

Job Title	Assistant Principal Curriculum	Department	Service and Retail Industries
Business Unit	TMC		
Location		Reports to	Vice Principal
Direct Reports	N/A	Cost Centre	
Job Code		Evaluated Grade	

1. Job Purpose

Provide outstanding strategic educational leadership in the development, planning, delivery and monitoring of the curriculum and of the student experience.

Responsible for the leadership of the department's management team, as well as resources within the department. An active member of the College's Senior Leadership Team, you'll work closely with other Assistant Principals, Heads of Student Experience and Principalship to deliver the College's strategy and objectives.

2. Key Accountabilities

- Oversee the Strategic direction for the Department providing positive leadership and management to ensure an outstanding service for all learners.
- Lead the development of the Curriculum to serve the needs of all students, as well as ensuring department targets including (but not limited to): recruitment, success, retention, achievement, attendance, income are achieved.
- Ensure the delivery of The Manchester College Study Programme Guarantee as appropriate to the 16-18, 19+ and HE students.
- Develop and implement College strategies and objectives as a member of the Senior Leadership Team.
- Provide clear management and direction through effective line management of a large diverse team with direct people management responsibilities for Heads of Curriculum/Tutorial and Essential Skills.
- Maintain up-to-date knowledge of developments within own areas of responsibility in order to act and develop best practice and provide professional advice to ensure the college complies with relevant legislation and legal duties.
- Lead, track, share and monitor data analysis to ensure maximum outturn and bring about improvements.
- Lead on the implementation of FE/HE Curriculum and support attending curriculum and service standard meetings as requested.
- Responsible for the delivery of an efficient and effective deployment of resources and budget management.
- Lead on the whole departmental curriculum planning process, ensuring curricular meets the needs of different funding streams maximizing and providing an efficient delivery model.
- Lead on promoting and embedding of equality, diversity and inclusion across all aspects of college work including embedding British Values and Spiritual, Moral, Social and Cultural (SMSC) into staff and student practice, leading on embedding a whole college culture of tolerance and respect.
- Ensure your staff are fully trained and skilled to deliver the curriculum offer for all ages and all levels.
- Promotion of equal opportunities to support the development of an inclusive curriculum through challenging discrimination.
- Participate in the delivery of support programmes and CPD activities such as the annual Teaching and Learning Conference and TeachMeet events.

- Provide positive leadership & management by creating a dynamic, supportive and innovative environment that encourages commitment to the College and the achievement of high standards and performance.
- Develop and maintain Policies and Practices which promote achievement and inclusion across the College.
- Support the work of the College Governing Bodies by participation in Strategy Development, preparation of papers and Governors Committees.
- Develop and maintain effective stakeholder relationships with all partners including local, regional and national agencies.
- Recognise, develop and effectively promote new opportunities for the College to support the strategic plan and the college brand.
- Deputise for the Vice Principal if and when required, represent the College at events as required.
- Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
- Any other duties commensurate with the post.

3. Management & Leadership

- Significant experience of leadership and management at a strategic Senior level
- Proven expertise and experience of leading the effective implementation and monitoring impact of data, policies and procedures.
- Proven expertise in ensuring at a senior level compliance with legal, funding and other duties.
- Proven ability to support whole college improvement to outstanding
- Proven ability to use and analyse data to effect whole college improvements.

4. Financial Responsibilities

- Proven track record of management of budgets and resources.
- Significant experience of management and accountable of pay and non-pay budgets.
- Proven ability to maximize funding streams including bids and tender

5. Qualifications, Experience & Skills

Qualifications

Essential

- Teaching Qualification or current relevant industry experience
- Degree or relevant professional qualification

Desirable

- Cert Ed or PGCE

Experience

Essential

- Proven track record of management of a large and diverse team
- Successful experience in quality assurance/control processes and procedures and in particular SAR processes and business planning
- Experience of effective resource and performance management utilising computerised management information systems
- Experience of staff training and appraisal

Desirable

- Experience of strategic planning

Skills

Essential

- Demonstration of ability and vision in developing the curriculum
- Sound interpersonal /leadership skills
- Evidence of successful contribution to team work
- Enthusiasm to embrace new ideas and initiatives
- An analytical approach to data systems and their use in raising performance

Other

- Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Willing to work flexibly

6. Values & Behaviours

All colleagues who work with LTE group strive to make it a great place to work, and a great organisation that inspires, motivates and delivers for its learners.

Our Values and Behaviours are designed to guide how we work, every day. Every colleague within the Group is expected to demonstrate the LTE group Values and Behaviours:-

Values

Integrity – we are honest, trustworthy and open

One Team – we collaborate, respect each other and contribute to team goals

Always Improving – we are forward thinking, we innovate and take ownership

Can Do – we are positive, inclusive, flexible and proactive

Sustainable – we take a long term view environmentally, financially and socially

Behaviours

Aspirational – able and willing to evolve, achieve potential, adapt to changing environments

Respect – lead by example, embrace diversity, build trust

Collaboration – work together to offer all learners and customers excellent outcomes, build strong working relationships

7. General

- To actively contribute to the colleges commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.
- To actively contribute to the principles of Equality and Diversity within the college.
- To work flexibly as required on any College site or external premises, if required.
- To carry out such training, re-training and updating as may be necessary to fulfil the requirements of the post.
- To ensure duties are carried out with full regard to Health & Safety legislation and to enable the College to meet its objectives in providing a safe and healthy environment for all users.
- To undertake other duties that Management may, from time to time, reasonably require, commensurate with the grade.

8. Approvals

Job Holder		Name	
Signature		Date	
Line Manager		Name	
Signature		Date	
Head of Department		Name	
Signature		Date	