

Job Description

Post: College Principal

Responsible To: Executive Leadership Team

Summary of Post: To be responsible for the strategic and operational leadership, management and development of Ashford College. To promote exceptional standards in a positive and supportive culture that aspires to be outstanding

Specific Duties and Responsibilities:

1. To have senior responsibility for the college curriculum strategy developing a relevant and cost-effective offer in line with the Curriculum Blueprint, that attract and delivers high quality education to students leading to successful progression, destinations and outcomes.
2. To lead the Senior Team to implement a rigorous process of self-assessment at programme, department and college level that critically evaluates the quality of provision and lead on the educational improvement plans.
3. To oversee the delivery of the college teaching, learning and assessment strategy to ensure priorities coherently support the curriculum intent to promote an inclusive and inspiring education experience to all students.
4. To oversee and ensure students receive their appropriate entitlement, where funds are appropriately utilised following statutory funding and awarding body requirements, students receive an outstanding support service and the learning support required.
5. To have overarching responsibility to ensure the college estate provides inclusive and safe learning environments, meet legislative requirements, and security and safety arrangements are in place for students and staff.
6. To act as the senior designated safeguarding officer and to ensure all students are safeguarded and appropriate actions and procedures are in place to respond to learner welfare concerns, pastoral requirements are met and support for our most vulnerable students.
7. To oversee the full engagement of students in the college wider engagement programmes such as enrichment, social action, and student voice that promotes personal, spiritual, moral, social and cultural development to prepare them to progress into further/higher education or work.

8. To lead a senior team and college management team ensuring the College strategic direction, education provision, ethos and values strives to the very highest standards.
9. To lead a college team of staff ensuring the support and development is deployed to excel in their roles in line with the college strategic direction and priorities through monthly My Progress Reviews and the opportunity to engage in well-being activities, including mandatory training.
10. To ensure leaders, managers and staff have the tools to perform to the highest standards and are accountable for their performance and success of students.
11. To take senior responsibilities in the appointment of senior and middle managers following the associated recruitment policies and processes and ensure they are fully supported throughout their roles.
12. To be responsible for the college budget accounts and oversee resources are deployed effectively to meet the student entitlement and provide exceptional opportunities for students.
13. To work with Group and Wider Services of the College and Group, such as HR, Finance, Technology, Business Systems, Education Services and Estates to benefit students.
14. To work in conjunction with other Senior and Executive colleagues to lead on designated strategic priorities of the college and Group, lead the Local College Board and implementing best practice across the EKC Group.
15. To take the overarching responsibility to lead the strategic direction of the college with stakeholders to benefit students and the future of the college in line with the EKC Group Strategic plan.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.

7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent leadership and management skills with the ability to motivate and inspire staff to be the best they can be	✓	✓	6
3.	A creative approach to the development and design of curriculum programmes and commitment to social inclusion	✓	✓	6
5.	Excellent communication, organisation and presentation skills	✓	✓	6
6.	Tact and diplomacy in dealing with sensitive and important issues	✓	✓	6
7.	Ability to work under pressure, problem solve, prioritise and meet tight deadlines	✓	✓	6
10	Outstanding report and action plan writing skills	✓	✓	4
11.	High level of computer literacy skills including the ability to use a range of analytical and report-writing software	✓	✓	4

12.	Demonstrable awareness of; Prevent, British Values, Safeguarding, Equality and Diversity and how they form a significant aspect of professional teaching practice	✓	✓	4
13.	Detailed knowledge of the funding methodologies and qualification frameworks in FE and HE.	✓	✓	6
14.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Proven track record as a leader in education	✓	✓	6
2.	Proven track record of improving quality and achieving high standards	✓	✓	6
3.	Experience of managing budgets	✓	✓	6
4.	Experience of highly effective curriculum planning and design	✓	✓	6
5.	A thorough understanding of FE related software such as Pro Achieve	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	Educated to degree level or equivalent	✓		4
5.	Qualified teacher status	✓		6
6.	Evidence of continuing education and training	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.