

JOB DESCRIPTION

POST TITLE	:	Vice Principal Quality and Enhanced Learning
SCALE	:	Management Spine
SALARY	:	Up to £90k
RESPONSIBLE TO	:	The Principal
RESPONSIBLE FOR	:	Academic and Support Services
CLOSING DATE	:	12.00pm, Thursday 9 July 2026
INTERVIEW DATE	:	Tuesday 14 July 2026

Main Purpose of the Post

This role leads the academic and vocational work and staff to achieve the highest standards, to develop and implement learning, teaching and quality College Strategies and plans to support the achievement of the College Strategic Objectives.

Main Responsibilities

- 1 To work together with the senior management team and direct reports of Head of Teaching and Learning and Head of Quality formulating, developing and implementing strategy; and further developing the ethos and culture of the College.
- 2 To be responsible for all aspects of the College's Teaching and Learning, Quality and Outcomes.
- 3 To be responsible for all aspects of the College's Teaching and learning and Quality for young people, adults, university, apprenticeships, and employer-facing, with reference to achieving high quality education outcomes.
- 4 To act as the College nominee during Ofsted inspections
- 5 To line manage the Head of Teaching and Learning and Head of Quality. To work closely with representative bodies, Examination Boards, AOC, and Partner Colleges.
- 6 To be responsible for the development and writing of the College self assessment and to take the overall lead in the development of quality enhancement systems and processes working closely with senior managers and middle leaders.
- 7 To contribute to co-ordination of the work of other managers.
- 8 To contribute to hearing cases under the College's formal human resource policies and procedures which may result in the dismissal of a member of staff. (as appointed by the Principal)

- 9 To make a key contribution to developing the College culture of excellence and living the College values.
- 10 To support the Governing Board through the regular presentation of reports and briefings to the Board and its Committees.
- 11 To contribute to sound relationships and co-operative working with external partners and agencies.
- 12 To support and promote key policies of the College notably Single Equality Act and Health and Safety.
- 13 To carry out such other duties as the Principal may reasonably require.

PERSON SPECIFICATION

POST : Vice Principal Quality and Enhanced Learning

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent	E	Application form
2	Recognised full teaching qualification	E	Application form
3	Senior Leadership Programme *	D	Application form
4	Higher Degree	D	Application form
5	Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form

* In line with best practice the appointment will require that the successful candidate has or agrees to successfully complete the Senior Leadership Programme as agreed with the Principal.

KNOWLEDGE

1	The curriculum relevant to a general further education college	E	Application form/Interview
2	National priorities related to 16-19 curriculum, Adult, Apprenticeships and Higher Education	E	Application form/Interview
3	The national infrastructure governing, supporting and monitoring further education colleges	E	Application form/Interview
4	Quality assurance strategies in a college context	E	Application form/Interview
5	Funding methodologies relevant to further education colleges	E	Application form/Interview
6	Familiarity with Safeguarding and Prevent strategies	E	Application form/Interview
7	A deep and current understanding of modern teaching and learning strategies and pedagogical best practice	E	Application form/Interview

EXPERIENCE

1	Teaching in further education	E	Application form/Interview
2	Successful senior management experience at Assistant Principal level or above in a further education college	E	Application form/Interview
3	Experience of Ofsted inspections either as an Ofsted Inspector or Nominee in a college context	E	Application form/Interview
4	Planning of education and training provision relevant to a further education college	E	Application form/Interview
5	Significant staff leadership and management in a college context	E	Application form/Interview
6	Senior level involvement in building and managing substantial budgets in a college context	D	Application form/Interview
7	Partnership working with other agencies and institutions	E	Application form/Interview
8	Demonstrable impact of leading quality improvement	E	Application form/ Interview

PERSONAL

1	A willingness to embrace and promote the distinctive ethos of Burnley College, primarily as an educational institution	E	Interview
2	A high level of personal commitment to the students and clients of Burnley College	E	Interview
3	A full acceptance of responsibility and personal accountability	E	Interview
4	A demonstrable commitment to continuous self development and updating	E	Interview
5	Effective staff leadership based on the principles of respect and participation	E	Interview
6	Respect for the essential role of the Governing Board and commitment to supporting the Board	E	Interview
7	Business acumen applied to a college context	E	Interview

8	Commitment to achieving and sustaining the highest standards in the College's education programmes and in all other operations	E	Interview
9	Excellent communication skills	E	Interview
10	Personal qualities appropriate to the role and underpinned by the Nolan Principles of Public Life	E	Interview
11	A commitment to the principles and practice of equal opportunities	E	Interview
12	Regular and Reliable Service* (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*