|  |  |  |
| --- | --- | --- |
|  | **Ninestiles Academy Trust Senior Leader Job Descriptions****VICE PRINCIPAL – Student Experience and Quality****The Sixth Form College, Solihull** |  |
| **Post title:**   | Vice-Principal: **Student Experience and Quality** |
| **Reporting to:** | Principal |
| **Grade:** | **£60,000 - £72,000** |
| **Status** | Permanent |
| **Line managing** | Assistant Principals plus lead staff in the work sets identified in the structure chart.Support Staff reporting to you |

**Job Purpose:**

# The Principal and Vice-Principals will work together to provide leadership for the College, which promotes excellent outcomes for the young people we serve. To direct and improve the pastoral care across the College and to support and challenge the teaching, learning and assessment across the College and to lead on the aspects of the Strategic Priorities and Cross College responsibilities allocated to you

**General expectations of the Senior Leadership Team (SLT):**

# The expectations of members of the SLT are:-

# To have a profile around College especially during the College day and before and after College

# To be seen as role models for all staff (not just those who you line manage or for whom you are responsible)

# To be ready to support staff, students and parents at all times

# To create a sense of capacity at all times

# To be seen as reliable, approachable and discreet

# To be a team leader and a team player

# To be flexible and adaptable

**Main Role:**

# To undertake the full range of duties and responsibilities as required by the Principal as set out in:

# The College’s Teachers’ Pay and Conditions of Service and the College Appraisal Policy

# Any other duties commensurate to the post title which the Principal may deem to be appropriate.

# To promote the educational success and outstanding outcomes of all our students through strong curriculum leadership

# To have responsibility for the development and impact on areas of the College allocated to you and to support all other areas in the College.

# To lead and manage Assistant Principals, covering their leadership of staffing, curriculum and student matters, and their allocated set of Cross College responsibilities. This leadership will aim to ensure excellence in College provision covering teaching and learning, curriculum, resource management, student support and staffing in all areas within the remit of these staff.

# To line-manage effectively the Assistant Principals and senior support staff aligned to the role

# Manage allocated budgets, and develop an overview of resource management ensuring that the most efficient and cost-effective delivery methods are being used without compromise to quality

**Student Experience**

* To have overall strategic responsibilityfor the Safeguarding (including Prevent), retention, achievement and progression of students.
* To have overall strategic responsibility for student behaviour management and take responsibility for the Duty Rota, overall campus management and the student praise and reward strategy.
* To have overall strategic responsibility for the work of Academic Coaches
* To have overall strategic responsibility for student recruitment, school liaison work and to assist in the marketing of the College
* To have overall strategic responsibility for student interviewing, enrolment, and progress throughout their time at College and to be responsible for maximising the positive destinations that our students go on to achieve including Higher Ed and employment
* To have overall strategic responsibility for the development of appropriate actions and interventions to ensure that no groups of students or subjects underachieve against national norms or within the College context

**Quality**

# To be responsible for the strategic whole-school monitoring and evaluation schedules and the quality assurance of monitoring and evaluation processes

* To keep abreast of the latest demands for inspection as articulated by OFSTED and other external agencies and ensure that the College is inspection ready at all times.
* To act as the College Nominee during inspection
* Assume overall responsibility for quality leading, challenging and supporting Curriculum Leaders and Support teams in the SAR, Quality Improvement Plans and other quality measures
* To have overall strategic responsibility for using Learner Voice powerfully to improve student experience

# To have overall strategic responsibility for data reporting for internal and external purposes and data analysis for the College for identification of strengths and weaknesses

# To have overall strategic responsibility for the on-going evaluation of the attainment and progress of all students and groups of students against national norms

# To have overall strategic responsibility for staff performance, appraisal and CPD

# To help develop the quality of teaching and learning and the promotion of a thirst for knowledge

# To have overall strategic responsibility for development and implementation of an assessment, recording and reporting framework against challenging targets

# To have overall strategic responsibility for Timetabling and rooming to ensure the best experience for students and the management of staff cover to ensure quality of provision

# To have overall strategic responsibility for the operational organisation of external and internal examinations and exam result days and the analysis of outcomes

JDES\VICE PRINCIPAL 0950 MARCH 2018

|  |  |  |
| --- | --- | --- |
|  | PERSON SPECIFICATIONVice Principal |  |

|  |  |  |
| --- | --- | --- |
| Specification | Essential | Desirable |
| Personal Attributes | * Enjoyment of and commitment to working with young people Approachability and openness
* Drive, energy and enthusiasm
* High level of oral and written communication skills
* An ability to proactively confront and solve problems
* Ability to think positively and present a coherent vision or philosophy
* Energetic involvement in the general life of an education community
* Resilience and capacity for hard work and appetite which relishes challenge
* Enjoyment of team working
 |  |
| Education/Training | * Qualification at First Degree or equivalent
* Teaching qualification or equivalent
* Evidence of continuing professional development
 | * Formal and accredited

Safeguarding training* NPSL or NPQH or Certificated Management Qualification
 |
| Knowledge | * Understanding of policy developments at national level affecting the post 16 sector
* Proven understanding of teaching and learning and the changing demands of

the curriculum for learners in the 14-19 year age range* Knowledge and understanding of the requirements of OFSTED
* Knowledge and understanding of Safeguarding and PREVENT
 | * Financial and

College Funding"literacy"* Understanding of framework for managing Health and Safety or Data Protection
* OFSTED Inspection Experience
 |
| Relevant Experience | * Demonstrable success in educational Manager in an FE (Tertiary or Sixth Form College) or School
* Ability to manage organisational change
* Recent significant experience as a Senior Leader
* Significant line management responsibility including significant budgetary, resource performance management responsibilities targets
* Responsibility for cross college/whole college functions or initiatives
* Experience of OfSTED including contribution to the strategic planning for inspections
* Experience of managing student programmes
* Experience of managing student behaviour systems and dealing with problematic students
 | * Experience of more than one institution College, 11-18 School or HE institution
* Experience of being an OFSTED Inspector or College Nominee during OFSTED
* Experience of leading a school/college quality management System
 |
| Leadership Skills | * Ability to lead, manage and motivate staff to deliver high levels of performance
* Ability to delegate effectively
* Ability to communicate, consult and negotiate effectively on a wide range of issues with students, teachers, managers, parents, governors and other stakeholders
* Flexible approach to work
* Ability to work on own initiative and accept personal responsibility
* Ability to analyse and interpret data
* Ability to engage and motivate the student body
 |  |

The Sixth Form College, Solihull enjoys a non-smoking environment

JDES\VICE PRINCIPAL 0950 MARCH 2018