

JOB TITLE: Associate Principal

ACCOUNTABLE TO: The Principal

JOB PURPOSE To provide efficient, responsive and flexible whole college leadership, supporting the Principal and Governing body as necessary in order to ensure the provision of the best possible learning experiences and outcomes for students, as well as to fostering a culture of continuous improvement and to propose and lead change through appropriate strategic planning, including for an agreed portfolio relating in the first instance to the following; Students and Welfare.

EXECUTIVE TEAM - KEY ACCOUNTABILITIES

The post holder will be member of the Executive Team and there is a generic set of Executive Team accountabilities. These are:

- To provide leadership and direction to enable the College to provide the best possible learning experiences and student outcomes, including the promotion of an ambitious approach to continuous improvement across the College
- To support and advise the Principal, working with the Corporation as required in setting the strategic direction of the College, as well as to develop and implement strategic and annual development plans
- To evaluate and monitor standards for the quality of the education and services and lead plans for their improvement to achieve and exceed appropriate benchmarks.
- To lead by positive example and set challenging goals for the College, teams and individuals, in order to generate staff commitment to the achievement of those goals
- To foster a proactive and responsive approach to the leadership of the College in order to ensure that student needs are met and risks to College success are effectively considered and managed
- To monitor and contribute to local, regional and national developments relevant to the College and to the post holder's own key responsibilities, including positively representing the College as appropriate internally and at external meetings and events

- To ensure the effective day to day running of the College, including ensuring the safety and positive welfare of students, staff and other College users at all times
- To ensure effective communication throughout the College, including operating in collaboration and alignment with other Executive Team colleagues to ensure consistency in communication
- To provide leadership line management of functional areas for an agreed portfolio of responsibilities and vary these as necessary at the direction of the Principal to respond to College needs
- To contribute fully to ensuring accessible, visible and pro-active senior leadership across the College, including through associated duty management schedules and stakeholder engagement activities

ACCOUNTABILITIES SPECIFIC TO THE POST

In addition to the generic set of Executive Team accountabilities, the particular responsibilities of this post will be reviewed periodically and in the first instance are related to the areas of 'Students and Welfare' including:

- To have overall responsibility for pre-enrolment advice and guidance and enrolment of students
- To have strategic oversight of marketing, publicity and public relations activity
- To have strategic oversight of general curriculum and student administration functions
- To have overall responsibility for the provision and quality of individual support services for students, to include counselling, personal welfare, finance support/issues and health promotion or support, including mental health
- To oversee the work of the Academic & Learning Support provision to ensure appropriate arrangements to meet identified additional needs, including teaching/curriculum adjustments or interventions
- To oversee the work of the Learning Resource Centres, e-learning and ILT strategy
- To be the lead manager with strategic responsibility for the College's arrangements for promoting the safeguarding of students, including Prevent
- To have overall responsibility for the management and promotion of British Values across and within the curriculum, as well as equality and diversity, including the production, review and publication of appropriate documents to ensure compliance and promote positive developments in these areas
- To lead on student induction and transition

- To lead on Equality and Diversity
- Ofsted links and lead for aspects of PBDW (cross college support systems) and aspects of L&M (safeguarding, prevent and compliance)
- To be the line manager for the Head of Welfare and Skills and the Communications and Administration Manager, overseeing and setting direction for the work of the functional areas they lead

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the College mission and values

NOTES

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

PERSON SPECIFICATION

Post	Associate Principal	
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • A degree or equivalent qualification • A PGCE or equivalent qualification 	<ul style="list-style-type: none"> • Successful participation in a relevant senior leadership development programme or qualification
RELATED EXPERIENCE	<ul style="list-style-type: none"> • Successful senior leadership experience in an education setting • Successful curriculum or student support service leadership experience • Extensive experience of working with 16-19 year-olds & knowledge of the post 16 curriculum framework • Evidence of successfully implementing whole school or college quality improvement strategies • Substantial experience of student support and guidance • Experience of working with governors and other stakeholders • Experience of Prevent and Safeguarding 	<ul style="list-style-type: none"> • Experience of developing and/or implementing intervention strategies for students • Experience of leading curriculum provision, planning and managing resource allocation, such as staffing • Experience of successfully leading and developing whole college quality improvement processes • Experience of acting as nominee or key aspect link in an Ofsted inspection
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Capacity to motivate, support and inspire trust in colleagues, students and other stakeholders • Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement over a range of diverse issues • Ability to initiate and direct action in major areas of strategic planning and development work • Ability to interpret key internal and external information, policies and drivers, as necessary to ensure a relevant, evolving and high quality curriculum for all students • Capacity to effectively analyse, use and 	

	<p>present data to drive and monitor improvement work</p> <ul style="list-style-type: none"> • Ability to accurately communicate complex information and to highlight key messages concisely • Ability to respond and communicate with others showing sensitivity, clarity and focus, as appropriate to a broad range of contexts • Ability to delegate appropriately and effectively 	
ATTITUDE & DISPOSITION	<ul style="list-style-type: none"> • Empathy with post-16 students, their aspirations and the personal challenges facing them • Commitment to achieving the highest standards in all aspects of students' educational experience • Commitment to critical reflection, continuous improvement and excellence • Commitment to the stated values of the college, including valuing diversity and promoting equality • Commitment to safeguarding and promoting the welfare of young people • Flexibility, resilience and the capacity to manage a diverse workload • Open and approachable manner • Calmness under pressure 	