

## Job Description

**Post:** Deputy Principal

**Responsible To:** College Principal

**Summary of Post:** To be responsible for supporting the College Principal in the strategic and operational leadership, management and development of the College. To provide senior leadership for designated curriculum and support departments and in so doing promote and deliver exceptional standards in a positive and supportive culture that aspires to be outstanding.

### **Specific Duties and Responsibilities:**

1. To have senior responsibility for the curriculum offer across a range of areas that delivers relevant and cost-effective programmes in line with the Curriculum Blueprint, that attract and delivers high quality education to students leading to successful progression, destinations and outcomes.
2. To support the College Principal 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 have senior responsibility of the college teaching, learning and assessment strategies, staff development, and promoting inclusive and inspiring delivery, following the Performance and Quality Cycle.
4. To undertake teaching where required.

### ***To lead a portfolio of responsibility that could include the following:***

5. To have senior responsibility of the college additional learning support strategy to ensure resources are deployed effectively to maximise student learning progress.
6. To ensure all students are safeguarded and appropriate actions taken to identify and respond to learner's welfare concerns in line with college policies and procedures.
7. To ensure engagement of students in College enrichment activities provide the

opportunities to explore new interests, and promote personal, spiritual, moral, social and cultural development to prepare them to progress into adult life.

8. To deputise for the College Principal as required ensuring the College strategic direction, education provision, ethos and values strives to the very highest standards.
9. To ensure leaders, managers and staff have the support and development to excel in their roles through monthly My Progress Reviews and the opportunity to engage in Staff development and well-being activities, including mandatory training.
10. To ensure leaders, managers and staff have the tools to perform to the highest standards in implementing the College Performance Management System.
11. To take senior leadership responsibilities in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.
12. To be responsible for designated budget accounts and oversee and support managers with the effective management of resource deployment.
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 Staff to lead on designated strategic priorities of the college, presenting and assuring Governors, and implementing best practice across the EKC Group.
15. To contribute to leading the strategic direction of the college with stakeholders to benefit students and the future of the college.

### **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.

	<b>EMPLOYEE SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Excellent leadership and management skills with the ability to motivate and inspire staff to be the best they can be	✓	✓	6
2.	A creative approach to the development and design of curriculum programmes and commitment to social inclusion	✓	✓	4
3.	Excellent communication, organisation, report-writing and presentation skills	✓	✓	4
4.	Tact and diplomacy in dealing with sensitive and important issues	✓	✓	4
5.	Ability to work under pressure, problem solve, prioritise and meet tight deadlines	✓	✓	4
6.	A thorough understanding of how learning support can be best utilized to impact on students	✓	✓	6
7.	A sound understanding of and commitment to achieving excellence in teaching, learning and assessment	✓	✓	6
8.	Demonstrable awareness of, Prevent, British Values, Safeguarding, Equality and Diversity and how they form a significant aspect of professional teaching practice	✓	✓	4
9.	Detailed knowledge of the funding methodologies and qualification frameworks in FE and HE.	✓	✓	6
10.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	A minimum of three years successful leadership experience in FE	✓	✓	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
<b>Education</b>				
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
4.	Qualified teacher status	✓		6
5.	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.