

Curriculum and Quality Co-optee Recruitment and Information Pack



We have an exciting opportunity for you to make a difference by helping students in St Helens and Knowsley to excel and achieve the best outcomes.

Providing quality education since 1896, St Helens College and Knowsley Community College, part of the College Group, is one of the largest further and higher education providers in the Northwest, supporting students of all ages, studying at all levels.

We provide courses and training to approximately 8,000 students across St Helens and Knowsley. We aspire to be **one of the very best technical and vocational colleges in the country.**

The College is entering an exciting new phase as we work to achieve our Strategic Plan 2022-2025. To support delivery of this strategy, the Governing Board is looking to appoint a co-opted member to its Curriculum and Quality Committee.

**Can you balance intellectual curiosity and professional scepticism?
Are you courageous when making tough decisions?
Will you listen to others and commit to building strong relationships?
Do you understand risk and its impact on businesses?
Are your deliberations balanced and ethical?**

If you answered 'yes' to the above questions and your qualities, skills and knowledge fit with our vision and values, please take the time to read through this pack and consider making an application to join our team.

We encourage people from all backgrounds and experiences to apply and welcome a diverse range of attributes. We are committed to inclusive governance and we see lived and business experience as key attributes for our governors.

In this pack, you will find:

- Role description and person specification for a College Governor
- Terms of reference for the Curriculum and Quality Committee
- Application form
- Equality and diversity form

How to Apply

Please provide the following:

- A completed application form
- A supporting statement explaining how you meet the requirements of the role
- An up to date CV, showing any paid, voluntary and other relevant experience
- Equality and diversity questionnaire

Please note that it is not mandatory for you to complete the equality and diversity questionnaire. The information requested is for monitoring purposes in line with our commitment to equality and diversity, and will not affect the outcome of your application.

Submission

Please email your completed documents to **governance@sthelens.ac.uk**, or alternatively, by post to **Carys Bibby, Governance Director, St Helens College, Water Street, St Helens, Merseyside, WA10 1PP.**

If you would like to discuss any aspect of the recruitment process or the role, then please contact:

Carys Bibby
Governance Director
01744 623102
cbibby@sthelens.ac.uk

Role Description

External Governor

The Governing Board

The powers of the Board of Governors (The Corporation) are specified in the Further and Higher Education Act 1992, Sections 18 and 19. In summary the Corporation is empowered to:

- provide further and higher education
- supply goods or services in connection with the provision of education
- conduct an educational institution
- provide the necessary facilities to support its principal powers
- acquire and dispose of land and property, enter into employment and other contracts, borrow and invest money

Governor Duties:

The duties of the Corporation are specified in the Instrument and Articles of Government. Collectively, individual Governors contribute their professional, specialist and general management skills to the Corporation (and through its committees and working parties) in a non-executive role. Governors are required to be as flexible as possible in the conduct of their responsibilities and duties, ensuring that the balance of oversight of the College and its business is seen as a positive contribution that does not interfere with the day-to-day management of the College. The primary duties of a Governor are to:

- determine and develop the educational character and mission of the College and the oversight of its activities.
- to publish arrangements for obtaining the views of staff and students on the determination and development of the educational character and mission of the College and the oversight of its activities.
- approve the quality strategy of the College.
- make effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding of the College's assets.
- approve annual estimates of income and expenditure.
- include the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Governance Director, including, where the Governance Director is, or is to be appointed as, a member of staff, the Governance Director's appointment, grading, suspension, dismissal, and determination of pay in the capacity of a member of staff; and

- set a framework for the pay and conditions of service of all other staff.
- comply with the Instrument and Articles of Government, the Financial Memorandum and the Joint Audit Code of Practice, the Corporation's Standing orders and Code of conduct and any other related Governance Policies and Procedures.
- serve on appropriate Corporation Committees, namely, Audit, Search and Governance, Finance, Resources and Commercial, Performance and Remuneration, Quality and Outcomes, Higher Education or any other Committee or Working Party as required by the Corporation.
- contribute to the business of the Corporation in an effective, efficient, open and transparent manner and to support the decisions of the Corporation and Committees on the basis of collective responsibility.
- assist in the formulation and monitoring of the College's strategic plan, financial forecasts and budgets and capital programmes, all of which will provide the essential framework for the internal management of the College.
- set measurable annual targets to support the delivery of the college's strategic plan and strategic mission and to scrutinise and monitor progress against targets.
- attend appropriate Governor development and induction events as required.
- act in the best interests of the College at all times.

Time Commitment

The time commitment is based on approximately six committee meetings per year plus preparation time. Additional time commitment over the year may include one to ones, governor training and development sessions and other College events.



Person Specification

External Governor

Essential Criteria

Interpersonal Skills and Teamwork	Ability to work positively with others and debate/challenge whilst maintaining a constructive atmosphere.
Communicating and Influencing	Able to express ideas/plans in a clear manner and to listen actively to other views. To be able to communicate effectively.
Planning and Organisation	Able to quickly establish an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future of the College.
Drive to Achieve and Determination	Able to create the required energy/enthusiasm necessary to be effective and have the tenacity to overcome obstacles.
Strategic Perspective	Able to develop a broad-based view of issues and events and perceive their long-term impact.
Intellectual and Technical Ability	Able to demonstrate a knowledge and understanding of facts and rationalise appropriately. Be able to think laterally and arrive at a pragmatic solution.
Leadership	Able to demonstrate behaviour and skills that motivate others to achieve and inspire confidence in others to achieve objectives.
Experience	Will possess the necessary experience required to fill the position. Some vacancies may require specific qualifications or skills.
Circumstances	Available to attend meetings of the Board and Committees.
Equality and Diversity Investors in People	Be committed to Equality and Diversity opportunities and to the Investors in People standard
Safeguarding	Be committed to Safeguarding and our Prevent duty
Health and Safety	Be committed to ensuring compliance with our legal and regulatory requirements.

Curriculum and Quality Committee

Terms of Reference

1. Purpose

- 1.1 The Curriculum and Quality Committee is a standing Committee of the Corporation with the primary aim of ensuring that the College develops and delivers an ambitious, responsive, and relevant curriculum that enables students and apprentices to achieve their educational and career goals and drive excellent outcomes.
- 1.2 A key area of focus will therefore be on how the College's (including University Centre St Helens) curriculum offer meets the needs of local communities and employers and how that curriculum is translated into coherent educational programmes that develop students' and apprentices' knowledge, skills and behaviours needed for their next steps.
- 1.3 The Committee will monitor the quality of every aspect of the student/ apprentice journey including information, advice and guidance and choice of courses; curriculum purpose and design, the quality of teaching, learning and assessment; the provision of pastoral and academic support; the development of study and employability skills, including English and maths skills; the provision of wider opportunities and experiences; and internal progressions and destinations.
- 1.4 The Committee will apply strong skills in analysis of data, trends, and evidence-based reports to drive performance improvement and improve student outcomes, including the achievement of high grades and strong value-added outcomes. Regular development sessions will ensure that the Committee will have a detailed understanding of the curriculum, quality assurance and improvement procedures and performance review processes, including self-assessment.

2. Responsibilities of the Committee

- 2.1 To scrutinise the College's curriculum offer and curriculum planning processes to ensure that they deliver provision that is ambitious and relevant, responsive to local communities and employers and that enables students to work towards their career goals.
- 2.2 To monitor and review performance against the College's Quality Improvement Plans in order to raise academic standards, improve the quality of teaching, learning and assessment and support the college in achieving at least an Ofsted Grade 2 for overall effectiveness.

- 2.3** To regularly and rigorously scrutinise the quality of teaching, learning and assessment and student outcomes.
- 2.4** To monitor outcomes of all areas of the curriculum provision offered by the College and support the College in improving overall achievement rates for all ages and all levels.
- 2.5** To advise and assure the Corporation on:
- The College's compliance with Office for Students (OfS) conditions of registration; and
 - the effectiveness of the College's Higher Education Strategy
- with due regard to the Quality Assurance Agency's UK Quality Code for Higher Education.
- 2.6** To approve the College's Access and Participation Plan as required by the OfS' ongoing conditions of registration.
- 2.7** To regularly monitor and scrutinise safeguarding and Prevent activity.
- 2.8** To recommend to the Corporation educational performance indicators and targets for the College and to monitor and assess performance against these and national benchmarks, with a particular emphasis on attendance, retention, achievement, value added, in-year progress, internal progression and student/apprentice destinations.
- 2.9** To determine, and to keep under review, methods for assessing and improving educational quality, including relevant frameworks, policies, procedures and the quality improvement cycle.
- 2.10** To monitor the College's responsiveness to students including satisfaction surveys, complaints and compliments and other student voice activities.
- 2.11** To monitor improvement of student destination tracking, the Careers Strategy and progression.
- 2.12** To monitor the College Group's responsiveness to employers including through satisfaction surveys and quality of outcomes.
- 2.13** To oversee the College's process of self-assessment, reviewing and recommending to the Corporation for approval, the College's Self-Assessment Reports.
- 2.14** To monitor the progress of the College in preparing for external inspection and to review resulting reports.

2.15 To monitor any strategic risk areas remitted by the Corporation to the Committee and advise the Audit Committee and Corporation as appropriate. This includes scrutinising risk in relation to the OfS' risk-based quality system.

2.16 Monitor the College's response to developments in national policy.

To review on an annual basis, those items of business designated as confidential and make recommendations to the Corporation as appropriate.

2.17 To deal with any matters specifically referred by the Governing Board.

3. Membership and Attendance

3.1 The Committee shall consist of up to six members including the Principal/ Chief Executive Officer (CEO) and up to one co-opted (non-governor) member.

3.2 A governor's term of office as a member of the Committee shall last until the expiry of their term of office as a governor.

3.3 The Governing Board, upon the advice of the Search and Governance Committee, will review the membership of Committees from time to time and may make appropriate changes.

3.4 The Committee encourages feedback and input from the students and actively encourage their attendance at meetings. Expressions of interest to attend meetings will be received by the Governance Director and any additional attendees agreed in advance by the Chair.

3.5 There may be times when the Committee needs to restrict discussion and some members may be asked to withdraw from the meeting.

4. Election of Chair and Vice-Chair

4.1 The Chair and Vice Chair shall be recommended for appointment to the Search and Governance Committee, from which the appointment will be recommended for approval by the Governing Board. Such appointments will be effective until the expiry of their respective term of office as a Governor, subject to annual review by the Search and Governance Committee.

4.2 In the event of both the Chair and Vice-Chair being unable to attend a meeting of the Committee, the remaining members shall elect a Chair from among those present.

5. Frequency of Meetings and Quorum

- 5.1** The Committee shall meet at least once a term. Additional meetings may be called as necessary in agreement with the Chair.
- 5.2** The quorum for meetings of the Committee shall be three governors the majority of whom shall be external governors.

6. Clerking Arrangements

- 6.1** The Governance Director shall act as Clerk to the Committee.

7. Reporting to the Governing Board

- 7.1** The minutes of each meeting of the Committee shall be presented to the next meeting of the Committee with the Chair of the Committee providing a verbal or written report to the next meeting of the Governing Board.

8. Review and Approval

- 8.1** The terms of reference of the Curriculum and Quality Committee will be reviewed on an annual basis by the Committee, and recommendations made to the Board as appropriate.



Application Form

External Governor

Application Details

Vacancy Title: Co-opted member of the Curriculum and Quality Committee

Personal Details

Name:

Address:

Telephone Number:

Email Address:

Do you hold a current driving licence?

Yes

No

Do you have the use of a car for business purposes?

Yes

No

Are you eligible to work in the UK?

Yes

No

Application Details

Rehabilitation of Offenders Act 1974 Exemption (1975). Please note that enhanced DBS disclosures and List 99 checks will be made on all successful applicants.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (As amended 2013) by SI 2013 1198?

If you do not disclose information that is directly relevant to the role, the College would be entitled to withdraw a role offer or terminate your service agreement.

Having a criminal record will not necessarily prevent you from working at the College. We will consider the relevance and circumstances of any offences and, if necessary, discuss these with you before deciding whether they affect your suitability for the role. If you are unsure whether you should tell us about a caution or conviction you are advised to contact the Human Resources team for confidential advice.

If you are recommended for the role you will be required to complete a Disclosure & Barring Service application before you can start work at the College. This check will tell the College about all spent and unspent criminal records.

Professional Qualifications Relevant to the Role			
Qualification Type	Qualification Name	Grade Achieved	Date Achieved

Declaration
<p>I have not been disqualified or banned from working with children, young people or vulnerable adults, nor am I subject to any sanctions or conditions on my employment given by the Secretary of State or a Regulatory Body.</p> <p>I confirm that to the best of my knowledge all the information within this application form is complete and accurate and understand that any misrepresentation or omission would result in the withdrawal of my application from the recruitment process or termination of employment.</p> <p>I understand that the canvassing of members of staff and/or senior officers of St Helens College, or any person involved in the recruitment procedure, will disqualify me from an appointment.</p>

Signature:	
Date:	



Equality and Diversity Monitoring

As part of Equal Opportunities Policy, the College is seeking to increase the representation of disabled individuals, racial minorities and women, because these groups are currently under represented in particular sections and at particular levels. Accurate information, about disability amongst applicants and about the race and gender of all applicants it is an essential tool to achieve this. Candidates are therefore requested to complete this form. The information supplied will be used for monitoring purposes only and will not form part of the selection process.

Name:	
Date of Birth:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Identifies in another way <input type="checkbox"/> Prefer not to say
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
How would you describe your ethnic origin?	<input type="checkbox"/> White British <input type="checkbox"/> Irish, Gypsy or Irish Traveller <input type="checkbox"/> Roma <input type="checkbox"/> Any other White background <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/multiple ethnic background <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say