

JOB DESCRIPTION

PRINCIPAL

JOB PURPOSE

The Principal of Worcester Sixth Form College will provide purposeful, dynamic leadership and direction to ensure the College fulfils its strategic objectives and its responsibilities within an inclusive environment that ensures that enables all students to fulfil their potential. Responsible for the overall leadership and management of the College, the Principal will foster an ethos and culture of mutual respect, support and collaboration, ensuring that staff and students have high expectations of themselves and are able to thrive at College and beyond. The Principal will embody the values of the College community through effective communication with staff, students and parents to ensure that everyone feels like they belong.

Building on the College's existing strengths and reputation, the Principal will create opportunities for sustainable growth and effective partnerships locally and nationally, and the College will continue to celebrate high quality teaching and learning and high levels of student success. As a member of the central executive team, the Principal will contribute proactively to the Heart of Mercia Multi-academy Trust (HOMMAT) and will serve as a member of the Local Governing Body (LGB).

SPECIFIC RESPONSIBILITIES

Strategic leadership:

1. Be the chief ambassador for the College, leading on the ambitious vision of the College and promoting the College as a key player in the area.
2. Lead on embedding the vision and the strategy of HOMMAT for the College, inspiring staff, students, and the wider community.
3. Interpret the vision and devise a comprehensive, coherent and effective strategic plan for approval by the LGB and the Trust.
4. Develop strong, effective and harmonious working relationships with the LGB, the Trustees and senior leaders across the Trust, ensuring that all parties are kept fully informed and are aware of all significant issues and developments which are likely to impact on the College and the Trust.
5. Lead and contribute to activities outside the College which will enhance the reach, reputation and influence of the College, taking care to ensure the College continues to maintain excellent stakeholder relationships.
6. Develop and maintain effective working relationships with schools, universities, employers and other providers.
7. Provide exemplary leadership of the senior leadership team (SLT) and be accountable for managing the College's staffing, finances, estates and resources effectively and efficiently.
8. Ensure that the College is an inclusive, student-centred organisation and that mechanisms are in place for effective dialogue with students, consulting actively and engaging with students in a positive way.
9. Be visible, open and accessible to staff, students and stakeholders, ensuring strong internal and external communications.

10. Ensure that the College fulfils its legal, statutory and regulatory requirements from government, funding and regulatory bodies.
11. Ensure that appropriate College policies and procedures are in place, applied and monitored, including those related to health and safety, safeguarding and equality, diversity and inclusion.
12. Ensure that the overall management, internal organisation and disciplinary arrangements for staff and students meets the standards set by the Trust, the LGB and regulatory authorities and that they are applied fairly and effectively.
13. To take Trust-wide leadership responsibilities as required, working with the Trust CEO and senior colleagues across the Trust to identify and spread best practice for students' benefit.

Sustainability, effectiveness and curriculum innovation:

1. Anticipate changes and developments within the external environment, identifying implications for the College and ensuring that appropriate plans are put in place to respond flexibly and quickly to new opportunities and safeguard the College's interests.
2. Ensure that the College is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the College.
3. Ensure the development and implementation of a highly responsive curriculum strategy which is supported by sound analysis of needs both anticipating and meeting changing demand from students, business, government, and other relevant stakeholders.
4. Ensure that College strategies and plans are implemented effectively with appropriate business models in place to secure a viable and sustainable College.
5. Ensure that the College has effective strategies for the recruitment of students.
6. Promote innovation in curriculum design, delivery and teaching and learning, developing the employability skills and work-readiness of students.

Quality and high expectations:

1. Ensure that the development and delivery of high-quality teaching, learning and assessment is at the centre of the College's strategic planning.
2. Ensure a positive, responsive staff culture in which innovation thrives and the pursuit of excellence is the norm.
3. Achieve exceptional outcomes and experience for students across all provision through a rigorous focus on quality improvement and assurance.
4. Embed an ethos of success, fostering high aspiration and ambition, and promoting positive progression for all students.
5. Identify and implement strategies to raise the ambitions of all students both in terms of their achievement and progression
6. Ensure the effective development of curriculum and assessment procedures and use of high-quality management information to inform quality improvement and assurance.
7. Ensure that appropriate and ambitious targets are set and agreed throughout the College, that performance against them is monitored and that intervention occurs to address individual needs as required so that the College meets or exceeds targets.
8. Establish and review robust monitoring and evaluation systems to ensure the effectiveness of the College in enabling students to achieve high outcomes.
9. Ensure systems of performance review and staff development operate effectively and nurture a culture of continuous professional development and self-improvement.

Financial and resources management and efficiency:

1. Be accountable for the proper and effective operation of financial, planning and management

controls in the College such that physical and financial resources are efficiently utilised, public funds are safeguarded and value for money achieved.

2. Develop a financial strategy working within the framework of the Trust that delivers an efficient operation, strengthens the College's operating position and ensures the financial stability and health of the College.
3. Develop financial plans that are sustainable, ensure effective budgetary management, monitor College performance against budgets and take necessary action to address liabilities and build financial reserves.
4. Ensure timely and accurate preparation of all returns (financial or otherwise) as required by the LGB, Trust and external agencies.
5. Ensure that appropriate and effective risk management strategies and processes are in place and effectively monitored.
6. Be responsible for critical incident and business continuity plans and lead the Critical Incident Team if required.
7. Have in place robust and responsive data, information and management systems to inform and monitor the delivery of strategic, financial and operational plans, and which comply with statutory reporting requirements as necessary.
8. Develop and improve the College's assets, maintain and enhance the accommodation and resources, and promote the further development of systems and processes to ensure a high-quality learning and working environment.
9. Be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal, and determination, within the framework set by the Trust and the LGB relating to the pay and conditions of service of staff within the College.

Safeguarding:

1. Ensure the College operates within its own safeguarding policies and procedures and constantly reviews these in line with the legislative framework.
2. Working closely with the designated safeguarding lead, promote a culture in which child protection and safeguarding are of central importance to all operations and decisions and all staff understand that safeguarding is everyone's responsibility.

Equality, diversity and inclusion:

1. Ensure that the College environment is safe and inclusive for all members of the College community.
2. Ensure high standards in equality, diversity and inclusion practice in the conduct of the College and in all college policies and procedures.
3. Actively celebrate diversity, promote a sense of belonging among all students and overcome any barrier to success.

Health, safety and well-being:

1. Be responsible to the LGB for health and safety and wellbeing, ensuring an appropriate structure is in place to provide a safe and welcoming environment for students, staff and visitors, this includes:
 - ensuring that adequate resources are available to implement the health and safety policy;
 - ensuring health and safety performance is regularly reviewed at Board level;
 - monitoring the effectiveness of the health and safety policy;
 - reviewing the policy annually.
2. Promote a climate of safety awareness, competence, compliance and accident prevention.

Other duties:

1. This is not a complete statement of all duties and responsibilities of this post. The post-holder will undertake such other duties as the CEO, LGB or Trust may, from time to time determine in consultation with the post-holder to ensure the continued existence, viability and progress of the College.
2. The post-holder will adopt flexible working methods to meet the changing needs of the Trust.
3. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

ADDITIONAL INFORMATION**Essential attributes:**

1. It is anticipated that all candidates will be educated to at least degree level and have experience at a senior level in a sixth form college or similar institution.
2. Candidates will be expected to exhibit outstanding communication skills, leadership qualities and strategic vision.
3. All candidates should be capable of developing and maintaining professional and quality standards appropriate to the post and to the Trust's high expectations.

Salary:

Salary within the range £95k - £108k depending on experience.

Holiday entitlement:

35 days (plus bank holidays) normally to be taken during College holidays.

Notice period:

6 months