

## Job Description

### Assistant Principal Curriculum and Quality

Job Title:	Assistant Principal – Curriculum and Quality
Salary:	£73,796 - £85,519 per annum inc LW
Reporting to:	College Principal Richmond
Responsible for:	Heads of School/Heads of Department
Base:	Richmond

#### PURPOSE OF THE JOB

The main areas of focus for the role of Assistant Principal are:

- Ensuring a high-quality student experience which leads to high levels of recruitment and outstanding levels of retention, achievement, progression and employability outcomes for all students.
- Lead on the development, planning, delivery and monitoring of the college's curriculum within the specific areas of responsibility and accountability assigned to the post.
- Leading a diverse range of teams working across the College as well as resources within the specific areas of responsibility and accountability assigned to the post.
- To provide cross-group leadership across a range of key college priorities, provision and initiatives, as agreed with the Deputy CEO, College Principals and Deputy Principal
- To provide cross-group quality leadership across areas and provision agreed with the College Principals

The postholder will be a member of the Senior Leadership Team, leading and promoting corporate objectives, policies and procedures to support an outstanding curriculum and student experience and to ensure the College complies with relevant statutory duties.

#### Corporate Responsibilities:

- As a member of the Senior Leadership Team, take collective responsibility with colleagues for delivering strategic objectives and shaping the vision.
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college.
- Set, monitor and deliver on key performance indicators across the College, aiming to deliver continuous improvement.
- To inspire and motivate staff, developing and managing team members effectively and enabling them to give of their best.
- To deliver value for money and manage resources effectively and efficiently, ensuring that targets are met.

- Promote the college with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies.
- To proactively promote and support the College to fulfil its statutory and corporate responsibilities regarding safeguarding, EDI, data protection and health and safety.

#### Specific Portfolio of Responsibilities

As well as being one of a team of Assistant Principals and a member of the SLT, the post holder will also be responsible and accountable for a cross-group responsibility to be agreed with the principals:

### **GENERAL DUTIES OF HRUC ASSISTANT PRINCIPALS**

1. To line manage Heads of School/Department and other staff as required.
2. To ensure the development and planning of an appropriate curriculum offer that meets local and regional needs, results in outstanding levels of achievement and enables effective student progression.
3. To work collaboratively to ensure that plans and strategies are in place to drive student recruitment in line with college business plans and targets.
4. To ensure that curriculum, teaching and learning within the specific areas of curriculum responsibility are well planned and delivered to a consistently high standard.
5. To continuously review the curriculum, offer across the specific areas of curriculum responsibility to ensure the needs of students, employers and communities are being responded to.
6. To provide effective leadership and management to staff, ensuring effective communication is in place and that all staff are aware of their responsibilities and well-informed of key college developments.
7. To ensure the implementation of college HR policies particularly as they relate to the recruitment and selection of staff, performance reviews and training and development.
8. Create, develop and maintain a culture of high expectations and continuous improvement where the delivery of outstanding teaching and learning is promoted and achieved consistently.
9. To ensure College quality assurance and improvement frameworks are implemented in line with college policy.
10. To lead on the annual self-assessment and quality improvement and development planning processes for the specific areas of responsibility.
11. Ensure students benefit from an excellent experience across all areas of provision including teaching and learning, tutorial, employability and enrichment.
12. To manage a designated budget for the area and delivering outcomes in line with agreed targets.
13. Ensure that staff are utilised and deployed effectively and that staffing resource allocations are not exceeded.
14. To ensure that accommodation under the Assistant Principal's control meet accommodation standards and are managed effectively.
15. To promote best practice in equality, diversity and inclusion and to work to ensure that all forms of discrimination are eliminated.
16. To provide a secure, safe and friendly learning environment including implementation of the College's health and safety policy.

*The lists above are not intended to be exhaustive and the post-holder will be required to undertake any duties commensurate with the role of Assistant Principal.*

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## Assistant Principal

### Person Specification

	Essential	Desirable	How assessed*
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Qualified to degree level or equivalent in relevant subject area</li> </ul>	✓		Cert/AF
<ul style="list-style-type: none"> <li>An advanced level teaching qualification recognised by the FE sector (e.g. PGCE/DET)**</li> </ul>	✓		Cert/AF
<ul style="list-style-type: none"> <li>Management qualification</li> </ul>		✓	Cert/AF
<ul style="list-style-type: none"> <li>Higher degree and/or evidence of continuing study</li> </ul>		✓	Cert/AF
<b>Experience and Knowledge</b>			
<ul style="list-style-type: none"> <li>Experience of leading other managers and staff in an FE environment for 5+ years</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Successful curriculum leadership experience</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Up to date knowledge of qualification reform across academic and vocational qualifications and the impact of this on curriculum planning</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Knowledge of quality improvement processes and proven track record of moving significant provision to outstanding</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Proven track record of working in partnership with employers to drive growth and quality</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Experience of developing vocational programmes, higher technical skills including apprenticeships and HE</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Understanding of the education market, including regional and community influences</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Clear understanding and proven track record of establishing a clear strategic vision for success</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Understanding and practical application of inclusive learning strategies</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Good IT skills</li> </ul>	✓		AF
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Team player with a flexible approach to changing demands</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equality and Diversity and Safeguarding in practice</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>Sound judgement</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>Good planning and organising skills</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> </ul>	✓		AF
<ul style="list-style-type: none"> <li>Good problem solving and decision-making skills</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>Strong leadership skills</li> </ul>	✓		IV

