

## Job Description

<b>Job Title:</b>	Group Assistant Principal
<b>Responsible to:</b>	Principal
<b>Main Purpose:</b>	To take strategic leadership for all aspects of practical and based curriculum within defined areas across the Group and competently manage resources through effective people management, operational planning, implementation of corporate policies, procedures and systems and take overall accountability for all of the resources in the defined Centres and Departments.

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Play a proactive and co-operative role in the corporate leadership of the Group and promote the Group's values and desired behaviours consistently across the organisation.
- Assist the Principal in all aspects of the management of the Sixth Form campuses, as well as specific areas of responsible for curriculum across the Group; deputising for the Group Deputy Principal when required.
- Provide strategic leadership on the Group's curriculum relating to educational programmes for young people.
- Ensure that Teaching, Learning and Assessment is at the highest standard for all qualifications, through rigorous continuous improvement, by utilising the systems and data to inform development plans, such as by directly completing and ensuring department leads are completing observations, listening to student voice and utilising reports to effectively interpret data.
- Lead and direct the designated curriculum managers ensuring that they deliver a high quality, safe and inclusive teaching and learning experience throughout their teams, which upholds the mission and values of the College. Including the digital development of curriculum teams to enhance / challenge the learning experience for students
- Meet regularly with curriculum managers to review performance KPIs including, but not limited to, student progress, attendance, retention and forecast achievement and take necessary action to address any concerns, raising with the Principal any significant concerns.
- Support the coordination of the Group's involvement in skills-based competitions and events, such as UK World Skills and Suffolk Show, to enhance the Group's reputation and afford students the opportunity to further extend their practical competency within a competitive arena to meet industry standards.
- Contribute to maintaining and updating the curriculum strategy for areas of responsibility.
- Attend and present papers at relevant executive board and committee meetings where appropriate and as required.
- Work in partnership with curriculum leads across the Group to ensure programmes provide exceptional quality across the board leading to high levels of student progress, retention, satisfaction and achievement.
- Represent the Group at external meetings and events with key stakeholders and sponsors, such as Local Authorities, Councils, Employers etc...as required by and in conjunction with the Executive.
- Prepare and implement efficient, effective strategic and operational plans that establish and promote the curriculum across the Group. Set and meet productivity targets in terms of quality, recruitment growth, sustained student progression and destinations and full cost income.

- Oversee the preparation of annual self-assessment reports on each sector subject area within your curriculum area and implement and review subsequent quality improvement plans.
- Timetable effective delivery plans and ensure financial contribution is reflective of consumables and delivery plans including group size.
- Ensure managers check the accuracy of data from MIS and provide timely and accurate returns of financial and other management data as required.
- Manage all departmental budgets within agreed allocations in conjunction with the designated manager.
- Manage the recruitment, deployment and performance of staff ensuring that appropriately qualified and skilled staff fill each post in the departments.
- Provide leadership and motivation for staff, ensuring that they regularly upgrade their skills, update their vocational / subject knowledge and have opportunities to develop their career aspirations which are reviewed as part of the Professional Development Review process.
- Ensure outstanding customer service is evident across all areas of the Group, through effective communication with internal teams and key stakeholders such as students, parents, carers and employers.
- Lead the implementation of the Group's Equality, Diversity and Inclusivity and Safeguarding policies within the Departments' support and further all Group policies in relation to staff and students [e.g. tutoring, careers, health and safety, recruitment and engagement policies]; deal with all student disciplinary matters up to the final written warning of stage.
- Maximise the effectiveness of safeguarding across the Group by proactively working with the safeguarding team and act as a deputy Designated Safeguarding Lead
- Be compliant with the Risk Management Policy, raise awareness of risk with staff, implement strategies to minimise risk and report any new or emerging risks.
- In collaboration with the Marketing and Communications Department, ensure that all students have an opportunity to celebrate their effort and achievement, and to be recognised for those efforts.
- The above job description is not exhaustive and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent level qualification or relevant experience.</li> <li>• Relevant professional and management qualifications preferably at degree level</li> <li>• PGCE/Certificate in Education</li> </ul>		I,A,
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication and interpersonal skills, with the ability to deal tactfully and sensitively with people at all levels.</li> <li>• Effective planning and organisational skills with the ability to work to and achieve deadlines.</li> <li>• Outstanding negotiating and influencing skills</li> <li>• Able to identify business opportunities proactively and adapt own and team approaches to meet these.</li> <li>• Sound organisational and IT skills</li> <li>• Able to produce and analyse statistical data.</li> </ul>		A,I,P
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of leading and motivating staff and managing issues of staff performance</li> <li>• A proven track record of teaching and management in Further Education</li> <li>• A commitment to developing the skills, expertise and teamwork of all Departmental staff</li> <li>• A commitment to developing the quality of the student experience in the Department and College.</li> </ul>		A, I,
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of professional integrity</li> <li>• Commitment to the provision of a high-quality service in line with the culture and needs of the College</li> <li>• Able to work under pressure.</li> <li>• Flexibility of approach to meet changing business needs.</li> <li>• Team player</li> </ul>		A, I,
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>• Commitment to continuing personal development through continual professional learning.</li> </ul>		A, I,

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
2. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Colleges Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.

## College Character Strengths

We have eight college character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the college is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.