

# Assistant Principal: Quality, Student Experience and Careers

<b>Department:</b>	SLT
<b>Status:</b>	Permanent
<b>Grade/Salary:</b>	In the range £65,000 - £80,000 per annum
<b>Activity:</b>	Regulated
<b>Responsible to:</b>	Deputy Vice Principal: Engagement, People and Performance
<b>Functional links with:</b>	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 provide leadership in key aspects of College operations: Safeguarding; Quality; Teaching, Learning and Performance; Student accommodation; and to ensure Ofsted compliance and readiness, in all key areas of operations. To lead, with the Principal and CEO, on the learner voice activity and our response to their feedback and comments. To ensure all aspects of learner and learning support are of the highest standard. To provide leadership on progression, learner destinations and value added. To oversee the delivery / embedding of British Values, Equality and the Prevent agenda's. To prepare reports for Governors in collaboration with the Deputy Vice Principal and deputise for the Deputy Vice Principal, as required.

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 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 required to be fully briefed regarding Ofsted standards, either as a current inspector or by being prepared to train as a part-time inspector, if possible.

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 post holder 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 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.
3. To prepare management and Board reports and papers as required to meet internal and external needs.
4. To provide strategic and tactical management to ensure that all students achieve consistently high standards.
5. Provide leadership regarding the College's student accommodation and support Ofsted readiness.
6. Lead the College's progression and learner destination activity.

7. To act as an ambassador for the values and ambition of the College, both externally and internally.
8. 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.
9. To stay up-to-date with the curriculum and policy landscape so that the College is positioned for future developments and opportunities.
10. To encourage and develop strong links between each of the College faculties and both employers and secondary schools in the Exeter and Devon area.
11. To provide proactive and inspired guidance and support 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.
12. To facilitate and encourage effective communications within the Faculties and Departments across the College.
13. To implement fully and ensure compliance with the corporate and collective decisions of the Senior and College Leadership Teams.
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, including training as a part-time Ofsted Inspector, if such an opportunity becomes available.

### **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.

# Person Specification

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Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Significant, demonstrable successful leadership and management experience in a good or outstanding College</li> <li>- Experienced teacher in a Sixth Form / Tertiary / General FE College</li> <li>- Experience of raising levels of students' achievements in a College setting</li> <li>- A record of success at management level, including management of staff, students and resources</li> <li>- Experience of teaching and managing vocational and / or academic provision in a College setting</li> <li>- A full understanding of Ofsted frameworks</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Experience as an inspection nominee and / or current experience as an inspector</li> <li>- Significant experience in a quality related role in an Outstanding College</li> <li>- Experience of tutoring and developing pastoral support services for students</li> <li>- Experience of building and sustaining partnerships</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>



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