

Job Description

JOB TITLE: Assistant Principal

GRADE: L1 – L6 (£51,731 - £58,147 at time of advert)
[management contract, all year round, 35 days leave and one column of teaching]

DIRECTLY RESPONSIBLE TO: Principal

INDIRECTLY RESPONSIBLE TO: Vice Principal: Student Support, Chief Finance Officer (CFO), Chief People Officer (CPeO),

PURPOSE OF JOB:

The post holder will work to achieve the College's vision through the delivery of the strategic drivers in their School and as part of the Senior Leadership Team. They will provide highly effective leadership, management and development of staff. They will also ensure that staff within the School are deployed efficiently, empowered and valued in keeping with the College's commitment to recruiting and retaining inspirational and highly effective staff.

KEY RESPONSIBILITIES AND TASKS:

1. **Curriculum**

- a. Oversee the strategic development and implementation of all qualifications in the School, liaising with the Senior Management Team [SMT], and advising on the impact of external and national curriculum developments.
- b. Ensure that the curriculum offered meets the needs of students and, in conjunction with the SMT, seek new opportunities to further expand or refine the School's curriculum and enrichment offer.

2. **Management of Staff**

- a. Line manage the Course Managers and other staff if appropriate within the School.
- b. In conjunction with the Principal and the CPeO ensure that performance management strategies are formulated and implemented effectively to ensure there is a continued focus on making quality improvements.
- c. Provide professional development, advice and guidance to all School staff. Conduct annual reviews in line with the College's appraisal scheme.
- d. Take joint responsibility for and participate in your own professional development programme and the College's Professional Review and Development Scheme.
- e. Provide regular School briefings on sector issues and strategic developments and chair School meetings.
- f. Ensure that consultative processes are effective in the School, in order to address organisational barriers to effective implementation of the College's strategy.
- g. Work with the SMT to ensure the efficient deployment of staff.

3. **Quality**

- a. Ensure that all quality management systems are effectively implemented, including.
 - i. Course Quality Review Weeks
 - ii. schemes of learning and assessment plans
 - iii. internal moderation
 - iv. student and staff voice
 - v. self-assessment and the related action plans
- b. Monitor and ensure the implementation of any Course action plans or specific improvement plans on a regular basis. Conduct Course Quality Review Weeks across the School on a two-year cycle and formal mid academic year review in intervening academic years or where required for specific courses.
- c. Monitor and lead on the quality of teaching, learning and assessment in the School, role modelling the professional behaviour we would expect from a Huish lead professional.
- d. Monitor and lead on the promotion of equality and diversity in the School.
- e. Work with the Principal and CPeO to implement the College Performance Management Programme.
- f. Support the Principal and Director of Quality in producing the annual College Self-Assessment Report and Quality Improvement Plan. Including contributing to benchmarking and moderation process.
- g. Ensure that curriculum and staff developments and management respond to shortfalls in all quality measures.
- h. Ensure that all performance indicators are analysed and acted upon within the School where necessary, specifically
 - i. Attendance
 - ii. Retention
 - iii. Progress / value added measures
 - iv. Achievement rates
 - v. Absenteeism
 - vi. Student satisfaction
- i. Respond to complaints that are specific to the School.

4. **Resource Management**

- a. Ensure that the School and Course budgets and resources are deployed and managed efficiently and effectively.
- b. Work with the MIS Manager in order to develop effective data systems needed so that the School operates efficiently and continues to improve.
- c. Assist the SMT to formulate and manage plans for capital allocations, including accommodation and equipment.
- d. Ensure that all the key processes involving Finance, MIS, Estates, Personnel and Marketing operate responsively and efficiently in the School.

5. Student Recruitment

- a. Oversee the admissions and marketing functions of the School through close liaison with the Vice Principal for Student Support, Marketing and Admissions teams.
- b. Contribute to school liaison activities and provide IAG (information, Advice and Guidance) sessions for prospective students

6. Pastoral Support

- a. Working with the Vice Principal: Student Support, ensure that School staff are working positively and effectively with the Progress Tutor Team to monitor and support student success.
- b. Support Progress Tutors to provide highly effective tutorial support for students, especially in relation to curriculum updates and UCAS
- c. Working with the Vice Principal: Student Support to continually maintain and extend highly effective support processes and ensure the safeguarding of all students.

7. Cross College Responsibility

- a. To take a strategic and operational lead for a key area of cross college provision or development need as directed by the Principal (note – areas of responsibility may change as the College develops, or in line with the demands of the annual College Quality Improvement Plan)

8. Contribute to and take on the role of Duty Manager as part of the current rota system, and any other duties commensurate with the level of post and/or deemed suitable by the Principal.

9. This job description may be re-negotiated at the request of either the postholder or the Principal.

10. The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment.