

## JOB DESCRIPTION

<b>Job Title :</b>	Principal
<b>Status of post:</b>	The post of Principal has been designated as a senior post by the Corporation, the College's governing body. Under section 3(1)(e) of the Articles of Government, the Corporation is responsible for the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts.
<b>Postholder's name:</b>	
<b>Reporting to :</b>	Corporation
<b>Member of:</b>	Corporation and appropriate sub-committees; Senior Management Team; all other groups s/he deems necessary and appropriate to the successful leadership of the College.
<b>Overall purpose:</b>	<p>To be responsible for the leadership of Wyke Sixth Form College with the aim of making it outstanding in all aspects of its provision for students.</p> <p>The role of Principal of Wyke Sixth Form College includes responsibility for the organisation, direction and management of the College as well as the provision of professional advice to the Corporation on such matters as the development of the educational character and mission of the College.</p> <p>The Principal will promote equality of opportunity for learners, staff and the wider community and uphold the highest safeguarding standards.</p>
<b>Policy and procedure:</b>	Inherent in this job description is an expectation that the post holder will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
<b>Key duties:</b>	
<b>Strategic Direction:</b>	<p><b>Educational Character and Mission</b> To prepare, after consultation with stakeholders, proposals for consideration by the Corporation as to the educational character and mission of the College and to implement the decisions of the Corporation.</p> <p><b>Development Plan</b> To prepare, for the approval of the Corporation after consultation with stakeholders, the College Development Plan to reflect the educational character and mission of the College and the other key objectives determined by the Corporation. To oversee the implementation, monitoring and achievement of the corporate goals and objectives as set out in the College Development Plan and strategy and to provide the Corporation with regular position statements.</p>

	<p><b>Financial Strategy</b> To support the Corporation to ensure the robust and sustainable financial health of the College.</p> <p>To ensure, when preparing the annual estimates of income and expenditure for consideration by the Corporation, that account is taken of the College Development Plan and the College's strategic objectives and the policies and procedures adopted from time to time by the Corporation.</p> <p><b>Corporation</b> To provide the Corporation and the committees of the Corporation with a clear and informative picture of all appropriate aspects of College life, including proposed developments, so that the Corporation may fulfil its role in setting the direction and monitoring the performance of the College.</p> <p>To attend meetings of the Audit Committee and the Remuneration Committee on request and to provide advice and information, as and when appropriate, having regard to the Terms of Reference and Standing Orders approved by the Corporation.</p> <p>The Principal will liaise with the Clerk to the Corporation on the development of agendas and reports for the Corporation and the committees of the Corporation.</p>
<p><b>Educational Leadership</b></p>	<p><b>Learning and Teaching</b> To support the use of innovative and imaginative approaches to learning and teaching.</p> <p>To maintain an up-to-date knowledge of educational developments having regard to Government and other national priorities and policies and to ensure that these are reflected in the learning opportunities provided by the College.</p> <p><b>Academic and other College Activities</b> To determine the academic activities of the College having regard to the educational character and mission as approved by the Corporation.</p> <p>To determine other College activities taking account of the mission and the best interests of the College.</p> <p>When determining academic and other College activities, to have regard to the strategies and other priorities determined by the Corporation, including the appropriateness of the following:</p> <ul style="list-style-type: none"> <li>- curriculum offer and other activities</li> <li>- student support</li> <li>- modes of delivery</li> <li>- accommodation</li> <li>- human and material resources.</li> </ul> <p><b>Quality and Standards</b> To encourage staff through the establishment of a culture of self-</p>

	<p>evaluation to seek to improve the quality of the services provided for the benefit of learners and the wider community.</p> <p>To improve student retention and achievement on a year-on-year basis in line with the targets set by the Corporation.</p> <p><b>Promotion of Wyke Sixth Form College</b> To promote Wyke Sixth Form College for the mutual benefit of the College and the community.</p> <p>To maintain and develop Wyke Sixth Form College as the major provider of high quality sixth form education to its local community.</p> <p>To develop appropriate links and partnerships, especially with other regional educational providers.</p> <p>To respond to and participate in the development of educational policy at a national level so as to promote the interests of Wyke Sixth Form College and the communities it serves.</p> <p>To work with the media to ensure that their portrayal of the College is in its best interests.</p>
<b>Operational Management</b>	<p><b>Leadership of the College</b> To lead and support the staff of the College in the provision of high quality education and services.</p> <p>To support staff as they improve their personal and collective performance by encouraging professional development.</p> <p>To carry out the role of line manager for the members of the Senior Management Team and others as appropriate, including the setting of targets and the monitoring of performance having regard to the College Development Plan and the associated goals and objectives.</p> <p><b>Operational Management</b> To be responsible for the organisation, direction and management of the College.</p> <p><b>Financial Management</b> To be responsible to the Corporation for the effective and efficient conduct of the financial affairs of the College having particular regard to (1) the funding agreement with the funding agency and (2) the Financial Regulations and Financial Procedures as approved by the Corporation.</p> <p>To carry out the role of Chief Accounting Officer as prescribed in the funding agreement.</p> <p>To demonstrate that all projects and developments have been subject to an appraisal of costs and benefits, including risk analysis, and have gained the requisite approval.</p> <p>To promote best value in planning, purchasing and the management of the budget so as to ensure the financial solvency of the College and to enable funds to be available to support developments.</p>

	<p>To support a culture of entrepreneurship, which encourages the development of profitable commercial activities, that are consistent with the educational character and mission of the College.</p> <p><b>Personnel Management</b> To be responsible to the Corporation for the effective and efficient conduct of the personnel affairs of the College including the selection, appointment, appraisal, grading, suspension and dismissal of staff in accordance with the provisions of the Instrument and Articles of Government and the arrangements approved by the Corporation.</p> <p><b>Legal Compliance (including Health and Safety)</b> To ensure compliance with all legislative requirements.</p> <p>To achieve and maintain a high standard of health and safety including the recognition and acceptance of a duty of care to all students, staff, contractors, the general public and visitors using the College premises.</p> <p><b>Student Discipline</b> To maintain student discipline and to exercise powers of suspension and expulsion on disciplinary grounds.</p>
<b>Personal and Professional Development</b>	The Principal will be committed to his/her learning and will support and encourage continuing professional development on the part of all staff. Professional development expectations will include participating in regional and national events as appropriate.
<b>Other duties :</b>	This job description is a guide to the major responsibilities of the post-holder. Other duties may be added at the reasonable request of the Corporation and the job description itself may be revised from time to time, in consultation with the post-holder, as the needs of the College change and duties may be added to reflect the priorities of Wyke Sixth Form College. The contents of this job description will be reviewed on at least an annual basis as part of the appraisal of the post-holder.
<b>Remuneration:</b> <b>Hours:</b>	<p>Determined by annual review of the Corporation on the advice of the Remuneration Committee.</p> <p>Full time. 40 days' annual leave.</p>

Date approved/amended by Corporation:

Issued to post-holder: