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| **Job Title:**  Assistant Principal – Roundhouse Vocational Education  **Reporting to:** Vice Principal – Technical and Vocational Education  **Base**: Roundhouse |
| **Hours:** 37 hours per week, 52 weeks a year  **Contract Type:** Management  **Holidays:** 35 per year subject to service increases (5 days increase after 5 years); plus 6 College closure days where applicable and 8 statutory days per year  **Salary:** Competitive |
| **Job Purpose**  Strategically lead the faculty, and academies within, ensuring it responds to the needs of students, apprentices, business and the community, and be accountable for the success of the faculty, ultimately ensuring an exceptional learning experience and outstanding outcomes for students and apprentices. Develop and maintain good relations with employers and employer representative bodies, responding to their needs through the development and delivery of appropriate programmes.  **Academies**: Health and Social Care, Early Years, Business, Travel and Tourism, Hair and Beauty. |
| **Key Responsibilities**   * Contribute to and support enactment of the College's Strategic Plan. * Lead effective curriculum planning by developing and enacting the faculty's business/curriculum plan in line with the College's strategic objectives. * Accountable for excellence in teaching, learning and support across the faculty. * Accountable for the performance of the faculty's budget, achieving all KPl's. * Lead effective faculty IAG, resulting in 'the right learners on the right programmes'. * Ensure all faculty students and apprentices receive proactive holistic support, pastoral care and positive behaviour management; including induction, additionality, enrichment and tutorial. * Ensure the faculty's SARs in a timely manner are produced to improve the quality of the learning experience and learner outcomes. * Establish and achieve the faculty's quality targets, including punctuality, attendance, retention, achievement and success, ensuring improvement in learner outcomes. * Monitor achievement against operational objectives and performance targets via regular performance reviews. * Establish effective partnerships with employers to ensure the skills priorities and employers needs are addressed innovatively and flexibly, encouraging employer contributions to enhance provision. * Empower faculty team members through adopting a leadership style which is entrepreneurial, tenacious and challenging. * Promote and raise the profile and reputation of the faculty/organisation, establishing and maintaining effective links by fostering effective relationships. * Lead on Equality and Diversity, reducing the gap in success rates for any identified groups. * Ensure the faculty learning environment is safe, vanguard and sustainable. * Oversee the performance of sub-contractors and partners, ensuring compliance with quality and financial requirements. * Lead the faculty to ensure successful inspection, audit and assessment outcomes. |
| **Person Specification** |
| **Competencies**  **Essential**   * Demonstrate a passion for education and training. * Effective, innovative and creative strategic, business and curriculum planning skills. * Self confidence to tenaciously challenge performance, leading to demonstrable improvements in the standard of teaching and learning and student support. * Ability to inspire, motivate and develop capabilities of individuals, resulting in the creation of cohesive and high performing teams. * Record of achieving financial targets. * Ability to influence leaders, managers and teams across the organisation. * Strong interpersonal and communication skills. * Report writing. * Entrepreneurial skills. * Talent management, including succession planning. * Leadership skills including an imaginative approach to problem solving and conflict resolution. * Strong analytical, presentation and organisational skills. * Experience of highly effective employer partnership management, resulting in positive impact. |
| **Knowledge & Experience**  **Essential**   * Knowledge of Ofsted and the inspection process, and internal self-assessment. * Extensive knowledge of the relevant industries and the current and future challenges * Understanding of organisational culture and values. * Strategic understanding of the FE sector and its current challenges. * Robust understanding of the drivers for improving teaching and learning. * Detailed knowledge of the techniques required for generating high performance. * Extensive knowledge of safeguarding requirements. * Recognition of the value of embedded equality and diversity. |
| **Qualifications**  **Essential**   * Degree or Level 5 qualification in appropriate discipline. * Leadership/management qualification at level 5 or above or willing to work towards. * Relevant professional qualification. * Appropriate teaching/training qualification at level 5. * Evidence of pursuing a programme of continuing personal development. |