City of Portsmouth College

JOB DESCRIPTION

Job Title	Assistant Principal Humanities, English, Performing Arts, visual Arts, Media and Film
Salary Scale/Grade	Assistant Principal – Spinal Point 48 – 50
Responsible to	Vice Principal (Sixth Form)
Date of Job Description	November 2026

Purpose

The Assistant Principal is responsible for the strategic direction and overall leadership of the designated Faculty to implement effective delivery of the College strategic objectives.

The post holder will be expected to lead and manage a team of Curriculum Managers, ensuring effective leadership to deliver high-quality provision across the Faculty area, taking responsibility for leading a culture of high expectations and continuous improvement for all.

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Main Duties and Responsibilities:

- To ensure the highest quality services are provided to the City of Portsmouth College customers and students
- Support and secure commitment of staff to the vision, ethos and direction of the college to be inspirational, aspirational and inclusive setting and leading a culture of high expectations and continuous improvement
- Support teams to translate strategy into effective operational objectives which are continuously reviewed and delivered to ensure an outstanding level of learning and student experience
- Lead in the planning and development of the faculty's curriculum including the development of new courses and appropriate pathways according to the needs of the community and employers, widening participation for all and ensure it is relevant, efficient and sustainable and meets the needs of all stakeholders.
- To work in close partnership with cross college teams as appropriate to ensure an outstanding service and students experience is achieved
- Liaise effectively with relevant external agencies, awarding bodies, sector groups, industry and business leads, universities and other relevant stakeholders to ensure the curriculum and teaching & learning responds and delivers the skills required.
- Support and drive the development of new initiatives and innovations which enhance curriculum delivery, student engagement and promote employability
- Actively support and promote the college's digital strategy and embrace the full potential of learning technologies
- Oversee and contribute to the timely, accurate and effective completion of quality processes to drive forward improvements in the Faculty area including target setting, review and assessment of impact
- Oversee the quality and development of teaching, learning and assessment ensuring strategies for improvement are effectively implemented and developing consistently high standards of delivery
- Oversee and monitor key performance indicators including achievement, retention, recruitment, progression and attendance so they meet or exceed targets
- Oversee the guidance, selection, admission and induction of students and ensure appropriate support and interventions are in place
- Oversee and monitor student experience in the Faculty including the use of student voice
- Ensure all students receive effective pastoral support and are successful in their whole study programme
- Manage staff effectively, allocating fair and effective workloads, conducting talent development reviews and ensuring training and development needs are met promoting excellence and professionalism
- Support the implementation of all college strategies including the Curriculum Strategy, HE Strategy, Apprenticeship Strategy and Quality Strategy as appropriate
- Be responsible for the effective deployment of resources including managing budgets for staffing, equipment and materials ensuring cost effectiveness and sustainability

Specific Key Responsibilities:

Leadership & Management

- To lead through your duties and position to be a role model for best practices and standards for your team
- To support, mentor and develop line reports and identify individual training and development needs and implement where required including statutory training and performance management
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental, and inclusive team culture.
- To keep up to date with national, regional, and local trends, initiatives and priorities which affect the provision
- Participate in the recruitment, appointment, induction and promotion of staff in the Faculty area

Quality Assurance & Improvement

- Lead the process of self-assessment within the Faculty area and on a college wide basis
- Support Curriculum Areas in the production of effective self-assessment reports and impactful improvement plans
- Ensure the effective use of data to drive improvements in your faculty using information on different groups of learners ensuring gaps between groups are identified and addressed rapidly
- Robustly monitor the curriculum area's quality improvement plan
- Conduct learning observations to support improvements in teaching and learning
- Engage with and respond to quality data provided by the Quality Manager which informs areas for development and improvement in the Faculty
- Collaborate with and make effective use of support from the Teaching and Learning Team to provide appropriate staff development in your Faculty
- Collaborate with and make effective use of the Digital Team to provide appropriate staff development in your Faculty
- To ensure IQA, EQA and SV is fully compliant with AO/EPAO requirements across the faculty as appropriate
- Ensure full compliance with apprenticeship funding rules and relevant ESFA/ IFATE contracts as appropriate

Teaching Learning and Assessment

- To lead the development of effective high-quality teaching and learning across your faculty ensuring consistently high standards
- To ensure that all students in the area are effectively managed and supported including the implementation of the college tutorial policy, the assessment strategy and tracking systems
- Actively promote the college's digital strategy and embrace the full potential of learning technologies

- Oversee the implementation of the college's ME strategy and to ensure that other skills necessary to function as an economically active member of British society and globally, are embedded in teaching and learning
- To provide teaching cover as required

Students

- Manage the contributions of your Faculty area to the on-going recruitment of students including marketing materials, subject information, school liaison activities and open events and ensure the quality of these
- Oversee the enrolment of students on to appropriate study programmes and ensure effective induction activities are in place
- Lead on the effective tracking and monitoring of student's data and the appropriate interventions to improve quality measures
- Ensure students in the faculty area are receiving the academic or pastoral support they need to succeed and progress
- Ensure appropriate progression activities are planned and implemented in the faculty to support successful transition between courses and to next step destinations
- Ensure the fair and consistent application of student intervention process resulting in high expectations of student performance and behaviour

Curriculum

- Lead on developing a responsive and relevant curriculum offer to ensure the faculty programmes are distinctive, innovative, inclusive and student centred
- Lead on developing a curriculum offer with suitable breadth, depth, and relevance to meet the needs and interests of students, employers & stakeholders and ensure the curriculum meets local skills needs
- Lead on developing curriculum area pathways that widen participation and enable progression to higher level qualifications, skills, university, jobs, and self-employment
- Consistently seek growth in the curriculum area and use innovative and entrepreneurial strategies to attract student numbers
- Explore and introduce curriculum that meets employers and other stakeholders' requirements by engaging in business development activities

Aspire & Achieve

- Oversee the Aspire & Achieve programme ensuring that highly ambitious and academically able students are identified, challenged and supported to achieve exceptional outcomes and progress to competitive higher education institutions, including Russell Group and Oxbridge universities, as well as selective courses such as Medicine, Dentistry, Veterinary Medicine, Law and PPE.
- Oversee the delivery of specialist progression pathways, enrichment opportunities, university partnerships, admissions test preparation, interview support and ambitious destination planning to maximise student success

- Provide strategic leadership for the Aspire & Achieve programme, driving high aspiration and academic stretch & challenge
- Contribute to the College's marketing approach regarding Aspire & Achieve

Finance and Resources

- Oversee the Curriculum Planning Process for the Faculty ensuring student planned hours meet funding requirements
- Deploy resources effectively and efficiently across the Faculty
- Oversee accurate and efficient deployment of staffing through timetabling process to ensure excellent staff utilisation
- Consider alternative methods of delivery which give a cost effective and efficient learning experience for students
- Ensure resources are fit for purpose and used effectively

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training
- Ensure timely completion of staff 1:1s

College Expectations

- To participate in and attend regular 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participate in, and co-operate with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area

General

The job description is a current statement of the duties and tasks required of the post holder. Duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

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PERSON SPECIFICATION

Job Title	Assistant Principal
Department	Humanities, English, MFL, Performing Arts, Visual Art, Media & Film PLUS Aspire & Achieve
Salary Scale/Grade	Assistant Principal

Criteria	**Description**	**Essential Desirable (E/D)**	**Assessed By Application Interview Task**
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Undergraduate Degree or equivalent in a relevant subject	D	A
	Teaching Qualification in a relevant subject (QTS/QTLS)	D	A
	Recent teaching experience in relevant curriculum area	D	A/I
Experience	Effective leadership of teaching and support teams	E	A/I
	Experience of managing complex people issues and addressing underperformance	D	A/I
	Track record of improving retention, achievement, recruitment and progression	E	A/I
	Evidence of recent and relevant professional development activities	D	A/I
	Evidence of the ability to lead the review, design and implementation of curriculum change	D	A/I
	Track record of improving and delivering high quality curriculum provision	E	A/I
	Experience of successful partnership and collaborative working with external stakeholders	E	A/I
	Track record of developing and delivering enrichment, progression and university preparation programmes that support students to access ambitious destinations, including Russell Group, Oxbridge and other highly selective pathways.	D	A/I

	Experience of using learner performance and destination data to identify, support and maximise the potential of high-achieving students	D	A/I
Skills, knowledge, and competencies	Computer Literate	E	A/I
	Ability to inspire, develop, engage, manage and lead a high performing team	E	A/I
	Ability to build relationships with external stakeholders to develop reputation and create opportunities	D	A/I
	Ability to effectively manage a budget and oversee finances	E	A/I
	Able to identify, interpret and report on relevant data in relation to key performance indicators and performance measures	E	A/I
	Ability to communicate effectively both orally and in writing	E	A/I
	Excellent organisation and administrative skills	D	A/I
Personal characteristics	Enthusiastic, committed, and flexible in approach to their work and able to manage own time and work under pressure	E	A/I
	Passionate about teaching and learning and the student experience	E	A/I
	Committed to lifelong learning and to increasing the inclusivity and quality of education and training	E	A/I
	Solution focused and have effective problem solving skills	E	A/I
	Professional approach to work and appearance	E	A/I
	Commitment to excellence and quality	E	A/I
	Commitment to the College's and Sixth Form's strategic priorities and complying with these	E	A/I
Other	A commitment to equality of opportunity and widening access to education for all	E	
	This post is subject to an enhanced Disclosure and Barring Service check.	E	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.