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Position Title	Principal – City College	Job Grade	
Department	City College	Reports to	Director of Education
Office Location	QSA, Barwa	Visa Status	
		Hours of Work	As per the company policy

Job Purpose

The role of the Principal of the City College (“the College”) shall be to establish the College as the preferred institution to pursue vocational education in the State of Qatar. The Principal will also have the overall responsibility for, and oversight of, all academic and curriculum matters concerning the College, in particular the core educational issues of teaching and learning. The Principal will also play a pivotal role in ensuring that the College is well-respected and has a sound relationship with educational authorities. The Principal will also have responsibility for ensuring continued development and growth of the College, expansion of the academic offerings and development of international partnerships.


Key Relationships

Supervision Received : Director of Education/ Executive Director
Internal Contacts : All Staff Members
External Contacts : As required under the business scope

Duties and Responsibilities

Curriculum, Teaching and Learning:

- Leading on all issues relating to the strategy, planning, management and delivery of:
 - Vocational programmes
 - Courses and qualifications
 - learning resources and libraries;
 - research and advanced scholarly activity;
 - Establishing and maintaining clear lines of responsibility in respect of such issues listed above.
- Ensuring that the College curriculum:
 - meets statutory requirements and the needs of its stakeholders;
 - engages with development and growth of provision;
 - is academically and financially viable and consistent with College objectives, funding, learner recruitment targets and measures for success;
 - is directed towards raising skills levels in the College’s geographical area of benefit and across the Group; and
 - Is innovative, inspiring and entrepreneurial, and prepares students to succeed and progress.
- Promoting the development of teaching and learning, including their quality and enhancement, across the full range of provision associated with the College.
- Co-ordinating the development of quality control around teaching and learning and development, supporting academic managers to manage the assessment of learning; and ensuring that the College is inspection ready and committed to continuous enhancement.

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Financial Responsibilities

5. The Principal is responsible for the College's financial management, as an Executive member of Staff, he or she is collectively responsible for:
 - Establishing and maintaining clear lines of financial responsibility and reporting; and approving financial systems operating across all academic Programme Areas and activities.
 - Work closely with the Group Finance Manager to enable compilation of the College's financial statements; implementation of financial planning; and implementation of audit and financial reviews, projects and value for money studies.
6. Recruitment and retention of students to meet income targets.

Student Relations

7. Ensuring the quality of the student experience at the College, including:
 - Measuring student satisfaction;
 - Ensuring student representation, including liaison with students;
8. Maintaining student discipline and within the College's rules and procedures, suspending or expelling students on disciplinary grounds or expelling students for academic reasons

Staffing


9. The Principal shall work closely with the Group HR department for all academic and support staffing

Artan Group

10. Supporting and promoting the relationship between the College and the Group, including by:
 - working collaboratively with the Group CEO and the Group Executive Team, to ensure that the Group's vision and values are clearly articulated, shared, understood and acted upon effectively by all Group members;
 - working within the College community to translate the Group vision for the College into agreed objectives and operational plans which will promote and sustain improvement;
 - embracing the Group vision and values and incorporating them into everyday work and practice;
 - providing strategic advice and support to the Group Executive with a view to strengthening academic performance, driving school improvement and improving educational delivery ensuring the strategic provision of support and resources;
 - Promoting the sharing of best practice across the Group.

Additional Responsibilities

11. As the senior member of the College's Executive, participating in the management of the College, including by:
 - contributing to the development of its annual business and budget planning cycle;
 - facilitating cultural and business change as outlined in its Strategic Plan;
 - ensuring compliance with relevant legislation and legal agreements, supported by the provision of services provided by the Group; and
 - Deputising for the Director of Education as necessary.
12. Representing the College and Group at external and internal events.
13. Maintaining effective relationships with local, regional and national agencies, developing appropriate external relations with other providers and customers and representing the College in external discussions as appropriate.

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Skills
<ul style="list-style-type: none"> • A strong personal commitment to the Artan vision and mission for the Education Cluster • Ability to develop, implement and oversee programs related to the Artan Education Cluster mission, vision, and philosophy. • Proven experience in Education management, oversight and establishing new campuses. • Strong facilitation and group leadership skills. • A familiarity with and understanding of the challenges of education provision in the Middle East. • The ability to conceive, develop and complete tasks without close supervision. • Good organizational and interpersonal skills. • Strong presentation, oral and written communication skills. • Strong supervisory and budget development and monitoring skills. • The ability to manage multiple tasks. • An understanding of human relations programming assessment and measurement tools. • Computer competency and proficiency in Windows/Microsoft Office environment.
Qualifications
<ul style="list-style-type: none"> • Master's degree, PhD or equivalent
Experience
<ul style="list-style-type: none"> • Minimum of 10 years' experience as principal and work in the fields of education and/or organizational development