



Principal / Chief Executive

Job description



Message from the Chair of the Coleg Gwent Corporation

Dear prospective colleague

Thank you for your interest in the role of Principal and Chief Executive at Coleg Gwent. You will find more information about the college and the application process in the pack, including the job description and the person specification. However, I wanted to give a personal message as well, giving you the perspective from the Board to help you decide whether this may be the right opportunity for you to pursue.

Coleg Gwent is a large and successful college, providing a wide range of academic and vocational courses to over 13,000 people a year throughout south-east Wales. We primarily serve the communities and businesses of the county boroughs of Blaenau Gwent, Caerphilly, Torfaen, Monmouthshire and Newport. We do this through five unique and well equipped campuses.

The Board have worked successfully and collaboratively with the current Principal for nearly eight years and have established a clear mission to 'change lives through learning'. The current Principal will be retiring at the end of the 2023-24 academic year and so the Board are now looking for his successor. As a college we have effectively navigated our way through the challenges of the pandemic and are now renewing our commitment as a Board to focus on continuing to meet the needs of our learners. The new Principal will further improve outcomes for all learners and continue to build the involvement of employers in our curriculum.

We are a Board who are committed to making our college a place where everyone feels welcome and where our core values are central to all that we do. Our new Principal will show a clear commitment to values-based leadership and to maintaining an inclusive approach to the leadership of the college. We have embraced a social partnership approach to working with our staff and trade unions and see this as a key way to approaching the challenges we will face in the future. This is a high profile role in Welsh further education and the Board are looking for a candidate who understands this context.

The Board have ambitious plans to continue the development of the college's facilities through several exciting investment projects, including the relocation of the Newport campus to a brand new, purpose built, city centre site and the construction of the HiVE, a purpose built, state of the art Digital Manufacturing and Engineering Centre, opening in September 2025. We are looking for a leader who has a track record of building strategic relationships with partners and who can manage complex financial projects.

It is an exciting time to be joining Coleg Gwent. The Board are looking for a new leader who will demonstrate the values and behaviours we have set for our college and be able to lead us confidently into the future. If you are excited at the prospect of joining us, believe that all learners can achieve no matter what their background and are passionate about education, then we'd love to hear from you.



Mark Langshaw MBE

Chair – Coleg Gwent

Note to candidates:

The current Principal/Chief Executive, Guy Lacey, will be retiring at the end of the 2023-24 year. Guy was appointed in 2015, but has worked in the college for twenty years. He is currently the Chair of Colegau Cymru, the voice of further education in Wales. The Board are able to offer the opportunity for candidates to speak to Guy if they wish to do so, before the closing date for applications. If you should like to do so, please email amanda.lawrence@coleggwent.ac.uk to make arrangements for a telephone/Teams call.



About the college and role

Overview of the College's Corporate Leadership Team

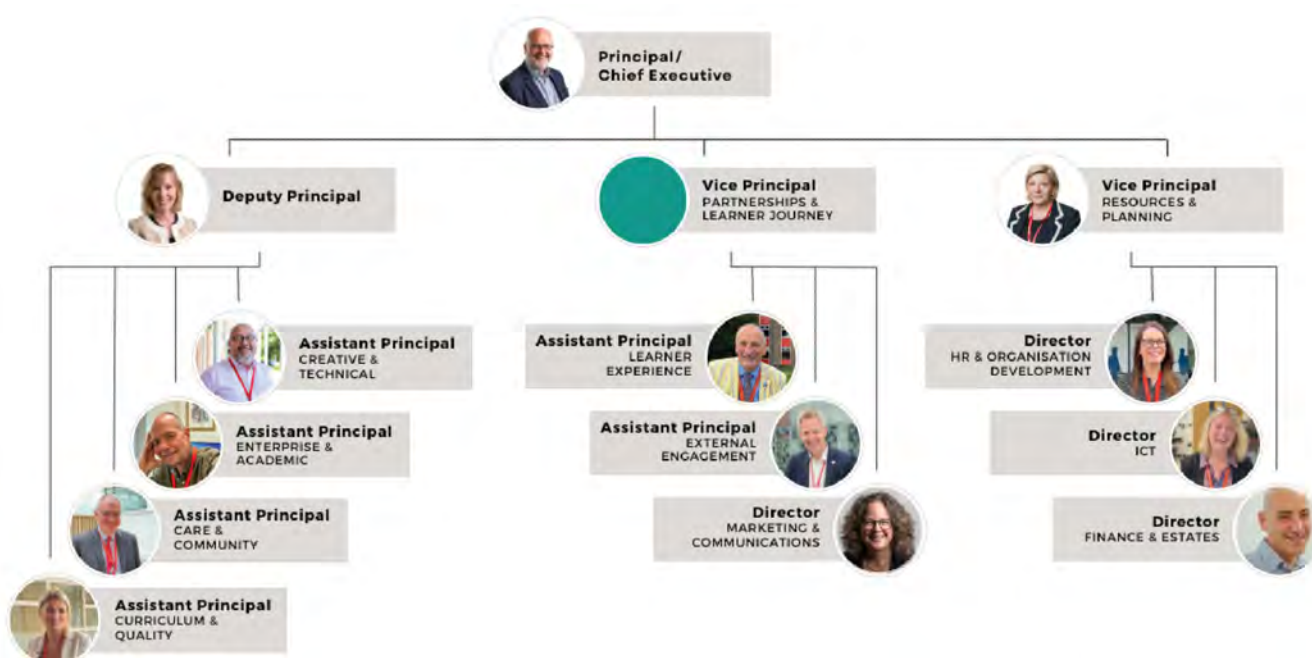
The Principal, Deputy Principal and Vice Principals form the College's Corporate Leadership Team (CLT). The CLT alongside their direct reports (Directors and Assistant Principals) also form the Senior Leadership Team (SLT). The CLT are supported by a Governance Officer.

The College's Corporate Leadership Team (CLT) have overall responsibility for working with the Board to develop strategy and for working to the Board to implement strategy.

As a senior post holder this role is appointed by the Board. Senior post holders (SPHs) are senior members of staff appointed by, and directly accountable, to the Corporation. Roles designated as SPHs tend to include direct responsibility for delivering the strategic direction agreed with the Corporation. All decisions made in relation to SPH recruitment and remuneration are made by the Board and should ensure a balance between recruiting and retaining the best staff, delivering the best outcomes for learners, and ensuring that College resources are used efficiently and effectively.



Structure chart:



Summary of the role

- Providing inspirational leadership and strategic direction for the college
- Cultivating a culture of academic excellence and continuous improvement
- Championing the personal development and wellbeing of all students
- Strengthening relationships with parents, businesses and the wider community
- Ensuring the college continued growth and success.

Who we are looking for

- A proven track record of exceptional leadership in a college environment
- Recent and relevant experience of the education sector in Wales is essential
- A passion for creating a positive and inclusive learning environment
- Strong communication and interpersonal skills
- A commitment to equality, diversity and inclusion

What you can expect in return

The College offers many employment benefits including generous holiday entitlement, pension scheme and many on-site benefits and facilities. You will join a college that is ambitious, purposeful, committed and supportive.

Commensurate with his position, you will have a competitive salary and be eligible for healthcare and a car allowance.

Within easy access of the M4 corridor and surrounding rural areas, the College and its five Campuses serves a large and diverse range of learners, usually recruiting in excess of 20,000 students per year; of which 7,000 are full-time. All campuses are within easy reach of some of the most beautiful countryside in South Wales and the area offers many attractions for those seeking to relocate.

Method of appointment

Closing Date:

12 noon on Monday 12 February 2024

Interview Date:

Thursday 29 February 2024

Interview Venue:

Interviews will be held at our Usk campus

Please apply by emailing:

amy.foatsmith@coleggwent.ac.uk

To apply, please attach the following:

1. Letter of Application highlighting why you want the role.
2. A CV with a maximum of 2 sides of A4, font 11. This should include your experience which makes you suitable for the role.
3. Statement of Suitability / Personal Statement which is a maximum of 2 sides of A4, font 11 which should cover the criteria within the Personal Specification.
4. A short application form which is attached as an appendix to this document.



Appendix 1 – Application form

Name:

Postal Address:

Telephone Number:

Email Address:

Do you have any criminal convictions? Yes

☐

No

☐

Details if Yes:

We operate a guaranteed interview scheme for both ethnicity and disability.

Please state if you believe if you qualify for this scheme and for what reason: Yes

☐

No

☐

Details if Yes:

If shortlisted will you be available for interview week commencing 26th February 2024

Yes

☐

No

☐

Job title:

Principal / Chief Executive

Reports to:

The Governing Body and directly to the Chair

Salary scale:

Very attractive package to attract right candidate - contact amy.foatsmith@coleggwent.ac.uk or 07779 287929 for more information

Job purpose:

To provide leadership and direction to Coleg Gwent to ensure it fulfils its strategic aims and objectives and fulfils its responsibilities to all learners and stakeholders.

Duties and responsibilities**Leadership**

The post holder will:

- Provide inspiring and effective leadership for the College, staff and learners.
- Ensure the profile of the College across the region is promoted as a successful, ambitious cutting edge learning environment in both the education and commercial sector.
- Drive a culture of respect, ambition, success and inclusivity.
- Build and maintain effective and productive relationships with community partners, local businesses and government officials.
- Build and maintain a strong and effective working relationship with the Board of Governors to develop and deliver the college strategy and structure.

Teaching & quality

The post holder will:

- Instil and develop a dynamic, innovative and entrepreneurial culture throughout the college in order to seize opportunities, maximise income generation and position the college at the forefront of initiatives for education and training.
- Develop a culture of excellence, innovation, continuous improvement and continuous professional development.
- Ensure high standards of teaching excellence and student support throughout the college securing high levels of student satisfaction.
- Ensure a culture of Performance Management is embedded with clear and aspirational target setting, regular performance reviews and performance improvement support to ensure targets are met.
- Ensure the curriculum meets the needs of potential employers or HR Providers to ensure the learner have the best opportunities for progression.
- Continue to build on Coleg Gwent's success through further promotion and supporting learners at UK and World Skill competitions.



Partnerships

The post holder will:

- Develop close links with schools, universities and colleges to ensure development of effective curriculum provision.
- Work with strategic partners in the region including Welsh Government, Colegau Cymru, universities, business associations and councils to maximise opportunity.
- Establish relationships with local and national employers to ensure the College can respond to profitable business opportunities and to expand the work placement or employment options for learners.
- Continue to build relationships with other HE providers to ensure further collaborative working.
- Continue to promote and drive further international collaboration for the benefit of learners and staff.

Finance, risk and management information

The post holder will:

- Demonstrate prudent, effective budgetary management ensuring the provision of robust financial information and data to support the College in appropriate financial planning, and risk management.
- Ensure the annual revenue and capital budgets are prepared for Corporation approval.
- Ensure effective operation of financial planning and management controls.
- Protect the assets of the College and its financial solvency.
- Act as the Chief Accounting Officer.

Environment, health & safety

The post holder will:

- Ensure health and safety is given a high level of awareness and compliance, promoting effective policies and working practices.
- Promote a culture of individual responsibility for health and safety.
- Promote and drive a culture of environmental awareness and sustainable practices in line with Net Zero targets.
- Promote a culture of continuous improvement.

Prevent

The post holder will:

- Ensure statutory duties are upheld under Section 21 of the Counter Terrorism and Security Act 2015 to prevent people from being drawn into terrorism.

Policies

The post holder will:

- Lead by example ensuring College policies are respected and adhered to.
- Ensure procedures are established for the effective review of policies which affect the Corporation, staff, students and other College users.
- Ensure there is a schedule of delegation in place and adhered to.



Property

The post holder will:

- Ensure the College estate is effectively managed, including leading development and other opportunities which may benefit the College.
- Ensure the College follows Welsh Governments plans for carbon neutrality.

Communication

The post holder will:

- Ensure a strong culture of communication through a variety of mediums upwards and downwards, throughout the College to ensure high employee engagement and learner awareness.
- Ensure the College is effectively represented and promoted in local, regional and national forums.

Equality & diversity

The post holder will:

- Ensure a positive approach towards equality and diversity is fostered throughout the College.
- Equity of opportunity is operated across the college both for learners and staff.
- Spearheading the Welsh Government commitments including an Anti Racist Wales.

Safeguarding

The post holder will:

- Ensure robust measures are embedded to safeguard the welfare of children, young people and vulnerable adults.
- The successful applicant will be required to have an Enhanced DBS check.

Other duties

The post holder will:

- Undertake such duties as required by the Corporation from time to time to ensure the ongoing viability and success of the college.

This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



Person specification

Criteria	Essential	Desirable	Assessed by
1. Qualifications			
a) A degree or equivalent professional qualification.	✓		Application
b) A Masters degree or equivalent or relevant professional qualification is desirable.		✓	Application
c) A teaching qualification .		✓	Application

2. Knowledge & experience			
a) Experience of the post-compulsory education sector in Wales.		✓	Application
b) A deep knowledge and clear understanding of devolution and educational policy direction in Wales.		✓	Application /Interview
c) A clear and detailed understanding of what an exceptional post-compulsory educational institution is and how to deliver it.	✓		Application /Interview
d) An ability to drive and deliver transformational and cultural change.	✓		Application /Interview
e) Be able to manage significant devolved budgets effectively.	✓		Application /Interview
f) A track record of developing and sustaining successful positive relationships with partners outside of the organisation, both strategic and operational.	✓		Application /Interview
g) Operated successfully in a senior leadership role within a social partnership structure.	✓		Application /Interview
h) Have experience of successfully leading and managing in a large and complex educational setting where you will have promoted inclusivity and equality.	✓		Application /Interview

Criteria	Essential	Desirable	Assessed by
3. Skills & attributes			
a) Be able to lead and motivate staff at all levels to work well together to deliver performance excellence.	✓		Application /Interview
b) Be able to demonstrate success in delivering innovative and creative solutions across a complex organisation to improve team and department performance and achievement.	✓		Application /Interview
c) An outstanding communicator, both orally and in writing.	✓		Application /Interview
d) Be able to demonstrate use of communication skills to engage and inspire others and build productive and constructive relationships.	✓		Application /Interview
e) Engage and influence learners, staff, partners and employers effectively.	✓		Application /Interview
f) A proven track record in resolving conflict effectively in difficult situations with learners, staff, parents and external parties.	✓		Application /Interview
g) Have a natural empathy with people and the ability to lead and develop your team and others.	✓		Application /Interview
h) Will think strategically and be able to deliver policy relating to the management of education in the FE sector ensuring equality of opportunity.	✓		Application /Interview
i) Be able to evidence that you can consistently deliver successful results to challenging deadlines.	✓		Application /Interview
j) Experience of adapting to new technological solutions and new ways of working.	✓		Application /Interview
k) The ability to use the Welsh language in general communication at a basic level (or willingness to undertake training).		✓	Application /Interview

4. Additional requirements			
a) You will be able to travel between sites and to work flexibly, including weekends and evenings.	✓		Interview
b) To act as an ambassador for the College.	✓		Interview