



Bosworth
Independent
College

PRINCIPAL

JOB DESCRIPTION

REVISED JANUARY 2020

ABOUT BOSWORTH INDEPENDENT COLLEGE

Established in 1977 as a small tutorial college, today Bosworth is one of the leading independent colleges in the UK.

Our excellent academic results, established university links and caring and supportive ethos have resulted in an enviable reputation. Teaching and supportive ethos have resulted in an enviable reputation. Teaching at all levels is characterised by enthusiasm and passion and we pride ourselves on being a non-selective school with a proven record, both locally and overseas, for raising students' aspirations.

Bosworth has over 300 students with each one looking forward to fulfilling their individual academic potential. With a diverse nationality mix each year, Bosworth students regularly find themselves working alongside classmates from different cultural, social and working backgrounds – a perfect environment for curious minds. They then leave College as well-rounded individuals with an excellent opportunity to succeed in the wider world. Bosworth can offer the breadth of knowledge and experience required for students to excel.

Providing academic programmes for ages 13-19 Bosworth ensures a customised timetable is in place for each and every pupil. There are very few restrictions on subject combinations and, with average class sizes of eight, each student gets the individual attention they require to reach their academic potential. As the College builds on its successful past, it looks forward to the future educating British, European and international students within its culture of achievement.

OVERVIEW OF THE JOB

The Principal leads the College community as its most senior member of staff. He or she is responsible for the College's strategic and day to day management, including educational provision, welfare of students, communication with parents, appointment and management of staff, and its successful operation as an ongoing commercial enterprise.

He or she works closely with the central sales and marketing team to ensure successful recruitment of pupils and promotion of the College in the wider local, national and international community.

REPORTS TO

The Principal reports to and is directly responsible to the Chief Executive Officer.

MAIN RESPONSIBILITIES OF THE JOB

The following gives a guide to the main tasks and the scope of the role. These aren't exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the College.

- To communicate a clear and convincing vision for the College, translating this into strategy and clear operational plans to ensure the on-going success of the College.
- To provide leadership and direction to ensure that all staff contribute effectively to the objectives of the College.
- To identify opportunities for future growth and development and ensure that the College responds in a proactive manner.
- To prepare for and address external challenges, ensuring the College retains the flexibility to respond to changes in the international education market.
- To uphold the highest standards in pastoral care and champion the provision of a premium student experience.

- To develop and implement a sector leading and appropriate approach to learning for all students.
- To ensure high standards of achievement in external examinations and support students to progress to the best possible university destinations for them.
- To encourage and provide opportunities beyond academic achievement for the development of students to help them become well-rounded, independent, self-assured adults.
- To take a leading role in promoting the College to prospective students, parents and agents within markets identified by the sales team.
- To develop and deliver effective presentations for marketing and informational purposes.
- To develop and maintain partnerships with the wider community: locally, nationally and internationally.
- To develop a highly effective Senior Leadership Team.
- To recruit, deploy and retain excellent teachers appropriate for the needs of the College.
- To recruit, deploy and retain high quality management, administrative and support staff.
- To develop and implement a high quality, modern approach to professional development of staff.
- To ensure the health, safety, and welfare of students, employees and visitors.
- To work closely with the central teams, providing appropriate information as requested.
- To communicate with your line manager regularly about the needs, successes and general operation of the school.
- To ensure that the College abides by the requirements of all inspectorates and regulatory bodies.
- To ensure that at all times the College is managed efficiently and with financial prudence.

AS PART OF YOUR ROLE YOU WILL ALSO:

- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the your line manager to undertake other work
- Promote a positive working experience for everyone
- Help to provide a professional and welcoming environment for all visitors to the College

ETHICS AND BEHAVIOUR

- You will maintain standards of ethics and behaviour in and out of College. In particular:
- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

PERSON SPECIFICATION

The job requires that you are:

- Charismatic, with the ability to lead, engage and motivate staff
- Efficient and organised
- Proactive, flexible, trustworthy, dependable and reliable
- Good at prioritising your time
- Able to work under pressure
- Able to handle student and staff issues with empathy

- A quick learner
- IT literate
- Smartly and professionally dressed
- Comfortable working in English
- Internationally aware and culturally sensitive
- Commercially aware, understanding the demands of working within the private sector and of financial management.
- Possessed of strong understanding of the current education environment, future curriculum developments and their probable academic, pastoral and commercial impact

AND FINALLY

Bosworth Independent College is committed to safeguarding and promoting the welfare of all students and we expect everyone connected with the College to share this commitment.