



Job Description & Person Specification

Position Details

A. Position Details

Title of Post	Assistant Principal Student Services (Cross Group)
Responsible To	Centre Director
Grade	Management (Spine Point 52)
Responsible For:	This is a Senior Management role within the Group Curriculum Leadership Team (GCLT) contributing to the strategic, operational management, development and performance of all aspects of College operations. To deliver the implementation of the College Group's quality improvement strategies for elements of the Education Inspection Framework and maintain a culture of continuous improvement through self-assessment and other quality initiatives through the College Group. Developing Teaching, Learning and Assessment improvement strategies in pursuit of an outstanding student experience. Lead and be responsible for the performance management of direct reports in order to achieve consistently high outcomes.
Purpose of the job Strategic Leadership	Develop the educational character and mission of the College Group; implementing the policies and decisions of the Group Principal and the Senior Leadership Team. Develop and operate systems of performance management across all aspects of the College Group's provision.

Working with the Group Principal, GCLT and College Managers, develop the College's strategic and operational objectives into approved strategic plans and annual performance targets.

To review the Curriculum Delivery Plan (CDP) and related processes, and implement improvements to positively impact on user functionality and planning

To realign the curriculum to meet the needs of learners and stakeholders in accordance with LEAP, government, market trends and bespoke priorities

Teaching & Learning

Provide outstanding leadership and management of the College Group's curriculum quality assurance and enhancement and student support to ensure innovative and effective delivery of teaching, learning and assessment, securing outstanding performance across all College Group activities and provision.

Provide strategic and operational leadership and management for the delivery of allocated curriculum areas aligned to the world of work.

Ensure high standards of teaching, learning and skill acquisition throughout the College Group to ensure excellence in learning and student outcomes.

Contribute to the College's Self-Assessment process, including the production, monitoring, reporting and validation of the College Group's Self-Assessment Report and Improvement Plan in conjunction with the other members of the UCG Group with responsibility for all relevant aspects of provision.

Deliver continuous improvements in teaching and learning, linked to strong quality assurance work and ensure that high quality standards are set and achieved for all programmes.

Develop innovative strategies to ensure that the targets for sustained improvement in learners' retention, achievement, student satisfaction and progression into positive destinations are achieved and learners are well prepared for their future both professionally and personally.

Identify and create opportunities to share innovative learning and teaching practice across the College Group and with the wider sector community

Support and monitor the flexible and adaptive delivery of learning to a common standard, and to the benefit all learners across all modes of delivery and attendance.

Ensure that quality frameworks are implemented efficiently and effectively across all curriculum areas.

Use data outcomes, added value and student progression to identify the need for quality actions and timely, effective interventions.

To provide leadership for pastoral care of all learners and ensure a safe learning environment.

Partnerships

Represent the College to maintain and develop effective links with local authorities, the local community, external academic bodies, the media, professional bodies and appropriate government departments and agencies or as agreed with the Group and Vice Principal(s).

Participate, with staff, in the Group's continuing professional development programmes, which include industry based work shadowing, attending seminars, college conference days and training events appropriate to job roles,

Be an ambassador externally, leading on and contributing to effective and positive partnerships at local and regional level – especially with the schools, employers and faith communities.

Ensure that the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves.

Support marketing and partnership activities in order to impact the growth and development of the College.

Corporate and resource management

Working with the Director of Business Development, the Chief Financial Officer, develop and improve the College infrastructure to ensure the provision of high-quality accommodation and facilities, systems and processes to support the work of the College.

Ensure that the Group Principal, Group Curriculum Leadership Team, and Board receive regular and comprehensive reports on the College's operations, financial performance and learners' achievements.

Ensure timely and accurate preparation of annual estimates of income and expenditure for consideration and agreement of the Group Principal and Vice Principal(s) before submission to Chief Financial Officer and Senior Leadership Team for ultimate approval.

Ensure the proper management of resources in line with the approved budget for the College.

Ensure that effective financial, planning and other management tools, including those against fraud and theft and for the management of risk, are in place to safeguard public funds and to secure the efficient and economical use of resources.

Provide leadership, direction and motivation to ensure that all staff carry out their work in an efficient and effective manner. Promote an open, trusting, supportive and collaborative working environment and a culture which empowers and motivates staff.

Ensure that College-wide systems of performance review and staff development operate effectively and nurture a culture of continuous professional development and self-improvement.

To support the management and continuous development of a quality framework for the effective delivery of Additional Learning Support to maintain outstanding provision, with significant responsibility for establishing robust systems and compliance.

Ensure that all learners receive their full entitlements whilst in attendance at United Colleges Group; e.g. Bursary, free school meals, travel etc.

Ensure the full use of the Discretionary Learner Support Fund for the College Group.

Statutory responsibilities

Health & Safety - Ensure all activities within area of responsibility comply with health and safety regulations and are statutorily compliant and that all staff follow and implement the Group Policy for Health and Safety. This includes

ensuring Health and Safety policies, practices and legislation are complied with and that safe working practices for staff and students are adopted at all times.

Equality and Inclusion - Ensure all activities within area of responsibility comply with the Equality Act 2010 and that all staff follow and implement the Group Policy for Health and Safety and to carry out the duties of the post with due regard to Equality & Diversity policies and core values.

Safeguarding - Ensure all activities within area of responsibility comply with the Group Safeguarding and Child Protection policies and procedures. Ensuring that all staff meet the College statutory obligations and that all activities undertaken are in line with the College/Group commitment to safeguard and promote the welfare of the organisation's learners and vulnerable adults.

People Management

Lead, manage and develop a team of staff, with direct line management responsibility for key Heads of Faculty, Heads of Department and into the future designated college managers as agreed with the Group or Vice Principal

Deploy these staff as appropriate to ensure adequate cover within the area of responsibility managed.

Provide line management responsibility for staff performance.

Monitor and appraise the workloads and effectiveness of allocated staff through regular supervision meetings.

Identify and facilitate the development needs, and any required training, of staff are met whilst ensuring that the workforce and succession planning priorities are delivered.

Promote equality of opportunity with regard to the management and development of staff

Negotiate and agree annual key objectives and performance targets with allocated staff through the appraisal process including the 360 if appropriate

Expectations of the Post Holder

Working with the Senior Leadership Team in all aspects of management of the College Group to maximise effectiveness and efficiency across the full range of college activities.

To monitor regularly and take action to ensure progress towards the achievement of the Operational and Strategic Plans of the Group.

To undertake appropriate, continuing professional development
To promote by consistent example, both internally and externally, the philosophy, values and behaviours outlined in UCG's vision, mission and values statement.

To work effectively with Senior Leadership Team and undertake all other duties which the Group Principal and Board may determine in consultation with the post holder, to ensure the strength, position and viability of the College Group.

The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time as well as some evening and weekend work

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

Qualifications

Educated to degree level or equivalent with a record of continuous professional development. **(Essential)**

Recognised teaching qualification or equivalent **(Essential)**

Leadership Qualification **(Desirable)**

Experience & Knowledge

Track record of strategic leadership and management in a Further Education setting. **(Essential)**

Excellent understanding of curriculum development and of achieving high standards of innovation and delivery in teaching and learning. **(Essential)**

Strong understanding of the policy context for education (primary, secondary, FE and HE, ALD and Inclusive Learning) with a firm grasp of such issues as the 14 - 19 agenda, employer engagement, the student learning experience and policy and funding issues. **(Essential)**

Demonstrable experience of successful financial oversight, including budget management, commissioning, financial planning, monitoring and control. **(Essential)**

Detailed understanding of regulatory and inspection frameworks, accreditation and validation establishment and processes. **(Essential)**

Experience of initiating and managing significant cultural change with a track record of shaping a leadership team to achieve planned outcomes. **(Essential)**

Experience of motivating, developing and managing the performance of effective, multi-disciplinary teams across multiple delivery locations. **(Desirable)**

Track record of effective stakeholder engagement at a strategic level with, for example, local authorities, employers, business forums, academic institutions, professional bodies, and government departments and agencies. **(Essential)**

Skills & Abilities

Ability to manage specialist professionals and complex projects. **(Desirable)**

Commercial awareness with the ability to recognise opportunities and a track record of diversifying and increasing income streams. **(Desirable)**

First class communication and interpersonal skills with the presence and credibility to lead the College and to play a local and regional leadership role. **(Essential)**

The ability to inspire people to think and act innovatively and to challenge established ways of doing things. **(Essential)**

Personal Qualities

A commitment to the College's mission and values and to meeting the needs of the learners, employers and communities that the College serves. **(Essential)**

A commitment to quality and an aspiration to deliver and sustain excellence. **(Essential)**

Drive, resilience and a natural desire to work collaboratively. **(Essential)**

A commitment to equality and diversity for both staff and students. **(Essential)**