



Job Description:

Assistant Principal – Curriculum, Quality, Teaching and Learning



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REF: DIR020-834

This role will:

The Assistant Principal – Curriculum, Quality and Teaching and Learning is a pivotal role across the College Group and will be a dynamic leader with high expectations who positively promotes the Groups values.

The post-holder is to provide strategic leadership for quality and teaching and learning across the Group, with direct responsibility for outcomes at KGV Sixth Form College. This role will ensure the highest standards of educational delivery and continuous improvement in learner experience and performance.

The post-holder will be responsible for the strategic management and operational oversight of the Sixth Form College, quality processes and the college groups Teaching and Learning strategy.

They will have line-management responsibility of the Heads of Division at the Sixth Form College, the Curriculum Intervention Manager and Quality Team.

The post holder will be accountable for ensuring that all financial and performance related KPI's are achieved relating to their areas of responsibility.

Responsible to:

The postholder will be part of the Senior Leadership Team and will be responsible to the Deputy Principal

Key Accountabilities and Responsibilities:

Curriculum, Quality and Teaching & Learning Responsibilities

- Lead the development and implementation of the Group's Teaching, Learning and Assessment Strategy
- Lead quality assurance and quality improvement across the College Group
- Line manage the Quality Team
- Act as the College shadow nominee during Ofsted inspections
- Lead on cross-group quality improvement initiatives and self-assessment processes



- Drive improvements in pedagogy, assessment practices and curriculum delivery
- Lead on embedding innovation in teaching, including digital approaches and AI integration
- Lead on professional development activities for all staff
- Promote learner voice strategy and oversee the implementation of follow-up activity following stakeholder feedback
- Develop and keep under review the Group's curriculum portfolio in accordance with the Strategic Plan
- Ensure compliance with quality assurance, financial regulations and other College Group procedures
- Ensure robust performance management and staff development across areas of responsibility

KGV-Specific Responsibilities

- Strategic leadership and operational management of KGV Sixth Form College
- Line manage Heads of Division at KGV
- Monitor progress, retention, achievement and value-added at KGV
- Set challenging KPIs and ensure outstanding learner outcomes at KGV
- Lead and manage curriculum development for KGV programmes
- Ensure planned learning programmes meet strategic targets for income and outcomes
- Support KGV Heads of Division through induction, appraisal and ongoing development
- Monitor course and staff timetables for efficiency and learner experience
- Manage effective utilisation of staff and oversee budgetary planning and control for KGV curriculum

Main Duties

- Act as a Deputy Designated Safeguarding Lead for the College Group
- Undertake a maximum of 153 hours teaching annually (excluding cover)



- Liaise closely with SLT and CMT to ensure effective communication and collaboration
- Contribute to marketing strategy and promotional activities
- Actively seek external funding opportunities and partnerships
- Promote and manage effective risk management (including Health & Safety)
- Represent the College Group at internal and external meetings and partnerships
- Undertake any cross-college duties as directed by the line manager or Principal
- Contribute to the College's strategic planning and continuous review of roles and responsibilities
- Promote the Group's values, equality and diversity and safeguarding policies
- Report relevant aspects of their area to the Board of Governors, contributing to strategic oversight and planning

The scope of this post reflects the needs of the College Group at the present time; it is not exhaustive. The post-holder will therefore be expected to work flexibly and to undertake other duties as may, from time to time be reasonably allocated by the line manager. The post will be subject to continuous review as the needs and requirements of the College Group change over time.

The College Group actively supports continuous professional development (this includes commercial and industrial updating) of all its staff. Assistant Principals are encouraged to actively participate in cross college groups and working parties and represent the College Group in external partnerships.

To ensure that the college group meets the needs of its learners and the strategic intentions the post holder will need drive, energy and vision, together with a strong commitment to achieve excellence in teaching and learning.



The Person:

Please note that shortlisting criteria will relate to the specifications outlined below. The selection panel will identify interview candidates through judgements made in relation to the level of skills and experience demonstrated in the application procedure commensurate with the level of expertise and responsibility required by the post.

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

| Qualifications and Attainments | Essential/ Desirable | Method of Assessment |
|--|-------------------------|-------------------------|
| Possession of a Degree or Equivalent | E | A |
| Possession of Level 2 Maths and English qualifications | E | A |
| Possession of a Teaching Certificate | E | A |
| Possession of a Management Qualification | D | A |

| Experience | | |
|---|---|-----|
| At least 5 years teaching experience, preferably in a relevant curriculum area. | E | A |
| At least 3 years' experience in successfully managing a department or large programme area | E | A |
| Significant experience of managing/leading Sixth Form provision | D | A |
| Current or recent experience as an Ofsted Inspector, or substantial involvement in inspection activity, with a deep understanding of the current inspection framework | D | A |
| Experience of acting as an Ofsted Inspection Nominee or Shadow Nominee | D | A |
| Experience in managing resources | E | A |
| Proven ability to improve student outcomes | E | I/A |

| Knowledge, Skills and Attributes | | |
|---|---|------|
| Energy and ambition to drive forward innovation and change to improve retention and achievement | E | I |
| Excellent organisational and time management skills | E | I |
| Ability to motivate staff and improve and maintain morale. | E | I |
| Ability to effectively manage resources. | E | I |
| Ability to communicate effectively with all staff | E | I/AS |
| Ability to maximise people's potential to raise standards | E | I |
| Ability to use IT as a management tool | E | I |



| | | |
|--|---|---|
| Ability to plan strategically | E | I |
| Proven track record of driving forward and improving performance | E | I |
| Knowledge of funding in relation to maximising the provision offered | E | I |
| Awareness of student support issues and equal opportunities. | E | I |
| Ability to work in a way that promotes the safety and wellbeing of children & young people | E | I |
| To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values" | E | I |
| Positive, flexible and adaptable approach | E | I |
| Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc. | E | I |

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£61,434.00 to £68,925.00 per annum

Summary of Terms and Conditions of Employment:

Salaries are reviewed in August each year when any nationally recommended cost of living pay increase might be awarded.

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected



to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk.

Timetable for Appointment:

Deadline for receipt of applications: Wednesday 29th April 2026 (10:00am)

Interviews will be held: Friday 8th May 2026

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

