



## POST DESCRIPTION

<b>POST</b>	PRINCIPAL
<b>SALARY SCALE</b>	Salary scale: A competitive six-figure salary is offered. Assistance with relocation will be considered.
<b>POST AIM</b>	To ensure that the College succeeds in and develops its mission, achieves its strategic aims and objectives and fulfils its responsibilities

The appointment to the post of Principal of Notre Dame Catholic Sixth Form College is with the Corporation under the terms of a contract made in accordance with, and subject to, the provisions of the Instrument and Articles of Government of the College. It is a genuine occupational requirement that the post holder must be a committed practising Roman Catholic.

The prime responsibility of the Principal is to lead the community of Notre Dame Catholic Sixth Form College through a clear vision for the future. The Principal will work closely with all partners in this enterprise to ensure that the College succeeds and develops in its mission, achieves its strategic aims and objectives, and fulfils its responsibilities.

Notre Dame Catholic Sixth Form College is a highly successful college located in the Universities area of Leeds. The College is rated as 'Outstanding' by Ofsted, is established in the top quartile of all sixth form colleges for value added and is always oversubscribed.

The governors seek a person with the vision and ability to build on Notre Dame's reputation for educational excellence underpinned by Catholic values.

This post could be of interest to an existing principal or senior leader in a Sixth Form College or an equivalent post holder in a school or academy having a large sixth form.

The successful applicant will:

- be a committed, practising Roman Catholic able to maintain and develop the Catholic character of the College and its willingness to welcome those of other denominations and faiths;
- have the vision to lead the College in offering an outstanding educational and extra-curricular experience for each student;
- possess the excellent interpersonal skills necessary to lead and motivate a committed, capable staff;
- have the knowledge and understanding of funding and finance essential to successfully manage a £9m+ budget;
- have undertaken professional development appropriate to the post and have achieved success in a senior management role;
- be active in promoting partnerships with students, parents, partner and other schools, the Catholic and wider community.

Potential candidates are welcome to have an informal discussion with the current Principal, Terry Coen, and/or arrange a visit to the College.

The appointment is subject to satisfactory references and a successful DBS Disclosure. The postholder is also required to sign the College's Code of Conduct, the Declaration of Eligibility to be a Governor and to complete the Register of Financial and Personal Interests.

There will be a probationary period of 10 months.

## **KEY DUTIES AND ACCOUNTABILITIES**

### **1. Strategic direction and development of the College**

- To advise the Corporation in determining the educational character and mission of the College.
- To lead by example in living out the mission of the College.
- To lead the strategic planning process as determined by the Corporation.
- To promote and develop the role of the College within the educational mission of the diocese and its work in evangelisation
- To promote the College within its own community of partner schools, parishes and parents, and within the wider community.
- To maintain the culture, ethos and educational vision necessary to ensure the fulfilment of the College mission.
- To be responsible for the performance and future development of the College
- To monitor and evaluate the performance of the College.
- To review regularly policies relating to the work of the College and produce revised/new policies, as appropriate, for the approval of the Corporation.
- To implement policies set and decisions made by the Corporation.
- To ensure that the College fulfils the requirements of the DfE, the ESFA (and successor bodies) and other government agencies.
- To engage constructively with the local authority and other partners in ensuring high-quality education.

### **2. Curriculum and Academic Development**

- To determine and develop the curriculum offer and academic provision of the College.
- To organise, implement and develop a curriculum appropriate to the needs of all learners within Notre Dame, which includes a structured general Religious Education programme (Philosophy, Theology and Ethics) for all students (currently NOCN accredited).
- To maintain and develop an environment which promotes and secures outstanding teaching, effective learning, high standards of achievement, good behaviour and discipline.
- To determine and ensure appropriate systems of pastoral support for all students.
- To maintain and develop robust systems for quality assurance in order to bring about continuous improvement in the College.
- To ensure that the College complies with requirements of statutory bodies, such as Ofsted.
- To maintain and review the effectiveness of the College's equal opportunities policy and procedures.

### **3. Leading and Managing Staff**

- To provide effective visionary leadership which inspires, supports, challenges, motivates and develops all staff within the spirit of the Catholic identity of the College
- To review regularly the management and staffing structure and bring to the Corporation any recommendations for change.
- To oversee and implement procedures for the recruitment, selection, appointment, grading, appraisal and performance management and discipline of all staff.
- To facilitate the continuous professional development of all staff.

- To develop and promote excellent management practice, positive staff participation, effective communication, and clear procedures.
- To have direct line management responsibilities for senior post-holders and other members of staff as appropriate.

#### **4. Physical, Financial and Human Resource Management**

- The post-holder will be required to assist the Corporation in the application of good corporate governance, notably in complying with the Audit Code of Practice and the Regularity Audit Framework issued by the ESFA (and its successor bodies).
- To ensure the College's staff are deployed efficiently and effectively.
- To manage and oversee the development of the property strategy in co-operation with all relevant parties.
- To take responsibility for ensuring the proper and effective operation of all regulatory, financial, planning and other management controls.
- To be responsible for the preparation of estimates of income and expenditure for consideration and approval by the Corporation.
- To manage the budget and resources within the estimates approved by the Corporation, ensuring that public funds are deployed effectively.
- To provide regular reports to the Corporation on the financial position of the College.
- To maintain, develop and oversee Safeguarding, health, safety and security policies, strategies and mechanisms which meet legislative requirements, and which provide a welcoming and safe environment for all.
- To act as Accounting Officer for the College to satisfy funding agency and audit requirements

#### **5. Accountability**

- The formal line of accountability for the performance, efficiency and effectiveness of the College is to the Corporation.
- In addition, the Principal must communicate effectively with:
  - Statutory bodies e.g. DfE, ESFA (and successor bodies)
  - The Diocese of Leeds
  - Parents
  - Partner and other schools
  - CES
  - Local parishes
  - Local Authorities
  - Other professional bodies and agencies.

#### **6. Other duties**

- To act as a governor of the College.
- To undertake such other duties as the Corporation may, from time to time, determine to ensure the continued mission, viability and progress of the College.

Link to full application pack and information:

<http://www.notredamecoll.ac.uk/index.php/about-us/principal-vacancy-further-information/>