Job Description for Assistant Principal – Inclusion (NCP)

Reporting to: Vice Pricipal for Quality and Teaching for Learning

Based at: New College Pontefract

Paid on: NCLT Leadership Spine Points L6-L10 (£67,946- £74,707)

Start Date: Academic year 2025-2026

OVERALL PURPOSE OF THE POST

The College wishes to appoint an enthusiastic, ambitious and committed individual to the role of Assistant Principal to enable the college to remain an outstanding provider of post-16 education. The postholder will work closely with all members of the college Senior Leadership Team.

You should be a dedicated individual who can lead and work closely with the College's subject teaching staff, progress tutors and support staff, as well as a range of outside agencies. You will have a strong affinity with the College's vision of improving social mobility by providing the highest quality teaching for learning, to achieve outstanding value-added performance in national qualifications, and enable successful and sustained progression to HE and higher-level apprenticeships. You will need to be an empathetic, humble and respectful individual with a passion for creating high challenge, low stress and safe learning environments.

MAIN DUTIES

To actively participate as a member of the Senior Leadership Team, in the contribution towards and oversight of the strategic direction and leadership of the College.
To significantly contribute to and enact the vision and values of the College and the Trust.

- Provide strategic leadership to ensure that the college provides high quality, inclusive educational provision for all, in particular inclusion groups within college
- To deliver high quality Inclusive teaching CPD and ensure that the college is thoroughly prepared for internal review/audit and external inspection
- Support and influence to teaching strategies provided by the Vice Principal for TfL and Quality and to be the advocate for adaptive teaching to remove barriers to learning
- Line management of the college's SENDCo and oversight and strategic leadership of SEND provision
- Strategic leadership and line management of Disadvantaged Leads and the Equality and Engagement Manager
- Develop strategies to identify, support and monitor students with vulnerabilities or barriers to learning, for example EAL students, students yet to achieve 4 in mathematics, Looked After Children (LAC) and students known to social care.
- Effective tracking of the attendance, retention and progress of key groups of students.
- Analysis and interpretation of relevant national, local, Trust, school and college data, research, and inspection evidence to inform all relevant policies and practice
- Provide robust quality assurance of inclusion and the inclusion strategy
- Line-management of a designated faculty/faculties, ensuring inclusive practice is consistent across curriculum areas

To work with the Senior Leadership Team and other college staff to bring about a continuous improvement in the quality of teaching and learning to ensure excellent outcomes for students and take appropriate action where shortcomings are identified.

Report to the Advisory Group and, if applicable, the Trust Board of Directors, on areas for which the postholder has responsibility, at the request of the Principal.

To ensure awareness, promotion of and compliance with, all college/Trust policies including Health and Safety, Safeguarding and Equality and Diversity.

Actively support and attend college events.

ADDITIONAL INFORMATION

- The role has an expectation of 10 additional days to be worked outside of term time as directed by the Principal.
- The postholder may be required to work outside of normal college hours on occasion (e.g. to attend meetings, etc), with due notice.
- The postholder may be required to take on any additional responsibilities and duties, as required and as directed by the Principal/CEO.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the College/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the College as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/College's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Assistant Principal

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Leadership experience. • Demonstrable experience of improving student outcomes. • Successful management of others. • An excellent classroom practitioner. • Understanding of effective teaching and learning and how to promote them. • Evidence of raising achievement. • Excellent organisational skills. • Experience of performance management. • Success in managing change in a school/college environment.	• Head of Faculty experience.
Education and Training	• Educated to degree level. • Teaching qualification. • Recent and relevant professional development.	• Senior leadership professional development. • Evidence of on-going professional development.
Special Skills and Knowledge	• Good awareness of issues impacting on teaching and learning in the 16 – 19 age range. • Clarity of vision and a philosophy centred upon the individual student's value and potential. • Evidence of success in leading a team initiative in education. • Clarity of vision and a philosophy centred upon the individual student's value and potential. • Ability to analyse data effectively to improve performance. • Confidence with data systems and reports, including Excel. • Ability to encourage, motivate and lead staff. • Positive, open and approachable style of management. • Awareness of key issues for college. • Ability to think strategically.	• Knowledge of adaptive teaching. • Knowledge of the SEND code of practice.

| Personal Skills and Qualities | Be authentically empathetic, humble and respectful. Ability to prioritise and manage own time effectively. High quality communication skills. Ability to work independently or as a team, showing initiative. Ability to meet deadlines. Ability to work collaboratively, to build trust and to develop shared solutions. Sound judgement and consistency even when under pressure. Commitment to the highest possible standards of achievement for students and staff. Ability to build positive relationships with and engage students. An ability to motivate and inspire others, gaining support for shared goals. Able and willing to learn new tasks and roles quickly. Demonstrate high levels of safety awareness and risk management. An organised approach to your work Flexible approach to working. An openness to developing new experiences. A desire to continue to learn and develop within the role. | |