

**Regent College**

**Assistant Principal (Higher Education)**

**Role and responsibilities**

**1. Purpose**

(a) To provide curriculum and quality assurance operational management for higher education provision at Regent College

(b) To provide leadership and effective line management of Regent College curriculum staff

(c) To liaise with the Director for Students and work with the Student President, Vice President, Student Representatives and the student body more widely

(d) To work closely with Assistant Principals to ensure consistency and parity of provision practices and student experience across the College’s course portfolio

**2. Responsibilities**

2.1 Responsible for academic standards, academic delivery, academic planning and the quality of higher education provision

2.2 To work closely with the Director of Quality (HE) and the relevant Director of Studies / Programme Leaders to manage the applications and successful approval/validation of the College by awarding bodies including, Pearson, Bucks New University and University of Northampton

2.3 To work closely with the Director of Quality Enhancement and the Director of Quality (HE) to ensure that all HE provision meets the requirements of OfS, QAA, and all other relevant external agencies and institutions

2.4 Work closely with the Director of Quality (HE), Director of Quality Enhancement and the Directors of Studies / Programme Leaders to ensure the review and improvement of quality standards and performance management interventions within curriculum areas to make the college achieve significant continuous improvement in its performance.

2.5 Work closely with the Director of Quality (HE) to support Directors of Studies / Programme Leaders and Curriculum staff set challenging but realist objectives, plans and targets, consistent with strategic and operational plans and help them to achieve required results

2.6 To implement the strategic direction of the College as guided by the CEO and Principal, including new educational opportunities, partnerships and networking beneficial to the development and success of the College

2.7 To chair committees and boards, as required

2.8 To liaise with the Director for Students, the Student Welfare Officers, the Student President, Vice President, Student Representatives and the wider student body and attend meetings of the Student Representative Committee, as appropriate

2.9 To have overall responsibility for the college’s HELP content, ensuring all information is relevant, appropriate and current (*specific to Pearson students*)

2.10 To be responsible for the management and implementation of curriculum and academic development

2.11 To be responsible for recruiting, inducting and training of new academic members of staff

2.12 To Identify and manage staff development requirements across the College and plan, manage and deliver in-house staff training and development sessions

2.13 To coordinate and assist in the organisation of student extra-curricula activities including work experience, where applicable

2.14 To ensure that the student learning experience is of the highest possible standard through conducting induction for new students and advising students on academic matters; managing, analysing and responding to student enquiries and complaints through a variety of learner feedback mechanisms

2.15 To ensuring that teaching observations and staff appraisal takes place according to relevant policies and procedures, and produce summary reports on these activities.

2.16 To work with the Director of Quality and/or Director of Quality Enhancement to ensure that Course Review processes include minuted team meetings and reports resulting in quality and/or student experience improvements

2.17 To ensure that summary, annual and semester reports, as appropriate, are produced to stated timescales for consideration by Academic Board, Course Management Meetings, Course Board and Student Representative Committee, as appropriate.

2.18 To ensure that the quality assurance policies and procedures, as given in the Regent Quality Manual or relevant external awarding body requirements, are adhered to, implemented and reviewed on an annual basis.

**3. Reporting lines**

(a) The Assistant Principal reports to the Principal Further and Higher Education

(a) Line management of the Directors of Studies, Programme Leaders, as detailed in the Regent College management structure chart

**4. Liaison with staff and students at Regent College**

1. Liaise with external partners, as required
2. Liaise with all staff at Regent College, as required to fulfill the duties of Assistant Principal

(b) Liaise with the Student President, Student Vice President and Student Representatives on higher education programmes.