

Runshaw Vacancies

APPOINTMENT OF ASSISTANT PRINCIPAL – VOCATIONAL, TECHNICAL AND APPRENTICESHIPS Ref: 200384

Background Information

We are delighted that you are considering applying for the post of Assistant Principal.

Runshaw College is a college judged 'Outstanding' by Ofsted and one which has developed a local and national reputation for excellence, respect and enjoyment.

In 2019, the examination results of our advanced level students were amongst the very best in the country in terms of success rates, high grades and added value. Results on all other 16-19 and 19+ programmes are equally impressive. Learner satisfaction levels at the college are extremely high and we strive to achieve yearly increases in this important aspect of the college.

Our success is mainly attributable to our outstanding staff and outstanding leadership at all levels. Due to the promotion of the current post holder to a Deputy Principal role, we are now seeking to appoint an Assistant Principal to join our Senior Management Team. We are looking for someone who shares our passion for teaching and learning, continuous improvement and for our mission which places the student at the heart of all that we do.

At Runshaw, every student really does matter. The student experience and the quality of teaching and learning are pivotal strategies at the heart of every aspect of college activity. We place a strong emphasis on developing the full potential of every student and, for many, the exceptional support they receive whilst at Runshaw changes their lives.

We have a talented team of dedicated staff who work in a friendly, supportive culture. We invest heavily in their professional development, recognised in the achievement of the Investors in People Gold Award (for a third consecutive time).

We have every reason to be confident about our future. We are seeking growth in our apprenticeship provision and have secured a large T Level project, delivering both a CDF and Digital T Level for first delivery in 2020. In addition, our Vocational courses maintain buoyant recruitment and excellent student outcomes. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future students deserve whilst maintaining secure financial health.

If you have a strong and sustained track record of management in the 11-18 or 16+ sector and share our determination to improve on excellence, we would like to hear from you.

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JOB DESCRIPTION

JOB TITLE: Assistant Principal – Vocational, Technical & Apprenticeships (Ref:200384)

UPDATED: March 2020

RESPONSIBLE TO: Deputy Principal (Vocational, Technical & Apprenticeships)

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

Management of Staff – working to agreed college policies and procedures you will	<ul style="list-style-type: none">• Develop and maintain the College ethos of scholarship, high expectations, mutual support and care for students• Lead a College culture where high standards go hand in hand with staff empowerment and recognition• Offer inspirational leadership and management to staff, acting as a role model and advising on training, coaching and development• Undertake investigations and chair meetings relating to staff disciplinary, grievance and other personnel issues• Lead and contribute to the professional development and succession planning for staff
Management of Resources – with a focus on best value and the college mission and values you will	<ul style="list-style-type: none">• Maximise the effective use of management information to raise standards throughout the College• Take a leading role in the formulation and delivery of the College Business Plan• Contribute to the formulation and management of plans for capital and revenue expenditure across the college• Manage staffing effectively to achieve best quality and value
Student Responsibilities – to maximise achievement in a respectful, supportive and enjoyable way you will	<ul style="list-style-type: none">• Put teaching, learning and progression at the heart of the college• Manage the behaviour of students across the college• Lead effective communication with employers, parents/carers, managers, staff and students• Teach, train or tutor as required• Ensure that the individual academic and support needs of students are met so they can maximise added value and progression potential

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<p>Quality – to contribute to the inspirational leadership of quality you will</p>	<ul style="list-style-type: none"> • Actively promote the college's continuous improvement culture • Ensure that agreed appraisal targets are met • Participate in the planning, organising and implementation of lesson observations and Curriculum Reviews across College. • Manage the effective operation of Programmes and Services within your direct areas of responsibility • Advise Senior Managers and Governors on all matters relating to your areas of responsibility • Contribute to the formulation and implementation of the Vocational, Technical and Apprenticeship Strategic Plan and Self-Assessment Reports
<p>Role Specific – to lead the Programmes including Vocational, Technical and Apprenticeship qualifications you will</p>	<ul style="list-style-type: none"> • Advise Senior Managers and Governors on all matters relating to your areas of responsibility • Lead the Vocational and Apprenticeship Programmes including quality assurance, curriculum planning, the planning and preparation of cross College events and other activities • Lead where appropriate curriculum development including T Level implementation. • Deputise for other senior managers as required, including the Principal and Deputy Principal • Undertake any such other roles as may be required at a senior management level for the effective management of the College
<p>College Responsibilities – as a designated senior manager you will</p>	<ul style="list-style-type: none"> • Represent the College internally and externally, including on behalf of the Principal, and develop and facilitate strong links with appropriate organisations such as the ESFA, LEP, schools, universities and other educational organisations • Take the lead on any cross college matters as required by the Principal or Deputy Principal • Participate in appraisal and Professional Development activities as required • Value diversity, ensure the embedding of the Equality Act and promote equal opportunities • Work to develop and ensure health and safety across the college and be aware of your management responsibilities for health and safety • Develop and keep to college policies and procedures, including Data Protection as detailed in GDPR • Promote the best image, reputation and interests of the college at all times and in all circumstances.

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PERSON SPECIFICATION

ASSISTANT PRINCIPAL – Vocational, Technical & Apprenticeships (Ref: 200384)

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
Good honours degree	E	Application form
A recognised teaching or training qualification	E	Application form
Professional / Management qualification or higher degree qualification (Masters or above)	D	Application form
GCSE Grade C or above in English and Mathematics (or equivalent Level 2 qualifications)	E	Application form
Demonstrate recent evidence of and a willingness to undertake Continuous Professional Learning (CPL)	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Competency in computer applications including MS Word, Outlook and Excel	E	Exercise
Experience of compiling well written self-assessment reports and SMART quality improvement plans	E	Exercise
Strong and sustained track record of success as a teacher and/or course leader in 11-18 or 16-18 education	E	Application form / Interview
Experience of managing curriculum at Levels 1 to 3 in vocational areas	D	Application form / Interview
Experience of managing high quality apprenticeship provision	D	Application form / Interview
Strong and sustained track record of success as a manager in 11-18 or 16-18 education, in terms of student outcomes (achievement and added value)	E	Application form / Interview
Experience of successfully leading and managing change, particularly in terms of re-engineering processes to create excellent working practices	D	Interview
Experience of business planning and successful financial management including being responsible for managing significant budgets	D	Interview
Knowledge and understanding of the challenges and current issues in the FE and work-based learning sector	E	Interview / Presentation
A sound understanding of Ofsted's Education Inspection Framework (EIF)	E	Interview
Experience as an Inspector/Additional Inspector for Ofsted	D	Application form
Demonstrate a sound understanding of safeguarding issues	E	Interview
Successful experience of dealing effectively with HR matters	E	Interview

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PERSONAL SKILLS AND ATTITUDES		
Ability to create vision, motivate and inspire others to perform to the best of their abilities	E	Interview / Presentation
Excellent management and leadership skills	E	Interview
Highly developed negotiating, influencing and persuading skills	E	Interview
Well-developed skills of analytical reasoning and problem solving	E	Interview / Exercise
Highly developed interpersonal and communication skills (written and verbal)	E	Interview / Exercise
A commitment to diversity and to promoting equal opportunities	E	Interview / Exercise
Excellent organisational skills, being able to devise working practices, prioritise workloads and meet deadlines	E	Interview
A passion for education, valuing all students equally regardless of ability	E	Interview
An appreciative management style which recognises appropriately the contribution of others	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks

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SUMMARY OF MAIN TERMS AND CONDITIONS

ASSISTANT PRINCIPAL- Vocational, Technical & Apprenticeships

SALARY	Up to £62,000 per annum dependent upon qualifications, track record and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	You will receive 35 days holiday in each holiday year in addition to normal remuneration for all Bank and Public Holidays.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Certificate Information.</p> <p>Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	The appointment can be terminated by the post holder giving six months' notice after the successful completion of the probationary period.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday Friday 27th March 2020

Interviews for this post will be held on Thursday 2nd April 2020

Approved: Clare Russell

Date: 06/03/2020