

Loughborough College Group

Job Description

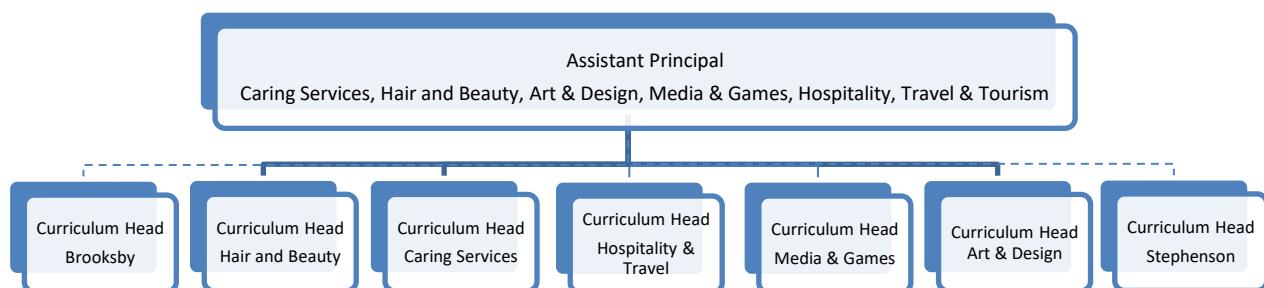
1. Job Details

Job Title:	Assistant Principal - Caring Services, Hair and Beauty, Art and Design, Media and Games, Hospitality and Travel and Tourism
Department:	Senior Curriculum Management
Reporting To:	College Principal
Competency Level:	Leadership 2
Pay Grade:	G7
Salary:	Up to £61,177 per annum
Date of Job Evaluation:	November 2025
Date:	February 2026

2. Job Purpose

To lead the strategic development of all curriculum areas across Loughborough College Group including continual quality improvement and growth, in alignment with college priorities and overall corporate objectives.

3. Organisation chart



4. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



5. Key Responsibilities

Role specific responsibilities

- Lead the strategic business planning and operational implementation of the College Group to ensure outstanding quality, growth, profitability, financial stability, and strategic alignment to government and key college priorities and meet agreed business planning targets.
- Target and grow provision across the department in order to meet strategic targets, local priorities and College objectives (income and numbers).
- Lead high quality provision meeting and exceeding learner and employer needs and aspirations.
- Work with Quality Team and all relevant managers to ensure that provision is of consistently high standards and facilitate the sharing of good practice to develop staff and improve quality.
- Work in partnership with employers and partners to ensure the highest quality provision and further business development through long term relationship management.
- Lead across the College Group using dynamic leadership skills, through the departmental management and support the development of staff in the department, including recruitment, appraisal and performance management, as required.

- Lead the planning, development, delivery and monitoring of the curriculum plan to ensure maximum efficiency and effectiveness.
- Lead departments in preparation for, and during internal/external inspections, reviews and audits
- Generate, develop and maintain excellent, sustainable relationships with customers, partners and colleagues at all levels.
- Retrieve, analyse and use data to judge performance in line with targets and budgets, forecasting and re-forecasting, predict trends and highlight any areas of concern, in relation to both quality improvement and finance.
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the area's budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Ensure the current and relevant funding guidance rules are adhered to and opportunities to obtain funding are maximised.
- Be responsible overall for risk management and assessment, workshop audits, health and safety in the department, safeguarding and the promotion of equality and diversity.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

6. Key Result Areas

Action	Result
A consistent high-quality offer across a range of provision.	Positively impact on learner satisfaction and reputation.
Play a leading role in implementing the College Group's strategy.	Positively impact on outcomes, the learner experience, positive progression, responsiveness and financial stability.
Lead on the curriculum development.	The offer has appropriate progression routes and relevant, fit for purpose qualifications, which take into account the needs of learners, employers and local, regional and national economy as necessary.
Lead in the development of consistently high-quality teaching, learning and assessment practice for teaching staff.	Positively impact on outcomes, the learner experience and positive progression.
Actively engage at an appropriate level with partners including employers.	Curriculum is aligned to partner and employer needs.
A consistent high-quality offer across a range of provision.	Positively impact on learner satisfaction and reputation.
Play a leading role in implementing the College strategy.	Positively impact on outcomes, the learner experience, positive progression, responsiveness and financial stability.

7. Key Working Relationships and Communications

Internal: Curriculum teams, commercial team, senior management team, executive team

External: Partner organisations, funding agencies, employers

8. Scope for Impact

- Outcomes for learners above national averages.
- Grade 1 self-assessment grades.
- Growth and budgets in line with targets.
- Develop long term external relationships with relevant partners.
- Develop robust curriculum plan that is fit for purpose, meets local and national needs and is future proof.

9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Builds and leads effective teams; leverages strengths; promotes and enables effective cross departmental working. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Champions and drives through change strategically. Leads team through change with flexibility and pace. Leads a team or department which embraces innovation and continuously improves performance. Sees the bigger picture for the College and sets agenda for team or department accordingly. Creates an effective structure for problem solving in team; develops problem solving capability in team. Makes well-judged decisions where there is difficulty or ambiguity; develops decision making capability in team. Manages people and projects effectively and consistently delivers high quality, on time and to budget.
Ensuring Financial Sustainability	Self-Awareness
Makes high quality finance and resourcing decisions which add value and focus on the financial sustainability of the College. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Creates a culture which values diversity and prioritises equality and inclusion. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic.
Delivering Excellent Quality	
Uses understanding of current and future needs of customers to help shape the future strategy of the College. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Realises the potential of individuals, teams and the College by creating a high performance culture and continuous improvement. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Degree in a relevant subject	•		Application/ Certificates
2.	Possess or be willing to work towards a level 5 management qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Successful track record of effective leadership within study programmes including achievement rates, value added, high grades and progression data	•		Application/ Interview
5.	Effective budget and resource management	•		Application/ Interview
6.	Managing, developing, inspiring, and motivating staff to achieve challenging targets and common goals	•		Application/ Interview
7.	Experience of innovative curriculum development	•		Application/ Interview
8.	Building and sustaining effective and successful working relationships with partner organisations and external stakeholders demonstrating high level networking skills	•		Application/ Interview
9.	Leading quality assurance and self-assessment processes	•		Application/ Interview
10.	Experience of leading inspections/audits with positive outcomes	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Creating a culture of achievement and continuous improvement	•		Interview
12.	Excellent communication and interpersonal skills	•		Interview
13.	Sound organisational skills, able to understand, analyse and make effective use of a wide range of data	•		Interview
14.	Commitment to equality and diversity	•		Interview
15.	Able to think strategically and work in collaboration with others towards strategic goals	•		Interview
16.	Knowledge of current policy affecting the design, delivery and enhancement of education	•		Interview
17.	Best practice in providing a safe and secure learning environment	•		Interview
18.	Understanding of safeguarding responsibilities within education	•		Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Enthusiasm	•		Interview
21.	Ability to change tactics	•		Interview
22.	Ability to work flexibly	•		Interview

23.	Problem solving	•		Interview
24.	Promote the College's equal opportunities policy and practices	•		Interview
25.	Ensure the safeguarding of learners	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in February 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
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