

Assistant Principal: Curriculum – (Lead for Academic) (Lead for Vocational and Technical)

Department:	SLT
Status:	Permanent
Grade/Salary:	In the range £65,000 - £80,000 per annum
Activity:	Regulated
Responsible to:	Vice Principal – Schools, Partnerships and Curriculum

Functional links with: SLT, Heads of Faculty, College Staff, secondary schools, students, employers, external organisations, partnerships and College Governors.

Job Purpose

To work collaboratively as a member of the Senior and College Leadership Teams, and the Senior Curriculum Group in order to progress the College's vision, mission and agreed strategic priorities, so that Exeter College continues to be judged as outstanding by our community.

To be the identified lead for one of the dimensions of College operations: Academic Sixth Form Provision, Vocational and Applied Sixth Form Provision, Adult Provision, or Higher Education Provision.

To provide proactive and highly effective leadership to a number of Faculties/Departments. *N.B. These will be finalised following appointment and, as the College evolves, are subject to change.* For this post, we require a successful college manager who is ambitious and aspirational for themselves and their learners. It is essential that the postholder is firmly focused on teaching, learning and student success, whilst being a capable leader with the potential to develop further in this outstanding college. The post holder is expected to stay up-to-date with all developments, both curriculum and quality that effect the current and future operation of their span of responsibility.

To ensure that the relevant Faculties/Departments meet their agreed targets, including learner numbers and success rates as appropriate. To lead, encourage, coach and monitor these Heads of Faculty/Department, whilst also working collaboratively with all other Heads across the College.

The postholder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements and, subject to the College's approved strategies, policies and procedures:

- Have full regard for the College's equal opportunities, prevent and health and safety requirements
- Safeguard young people and vulnerable adults
- Achieve individual and team targets assigned through the College's annual planning and staff appraisal processes
- Operate within approved income and expenditure budgets

Main Duties:

1. To be a member of the College's SLT and CLT and contribute fully to their work, including attendance at meetings, residential and Governors' events.
2. To provide strategic and tactical management to ensure that all students achieve consistently high standards.
3. To act as an ambassador for the values and ambition of the College, both externally and internally.
4. To demonstrate the College's culture through working practices and ensure that the development of the College's work ethos and the encouragement of excellence are day to day priorities.
5. To stay up-to-date with the curriculum and policy landscape so that the College is positioned for future developments and opportunities.
6. To ensure that the College is aligned with the latest Government and Ofsted performance requirements, including but not limited to: value added performance, performance tables and outcome based success measures.

7. To encourage and develop strong links between each of the College faculties and both employers and secondary schools in the Exeter and Devon area.
8. To provide proactive and inspired leadership to a group of Heads of Faculties/Departments, ensuring where appropriate that standards are raised and levels of student achievements improve further, and that Exeter College is considered an exceptional centre of study for employers, apprentices, 16-18 year olds, HE and adult learners.
9. To engage proactively, as appropriate, with employers, groups and partners, so that the College's vocational teaching and learning is relevant and focused on employability and progression.
10. To engage proactively with, and from time to time visit, our international business partners in order to improve and develop the College's global standing.
11. To facilitate and encourage effective communications within the Faculties and Departments across the College.
12. To implement fully and ensure compliance with the corporate and collective decisions of the Senior and College Leadership Teams.
13. To prepare management reports and papers as required to meet internal and external needs.
14. To represent SLT/CLT and deputise for senior colleagues as required. To carry out College ambassadorial duties as required, including evening and weekend events when required.
15. To exercise due skill, care and diligence in managing the above areas of responsibility.
16. To lead by example and set business and personal standards which can be held as a model for the rest of the staff.
17. To represent the College externally on at least one external board.
18. To participate in the College's Duty Manager rota

19. To commit to ongoing professional development

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities, Prevent and British Values agendas.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

May 2018

This job description is current at the above date.

	<ul style="list-style-type: none"> - Experience as an inspection nominee and / or as an inspector - Experience of employment outside education 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Skills & Abilities	<p>Essential:</p> <ul style="list-style-type: none"> - Proactive, innovative approach to work - Ability to carry out ambassadorial duties on behalf of the College - Effective and adaptable management style - Practical IT skills - Ability to analyse and make effective use of complex data and present this in a lucid and understandable form - Knowledge and experience of Sixth Form curriculum developments - Commitment to equality of opportunity and the principles of inclusive learning - Effective, collaborative leadership skills - Able to travel on international College business as required - Ability to build and sustain partnerships with employers 	<p>Test</p> <p>Test</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> - Graduate or equivalent professional qualification with teacher training qualification <p>Desirable:</p> <ul style="list-style-type: none"> - Masters degree or relevant post graduate qualification - An additional professional or vocational management qualification 	<p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities	<p>Essential:</p> <ul style="list-style-type: none"> - Leadership skills 	<p>✓</p>	<p>✓</p>

	<ul style="list-style-type: none"> - Commitment to rigorously enforce very high standards - Honesty and integrity - Team player - Personal involvement in continuous learning - Flexible approach to working, including some evening and weekend work - The necessary skills to negotiate effectively and an approach which responds positively to criticism - Robust personality - Sense of humour <p>Desirable:</p> <ul style="list-style-type: none"> - Full driving licence and use of a car 	✓	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<p>Mandatory requirements</p>	<p>Essential:</p> <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults - Commitment to equal opportunities - Commitment to British Values and the Prevent Agenda 		<ul style="list-style-type: none"> ✓ ✓ ✓