus in Coventry, our Digital Skills Academy (DSA), with a focus on the escalation of digital skills for people in Coventry, Nuneaton and Bedworth and the wider West Midlands region.

The College's seventh, and newest, centre was launched in 2023, our Centre for Logistics, Education and Research (CLEAR). This centre is a unique research, innovation, education, and training facility based at Magna Park, Lutterworth, the largest distribution park in Europe. North Warwickshire and South Leicestershire College, Wincanton PLC and GLP are collaborating to deliver this 'one-stop-shop' for boosting success in supply chains.

Crossing the boundaries of the east and west midlands regions, NWSLC has developed a dynamic curriculum that effectively meets the priorities of both the Leicestershire Local Skills Improvement Plans (LSIPs) and the West Midlands and Warwickshire LSIP. The College also works with the West Midlands Combined Authority, Colleges West Midlands and local authorities at

all its campus locations.

During 2022-23, the number of local residents who were unemployed in Nuneaton and Bedworth was just below the national rate. Of the 81 neighbourhoods in Nuneaton and Bedworth, 15 are among the 'most income deprived' quintile in England. The number of local residents who were unemployed in Oadby and Wigston was just above the national rate. Of the 192 neighbourhoods in Leicester, 80 are among the 'most income deprived' quintile in England including the highly deprived Eyres Monsell district, adjacent to the College's Wigston Campus.

During 2022-23, NWSLC worked closely with Coventry University Group to explore and develop a strategic partnership. The proposal involves the college becoming a founder member and lead partner of a further education company within the growing global Coventry University education group. The aims are to generate benefits for students, employers and staff of both institutions, developing educational pathways from school, through FE to HE and apprenticeships. Overall, the partnership will grow the combined impact of further and higher education and maximise the response to skills demands.

In addition to this NWSLC offered, on behalf of Warwickshire County Council, alternative provision for pupils at risk of exclusion from school. The College has also expanded its provision for home-educated learners with centres operating at our Nuneaton and Wigston campuses.

In 2022-23 there were over 10,000 enrolments on funded qualifications at NWSLC. Of these, circa 3,000 were full-time 16-18 students and 437 were 16-18 apprentices. A total of 5,600 adults enrolled on funded qualifications, with 330 enrolments on diploma qualifications, 5,270 enrolments on shorter courses and 350 on adult apprenticeships. Enrolments also included 124 students with high needs. The College offers a diverse range of curricula from entry level to level 6 across 14 subject sector areas to meet the needs of students, employers and local communities.

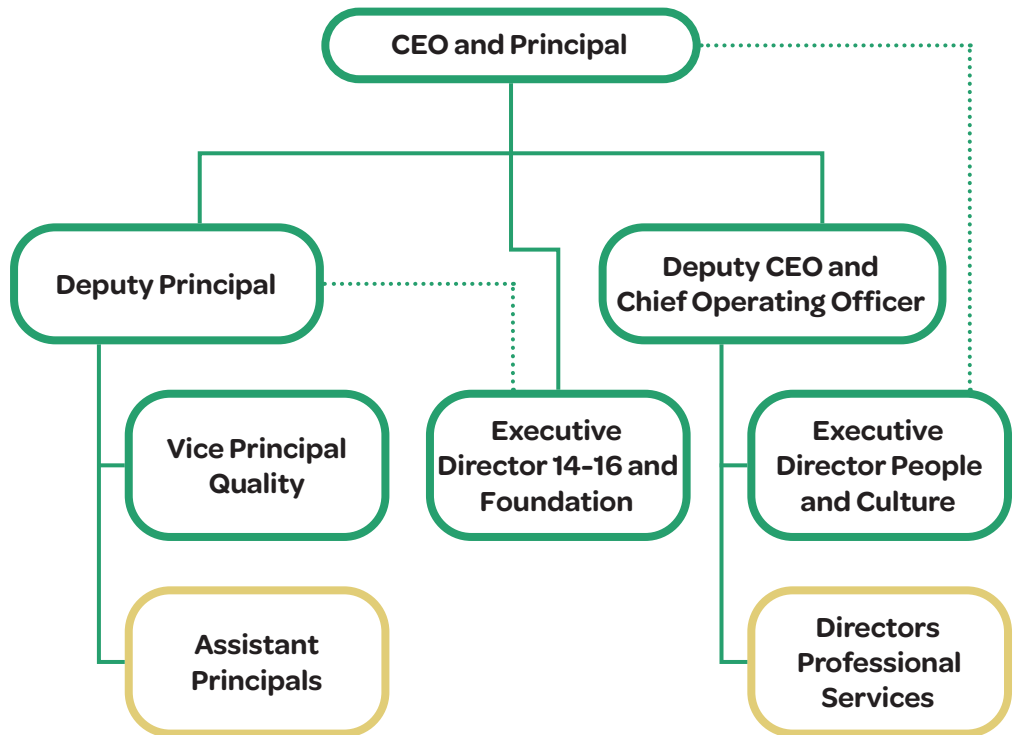
## Mission, Vision and Values

**Mission:** To create success through learning

**Vision:** We will support the learning and skills development of individuals across all our communities by partnering with businesses to raise productivity and support growth locally, regionally and nationally.

**Values:** Nurturing, Work ready, Sustainable, Leading, Collaborative (NWSLC)

## Organisation Structure



## The NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College’s values and behaviours. The purpose of the ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high-quality service and to create an environment of continuous improvement.

For more information about NWSLC, please visit: [www.nwslc.ac.uk](http://www.nwslc.ac.uk)

# Job Specification

<b>Job Title:</b>	Deputy Principal
<b>Accountable To:</b>	Principal and Chief Executive
<b>Location:</b>	All college locations

## Main Duties and Responsibilities

- Provide strategic leadership and development of the curriculum provision by developing an annual curriculum review with stakeholders, development of a curriculum strategy and fully implement the strategy's aims including centres of excellence.
- Lead the development and implementation of an ambitious and efficient curriculum strategy which delivers income growth in response to student and employer demand.
- Build appropriate strategic alliances locally, regionally and nationally.
- Work closely with the Chief Operating Officer and Deputy CEO to lead a coherent and effective strategic planning cycle for NWSLC.
- Line management, leadership and development of Vice Principal, Assistant Principals and Directors through agreed college KPIs by effectively holding staff to account, providing clear communication and putting in place effective mechanisms for timely reporting and successful interventions that lead to NWSLC meeting and/or exceeding KPIs.
- Lead a high performing team to achieve outstanding outcomes by empowering delivery staff to promote a culture of high performance that delivers outstanding student achievement rates and demonstrable value-added positive progression.
- Provide strategic leadership and development of quality assurance and improvement across the College by developing accurate reports and recommendations of improvements, use of external validation procedures such as audits and external scrutiny.
- Responsible for student experience, safeguarding, enrichment and work experience by ensuring NWSLC adheres to government policies and regulations, being fully auditable with minimum recommendations and complying with all safeguarding regulations/Ofsted/KCSIE.
- Promote a culture of high performance, supporting effective operational organisation and management by leading the college to be Outstanding and a regionally/nationally and internationally recognised provider of choice.
- Support the work of the Principal and Chief Executive and the College's Corporation by attending and participating at Corporation committees and providing appropriate and accurate reports by delivering a data dashboard containing data agreed by the Executive Team and, where appropriate, the Corporation; procedures for reporting and implementing procedures for staff and students for timely predictions and interventions as required.
- Keep abreast of developments within the sector and explore the implications for the college making recommendations to the Principal, Executive and the Corporation to best position NWSLC for the future.
- Provide effective and inspiring leadership for the College, ensuring that all staff work in collaboration to achieve the best possible student experience and outcomes by role modelling best practice, having an open honest and transparent approach, being approachable and solution focused at all times.

- Demonstrate commitment to the personal growth and development of staff enabling them to develop the skills necessary to achieve outstanding outcomes for students, by always developing a culture of positive performance management, which is seen as being supportive and developmental.
- Create a strategy to become Outstanding and fully implement it within the organisation. Make use of external scrutiny to provide insights to progress.
- Ensure that employer, students' and others' views are understood and acted upon by the curriculum areas by working with the business development team to develop employer engagement strategies and respond to external stakeholders so that NWSLC is the employer's provider of choice.
- Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and College values and behaviours.
- Undertake any other duties as required by the college and determined through consultation with the Principal and CEO.

## Management & Leadership

As an executive leader, it is essential that the post holder acts as an excellent role model for NWSLC. Whilst not an exhaustive list, it is anticipated that this will be achieved by ensuring:

- Proactive engagement with strategic planning and deployment, demonstrating functional and College-wide accountability, and informing and supporting the Executive Team and Corporation.
- Communication mechanisms are in place and effectively utilised throughout all areas of functional responsibility to ensure (internally and externally):
  - effective reputation management;
  - sound conveyance of NWSLC strategic plans and performance updates to secure staff engagement;
  - corporation board members are updated and reported to, with attendance at meetings as required;
  - proactive networking and celebration of best practice.
- Effective financial management is in place to ensure delivery that is:
  - in line with budgetary targets;
  - in accordance with college financial regulations;
  - in support of income generation and efficiency targets.
- Individuals and all teams are led and developed to ensure:
  - promotion of a positive, inclusive ethos with a shared commitment to practicing Equality of Opportunity and a shared commitment to challenging and preventing stereotyping and prejudice;
  - effective utilisation of staff resource in collaboration and through cross college working;
  - functional commitment to effective performance management e.g. regular performance reviews, promotion of staff development, proactive talent management and succession planning;
  - teams led by an effective coach who inspires individuals to achieve performance excellence.

- Functional engagement in effective self-assessment, proactive participation in and in support of quality review processes, and that the area is well represented through inspections and audit processes.
- Functional operations take a proactive approach to risk management including:
  - promotion of high standards of health, safety and welfare;
  - ensuring processes and practice afford for appropriate use and safeguards to protect data;
  - effective distribution of tasks and activities to ensure workloads are managed fairly, and that processes are secure and protected from abuse or neglect;
  - ensuring the mutual responsibilities to safeguard staff and learners are understood by all who are required to maintain fluency with current procedures, structures and reporting processes.
- To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

## Qualifications

You will be degree qualified with a relevant teaching qualification (level 5 and above) with evidence of, and a commitment to, ongoing self-development and training.

## Essential Experience

- Strong and inspirational leadership and senior management experience in a further education-based organisation with the relevant scope and complexity.
- Demonstrable experience at a senior level of wide-ranging curriculum, teaching, learning and student experience leadership.
- Successful experience of strategic financial planning, including establishing and managing large-scale budgets with a clear commercial focus and maximising funding streams.
- Proven ability to work effectively at senior leadership level with a strong understanding of today's funding bodies and of the current inspection framework.
- A proven track record of strategic development, self-assessment and efficient business planning.
- Experience of responding to and managing change constructively within an ever changing and evolving landscape.
- A demonstrable track record of leading and improving the quality and effectiveness of curriculum provision, results and success rates.
- Excellent track record of data analysis skills and interpretation to make effective decisions and recommendations on existing and future college provision.
- Detailed understanding of the management information requirements of the DfE/ESFA and other relevant funding partners.
- Extensive knowledge and understanding of Government's agenda for FE and HE, Ofsted and Office for Students (OfS).
- Proven experience of taking a strategic perspective and providing a clear vision linked to realistic goals to maximise and embrace new opportunities.
- Demonstrable success in managing, motivating and developing a senior team to improve organisational performance and produce outstanding results, set against a changing educational context.
- Experience of successfully managing a range of key stakeholders from funding bodies, employers, local authorities and academic organisations, with political insight and sensitivity to protect and enhance the reputation of the college.
- Proven experience of conceiving and delivering digital strategies, aligned to an overarching college vision.



## Knowledge, Skills and Behaviours

- Knowledge and understanding of the challenges and current issues in the FE and HE sectors.
- An understanding of value added, and distance travelled systems.
- Ability to create vision, motivate and inspire others to perform to the best of their abilities.
- Excellent management and leadership skills.
- Highly developed negotiating, influencing and persuading skills.
- Ability to work on own initiative and drive innovation and creative thinking.
- Able to keep calm in difficult situations.
- Ability to build good relationships with all stakeholders including students, staff, governors and those within the sector.
- Leader who consistently displays role-model behaviours.
- Resource investigator able to horizon scan, unearth opportunities and create innovative responses.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Excellent communication skills with the ability to engage effectively with students, the Board, academic and operational staff at all levels, and to communicate complex issues in clear language to a range of audiences.
- Strong ambassadorial skills with excellent interpersonal and presentation skills.
- Robust judgement with the ability to seek and challenge information to reach and take decisions.

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.

## Remuneration

The salary will be up to £120,000.

## Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

## Relocation

An allowance of up to £8,000 for relocation costs, if required.

## Pension Scheme

The holder of this post will have access to the TPS Pension.

## Checks

All appointments are subject to satisfactory pre-employment references and DBS clearance.

## Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for Applications	9:00am Monday 25th March 2024
Interviews with Dodd Partners	w/c 1st April 2024
Shortlist Meeting	w/c 8th April 2024
Final Interviews	Mid April 2024

# How to Apply

## How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of NWSLC. If you wish to apply for this position, please supply the following:

- A covering letter (maximum two sides) highlighting your suitability and how you meet the criteria in the Person Specification, together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at [contactus@doddpartners.com](mailto:contactus@doddpartners.com) by 9:00am Monday 25th March 2024, referencing assignment DP3106.

## Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on 07545 431 848 or 01244 738450. Alternatively, email: [johndodd@doddpartners.com](mailto:johndodd@doddpartners.com)