

# Candidate Brief

## Group Principal

(Apprenticeships, Partnerships & Innovation)

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# Capital City College

Welcome to Capital City College (CCC), London's largest further education college, providing exceptional education and training. Capital City College (CCC) is the third largest further education and training provider in the UK with around 38,000 students and an annual income of £135m. The College comprises of 12 sites across central and north London for 16-18 year-olds, adult learners, apprentices and businesses. It has nationally recognised specialisms in areas such as construction, digital technology, healthcare, hospitality, rail engineering and science, as well as a well-established department focusing on apprenticeships, coding and entrepreneurship. CCC gained a 'good' Ofsted grade in February 2023 including being awarded 'strong' (the highest grade) in its contribution to meeting skills needs.

Our history dates back to 1828, starting with the Grove House School in Tottenham. This school, known for its advanced teaching and kind approach, was a forerunner to the College of Haringey, Enfield and Northeast London which became part of the College in 2017. We also have roots in the Westminster Technical Institute from the 1890s, famous for its hospitality school which started in 1910. Also included within the College's footprint is one of London's leading sixth forms which is located in Angel, Islington.

Every year, we train over 38,000 students and help them develop the skills and knowledge they need for jobs or progression into higher education. Our students have gone on to do amazing things, with some becoming household names, such as chef Jamie Oliver, actors like Jessie Wallace, or even Olympians like Lina and Lavai Nielsen.

At CCC, we celebrate diversity and work hard to make sure everyone gets a chance to learn and grow. We seek to create a learning environment devoid of discrimination or harassment with a culture built on mutual respect, aspiration, collaboration, creativity and opportunity. We are here to help everyone reach their dreams, no matter where they come from.

Our strategy is to realise our ambition of being a college with the scale, diversity and specialisms to provide an outstanding education experience for students, underpinned by a resilient financial base that is sustainable, despite any change in the funding environment. Achieving this will ensure we deliver the exceptional education and training that our students and London's employers deserve.



# Purpose, Brand & Values

## Purpose Statement

To create a future that's uniquely yours.

## Brand promise

A world of possibilities

## Values

Our values underpin our purpose. These values are the key ideas and principles that people within our organisation and our partners believe are important. They sum up why we do what we do – our purpose – how we go about our work – our approach – and shape our behaviour.

### 1. Real-life learning

Practical and personal, we provide valuable skills and knowledge that you can apply in the real world.

### 2. Connected community

Welcoming and open-minded, we create a community of people and businesses where you feel valued, supported, and confident to grow.

### 3. Expanded horizons

Innovating and inspiring, we help you become and achieve more than you thought was possible.

For more information about CCC, please visit: [www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)



# Job Specification

<b>Post:</b>	Group Principal (Apprenticeships, Partnerships & Innovation)
<b>Accountable to:</b>	Chief Executive
<b>Department:</b>	Executive Leadership
<b>Reports:</b>	Deputy Principals, Assistant Principals and Deputy Directors
<b>Campus Responsibility:</b>	Westminster, Soho, Regents Park

## Key Purpose

To be responsible for supporting the CEO in delivering the overall strategic leadership of the college, formulating and implementing exemplary plans for development and improvement within the strategic framework, whilst providing inspirational and effective leadership to ensure that the college is successful.

Provide strategic leadership, management and oversight of the assigned aspect of the College's delivery.

This role has strategic leadership for apprenticeships, innovation, hospitality, partnerships and international across the College.

## Main Duties and Responsibilities

- Work with the CEO to define, develop and deliver the college strategy to meet the needs of London and the wider region.
- Be committed to the importance of education and training to individuals, businesses and communities while ensuring the College's strategy is consistent with Government objectives.
- Have an unwavering focus on quality of teaching, learning and assessment and the student experience.
- Determine the nature and pattern of the institution's academic activities, ensuring the needs of students and local community are met, whilst maintaining financial prudence and appropriate use of funds and resources.
- Lead the design and development of the curriculum, ensuring systems are in place to support student achievement and progression.
- Ensure that clear procedures are adopted and consistently applied for the maintenance of student discipline, within the rules and procedures provided within the Articles of Governance and the disciplinary codes agreed by the Governing Body.
- Direct the activities of the College so as to provide equality of opportunity in all that it does and to focus its activities on ensuring that students are recruited to learning programmes which enable them to realise their full potential and maximise their achievements.
- Ensure the curriculum meets local, regional and national priorities and the funding rules.
- Lead and promote a culture where everyone has high expectations of themselves, of staff and for learners.
- Have a strong focus on achieving outstanding performance across student achievement, quality, finance and sustainability.
- Work with the Executive Team to ensure CCC is a leading further education institution.
- Foster innovation, inclusivity and collaboration in all aspects of our work with students.
- Create a safe and supportive environment where the well-being, health, and safety of learners and staff are valued, promoted, and safeguarded.
- Agree on appropriate targets with the CEO to achieve the strategic aims and success indicators. Ensure that the performance against targets is monitored and relevant activities are implemented to meet or exceed agreed targets.
- Represent CCC and its colleges with stakeholders.
- Maximise opportunities for diversifying income.

## Specific Areas of Responsibility

- Lead the College's apprenticeships strategy.
- Lead the College's international strategy.
- Lead the College's creative, media and digital strategy.
- Lead on the College's hospitality strategy.
- Lead on strategic partnerships
- Represent one or more of the individual colleges with stakeholders.

## Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be inspirational in approach, inspiring a culture that makes CCC a great place to work, teach and learn.
- To work collaboratively with the leadership team to fully realise the College's mission, values and strategic priorities.
- To champion learners and apprentices, and their collective voice as a member of the Executive Team.
- To proactively identify and pursue opportunities appropriate to maintaining professional development and actively participate in the College's appraisal scheme.
- To collaborate with Governors, senior colleagues and others to develop and deliver agreed Corporation strategic priorities.
- To always carry out duties regarding the College's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that the line manager may reasonably allocate.

## Special Conditions

- The nature of this post means that the post holder may need to travel from time to time to other college centres and external venues.
- The specific areas of provision led by the Group Principal may change periodically.
- The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to meet the needs of the service, which may include working occasional evenings and weekends.

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation without changing their general character or level of responsibility.



## ED&I

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from college's currently under-represented in senior roles, including ethnic minorities, people with disabilities and from the LGBTQ community.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

# Person Specification

## Qualifications / Professional Development

You will be degree qualified with a teaching qualification and able to demonstrate ongoing professional development commensurate with a senior post holder.

## Essential Experience

- Experience of inspirational leadership in the education sector, working within a senior leadership team to achieve outstanding outcomes.
- Experience of strategic planning within complex environments.
- Evidence of working collaboratively with a wide range of partner organisations, employers and other key stakeholders to meet strategic aims.
- Proven experience of leading and managing teams across multiple campus locations.
- Experience of successful financial management.
- Experience of leading an organisation through a regulatory inspection e.g. Ofsted
- Proven track record of effective staff performance management and the development of high-performing, collaborative teams.
- Sound knowledge of regulatory, funding, finance and inspection frameworks and processes related to further education.

## Skills / Abilities

- Excellent verbal and written communication skills, with the ability to convey complex concepts in a clear and concise manner.
- Ability to grasp critical issues and distil them into clear and manageable priorities.
- Ability to influence, persuade and negotiate at all levels.
- Effective political awareness and a high degree of political sensitivity.
- Ability to build high-performing teams and maintain constructive relationships at all levels.
- Significant intellectual capacity to develop and drive strategy and innovation.
- Ability to work effectively as part of a multidisciplinary team, collaborating with colleagues at all levels of the organisation.
- Exceptional organisational skills with the ability to manage multiple tasks and priorities simultaneously while maintaining attention to detail.
- Ambitious and innovative, with a drive to challenge and introduce new ways of working

## Terms

### Remuneration

The remuneration for this role will be up to £123,000.

### Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

### Pension Scheme

The holder of this post will have access to the LGPS Pension Fund or Teachers Pension Scheme.

### Checks

All appointments are subject to satisfactory pre-employment references, fitness for work health check, right to work and DBS clearance.

# Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Activity	Date
Close for Applications	9.00am 16 <sup>th</sup> June 2025
Interviews with Dodd Partners	w/c 23 <sup>rd</sup> June 2025
Interviews with CCC	Late June 2025



## How to Apply

Dodd Partners is undertaking the recruitment process on behalf of CCC. If you wish to apply for this position, please supply the following information:

- A cover letter (maximum of two sides) highlighting your suitability and how you meet the criteria in the Person Specification, together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners, no later than 9am Monday 16<sup>th</sup> June 2025 to [contactus@doddpartners.com](mailto:contactus@doddpartners.com) referencing assignment DP3136.

### Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on **07545 431 848** or **01244 738450**. Alternatively, email: [johndodd@doddpartners.com](mailto:johndodd@doddpartners.com)

