**SCC Group**

**Group Principal**

**ROLE AND RESPONSIBILITIES**

# Introduction

The College’s Group Principal will lead the College Group to achieve its vision and fulfil its mission, and will play a key role in developing its diverse educational and training agenda at a local, regional and national level. He/she will be responsible and accountable to the Corporation for the formulation, development and implementation of the strategies necessary to secure and successfully position SCC Group for the future. To be successful in this role you will need to have the ability to provide inspirational, dynamic and forward-thinking leadership consistent with the values and ethos of the College Group.

**Requirements of the Post holder**

# Vision, Strategy & Leadership

Provide inspirational leadership to staff and learners whilst ensuring the delivery of outstanding organisational, vocational, and academic performance across a broad spectrum of activity, including the promotion of excellence in teaching and learning.

Work with the Corporation to formulate a strategic vision and deliver an outstanding and responsive academic and business strategy that meets the needs of changes in the patterns of learners, whilst operating within an increasingly complex structure.

Work with the Corporation to ensure that Governors are aware of national trends in education, are engaged in all decisions which affect the development of the long-term educational character, mission, ethos, values and strategic aims, and have oversight of the associated strategic plans for the College Group.

Translate the agreed strategy into operational objectives, and lead and motivate the Senior Leadership Team to formulate and deliver the operational plans to achieve these objectives.

# Governance & Management

Ensure that the Corporation and its Committees are kept fully informed of key aspects of performance, major developments and projects and, working effectively with the Chair and the Clerk, ensure that the Corporation works in an efficient and streamlined way.

Lead the College’s strategic planning processes within the framework set by the Corporation. Oversee the collation, dissemination, monitoring, review and evaluation of the strategic plan within the timescales required by the Corporation and appropriate external stakeholders.

Working within agreed values, create and maintain a highly professional management structure consistent with the College’s ethos and culture, and at the same time ensure an inclusive and supportive environment that engages staff and learners to work creatively and effectively.

Ensure that all activities of the College Group are conducted to the highest possible standards of integrity and transparency, and are aligned with its strategic goals.

As the Accounting Officer, ensure that the College Group fulfils all statutory and regulatory obligations, ethical, financial, legal obligations and other requirements of Government and funding agencies.

Ensure that the College has in place robust arrangements for the identification, management and control of risk, and that the processes of risk management are fully embedded.

Ensure that all activities are carried out in such a way as to positively promote equality of opportunity, and encourage diversity and inclusion.

Ensure that health, safety, well-being, safeguarding and security strategies meet legislative requirements to ensure that welcoming, safe learning and working environments are in place and maintained on all the College’s premises.

# Corporate Development

Promote and enhance the reputation, profile and interests of the College Group, creating and maintaining partnerships that will bring new opportunities for revenue and income streams, learners, staff and the community.

Actively undertake a key local, regional and national role in influencing the debate and future direction of further and higher education strategies that impact on local and regional skills, economic and social inclusion.

Possess a forward thinking, flexible and responsive approach towards changes in the external environment, ensuring that the College responds to opportunity to maximise income generation and to maximise income streams.

Maintain, negotiate, develop, and encourage effective and mutually supportive sustainable links with relevant, influential external bodies.

# Management of Resources

Obtain the highest possible level of efficiency of the human, physical and financial resources of the College Group, ensuring that excellent financial, resource and strategic management of its diverse portfolio of activity is in place.

Ensure that all monies received are used for the purpose intended in accordance with the appropriate regulations; that timely and accurate budgets, estimates and reports of income, expenditure and other management and financial account information are prepared; and that there are proper and effective management controls in place to ensure the financial health of the College Group.

Ensure that the College’s estate reflects required and future demands and strive to achieve a situation where the curriculum is delivered in a state-of-the-art environment through a robust and flexible estates strategy.

# Education Provision and Training

Ensure the College Group provides a relevant, inclusive and progressive curriculum, which is accessible to learners of all abilities, challenges disadvantage and exclusion, exhibits high quality teaching and learning, and makes the most effective use of all its resources and opportunities.

Ensure that the College’s educational provision is regularly reviewed, that timely action is taken to ensure that it is of the highest quality, and also that it reflects changes in demand, the requirements of learners, employers, funders and the wider external environment.

Consult actively and engage with learners in a positive way, ensuring that there are mechanisms in place for effective two-way communication with all learners so that the College Group is recognised as placing the learner at the heart of its endeavours.

# Ambassadorial Role

Act as an exceptional ambassador for the College Group with the capacity to command credibility and respect in order to maintain and enhance its position as an outward facing institution that is strategically influential in the sector.

Nominate and mentor appropriate representatives to maintain and develop effective links with all appropriate external organisations/bodies.

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**PERSON SPECIFICATION**

The successful candidate will be:

**A strong, forward thinking and inspirational leader who demonstrates commitment to the College’s values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.**

Key: E – Essential, D – Desirable, A – Application form, I – Interview, T - Test

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Essential (E) Desirable (D)** | **Method of Assessment** | | |
| **A** | **I** | **T** |
| **1.** | **Qualifications** |  |  |  |  |
| **1.1** | First Degree | E | √ |  |  |
| **1.2** | Vocational/Professional Qualification | D | √ |  |  |
| **1.3** | Higher Degree | D | √ |  |  |
| **1.4** | Principal’s Qualification or equivalent Leadership Development programme | D | √ |  |  |
| **2.** | **Knowledge & Experience** |  |  |  |  |
| **2.1** | Proven experience of successful high-level leadership of an educational organisation. | E | √ |  |  |
| **2.2** | Significant proven experience of leading and delivering strategic innovation, expansion and organisational change to take an organisation forward. | E | √ | √ |  |
| **2.3** | A successful track record of carrying out a key role at a local, regional level  and national level. | E | √ | √ |  |
| **2.4** | Experience of being accountable to, and working alongside an experienced committed and engaged Board or Governing Body. | E | √ | √ |  |
| **2.5** | A track record of setting, responding to, and successfully delivering challenging performance targets through robust quality management procedures. | E | √ | √ |  |
| **2.6** | Experience of overseeing and managing multi-million-pound budgets and associated resources. | E | √ | √ |  |
| **2.7** | Proven experience of building and developing a high performing Senior Leadership Team as well as managing a workforce of significant size. | E | √ | √ |  |
| **2.8** | Senior involvement in managing a robust Estates Strategy, and delivering  Capital projects. | D | √ | √ |  |
| **2.9** | Experience of managing a successful learner focused environment. | E | √ | √ |  |
| **2.10** | A successful track record of operating as a high-level Ambassador and being the public face of an organisation. | E | √ | √ |  |
| **2.11** | Experience of successfully developing, and sustaining key relationships both internally and externally. | E |  | √ |  |
| **3.** | **Abilities, Skills & Competences**  **The successful candidate will possess** |  |  |  |  |
| **3.1** | The ability to lead and manage a GFE College with Sixth Form Provision. | E |  | √ |  |
| **3.2** | Academic credibility and intellectual capacity. | E |  | √ | √ |
| **3.3** | Business acumen and be financially astute. | E |  | √ | √ |
| **3.4** | The ability to grow and reshape an organisation while retaining quality in its core provision and services. | E | √ | √ |  |
| **3.5** | The ability to manage resources, scrutinise finances, address risk and ensure transparency in the use of public monies. | E |  | √ |  |
| **3.6** | The ability to identify and develop new opportunities to enhance the College’s reputation, brand, status and generate new income streams. | E | √ | √ |  |
| **3.7** | A competent understanding of the policy context for both further and higher education, with a firm grasp of pertinent issues | E | √ | √ |  |
| **3.8** | An understanding of quality frameworks as applied to further and higher education, skills and vocational education. | E |  | √ |  |
| **3.9** | Excellent negotiating and influencing skills with the presence and credibility to represent the College Group in a range of settings whilst demonstrating political awareness and the capacity to negotiate flexibly with stakeholders. | E | √ | √ |  |
| **3.10** | The ability to command respect and exercise influence in peer networks. | E |  | √ |  |
| **3.11** | The ability to absorb and probe information quickly in order to identify, debate and challenge complex issues | E |  | √ |  |
| **3.12** | Possess a passion for education and an overall commitment to learners. | E | √ | √ |  |
| **3.13** | Adhere to the values of openness, transparency and to working with integrity. | E |  | √ |  |
| **3.14** | Be sympathetic to and supportive of a social inclusion remit to benefit all learners | E |  | √ |  |
| **4.** | **Personal Qualities** |  |  |  |  |
| **4.1** | A high level of personal integrity. A fundamental commitment to fairness, combined with the ability to generate trust and confidence. | E |  | √ |  |
| **4.2** | Emotional Intelligence. | E |  | √ |  |
| **4.3** | Innovative and creative thinking. | E |  | √ |  |
| **4.4** | Highly developed, effective communication and interpersonal skills. | E |  | √ |  |
| **4.5** | Passion, presence and credibility to inspire, lead and develop staff. | E |  | √ |  |
| **4.6** | Drive, resilience and enthusiasm. | E |  | √ |  |
| **4.7** | Excellent organisational and time management skills. | E |  | √ | √ |