

Job Description

Job Title:	Assistant Principal: Learner Experience and Support
Responsible To:	Deputy Principal
Line Management of other staff:	Yes
Direct reports:	Head of Learner Services Head of Additional Learning Support Head of Learner Engagement and Progression (new) Learning Resources Manager
Location:	Colchester
Salary:	Points 50 – 53 (£57,002 - £62,278)
Date of last review:	July 2024

Purpose Statement:

To provide strategic leadership for all aspects of the Learner Experience, ensuring the Personal Development and Behaviour and Attitudes elements of the Education Inspection Framework are fully met for all provision types.

To act as the organisation's Designated Safeguarding Lead and as such to ensure that the College meets its safeguarding obligations (including Prevent) for learners and staff.

To act as the Strategic Lead for Careers Education Information and Advice and for Libraries and Learning Resources.

To support the raising of learner achievement, through intervention and support for all learners, including those with specific barriers to learning and to take lead responsibility for access arrangements for those with Special Educational Needs or Disabilities (SEND), and ensure the process of EHCPs and High Needs Students are efficiently managed meeting the College's statutory duties.

To contribute to the development and achievement of the College's strategic ambitions as a member of the Senior Leadership Team.

Main Duties and Responsibilities:

1	To lead on and support the development of a centrally offered programme of careers, enrichment and wellbeing activities for FE students and apprentices that enhances Personal Development.
2	To ensure the delivery of an appropriate and comprehensive Personal Development curriculum delivered in areas and to take responsibility for the newly acquired platform of Personal Development resources for use by all College students. To ensure in particular that this enhances the personal development of adults and apprentices.
3	To take the lead in an Ofsted inspection on Personal Development and Behaviour and Attitudes and to lead on the Self-Assessment of these elements annually, advising on and implementing the necessary QIP actions to address any areas for improvement.
4	To champion and facilitate effective partnerships with parents and carers to support and improve learners' achievements and personal development. To ensure regular College updates to all parents of 16 – 18 year old students and apprentices.

5	To identify and implement ways in which “the learner voice” can be heard, ensuring that learner views are used to improve the student experience.
6	To co-operate and work with relevant agencies to protect and safeguard young learners and vulnerable adult students and to act as the Designated Lead Safeguarding Officer for the College as detailed in the relevant policy.
7	To ensure the appropriate provision of Careers Education, Information, Advice and Guidance both centrally and within areas maximising positive progression and destinations for learners on all provision types.
8	To oversee cross-college Learning Resources provision, and the Learning Centres/libraries in Colchester and Braintree.
9	To work with the Head of Admission, Registration and Examination Services to ensure a positive ‘learner journey’ including at application, interview, welcome day, enrolment and induction stages.
10	To provide customer-focused learner services to support students during their time with the College, providing financial, welfare and counselling support.
11	Through provision of outstanding additional learning support, raise achievement of students at all levels in the College, ensuring students make progress at least in line with expectations.
12	To maintain an up-to-date awareness of legislative and other regulatory requirements around support to students with SEND and EHCPs including those relating to Apprentices and Higher Education students.
13	To take action to close gaps between different groups of learners, including those on Free School Meals, and those who declare a Learning Difficulty or a Disability
14	To develop and manage student support funds to provide financial support, through the bursary and other means, to qualifying students undertaking learning at the College.
15	To manage and monitor the budget for additional learning support and to provide leadership and direction to the Additional Learning Support team ensuring that the funds made available to meet the needs of students at the College are deployed as cost-effectively as possible, and that all related sources of income are maximised to the benefit of learners.
16	To represent the College in external groups and meetings, as appropriate to the role. These may be linked to Safeguarding, Prevent, Mental Health Services or any other aspect of this role.
17	To provide effective line management for directly reporting staff in the following areas: <ul style="list-style-type: none"> • Communication - management of staff welfare and wellbeing. • Engagement and resource - inspire and motivate staff including undertaking recruitment, development and performance reviews. • Employee Relations matters as may be required. • Financial Management and control - effective budget management (pay and non-pay).

18	<p>As a member of the Senior Leadership Team, to:</p> <ul style="list-style-type: none"> • Regularly report on, monitor and drive the College’s performance towards an agreed set of targets (including provision of reports to governors); • Monitor progress against college improvement plans; • Manage risk – through regular review and updates to the College risk register and oversight of risk reduction activity; • Carry out a range of duties as defined in College policies, including roles within the staff and student disciplinary and workplace resolution policies; • To pursue excellence in leadership and management and help shape the culture and ethos of the College in accordance with our values; mission; vision and strategic goals.
19	To develop, update and maintain personal professional expertise in all relevant areas.
20	Adhere to and promote the College’s policies including Health and Safety, Safeguarding, and Equity, Diversity and Inclusion and the College’s Values of Collaboration, Inclusivity, Respect, Safety, Honesty and Ambition.
21	To undertake any other associated duties determined by the College.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

July 2024

Person Specification

Job Title: Assistant Principal: Learner Experience and Support

Qualifications	Essential	Desirable	How is this assessed?
Educated to degree level and with Level 2 qualifications in maths and English.	✓		A
Clear evidence of continuing professional development.	✓		A / I
Management or Leadership qualification.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of leadership and management in a Further Education environment.	✓		A / I
Experience of effectively managing teams of staff in order to effect change or improvement.	✓		A / I
Experience of developing and implementing effective safeguarding policies and procedures and ability to communicate these to others.	✓		I
Experience of providing high quality support to students through design and delivery of appropriate mechanisms and effective management of relevant staff.	✓		I
Experience of successfully engaging and working collaboratively with a diverse range of stakeholders including staff, students, employers, parents/carers and other community and academic organisations.	✓		A / I
Experience of using data, and other sources of information to identify trends, opportunities and threats and to track performance and inform planning.	✓		I
Knowledge and Skills	Essential	Desirable	How is this assessed?
A clear understanding of current and future issues in post-16 education and the ability to plan and implement strategies to respond to these.	✓		I
An understanding of the range of Further Education provision types and as a minimum an outline understanding of their funding mechanisms.	✓		I

A full understanding of college safeguarding obligations and a commitment to creating a safe learning environment within current legislation.	✓		I
A good knowledge of Prevent and the related current legislation and practice.	✓		A / I
A good working knowledge of Additional Learning Support, including administrative and funding arrangements.	✓		I
Ability to provide direction and leadership to inspire confidence and commitment from others.	✓		I
Ability to operate and succeed in a fast-paced and sometimes pressurised environment.	✓		I
Strong influencing skills and the ability to inform and convince through personal credibility.	✓		I
A sound understanding of the Ofsted Education Inspection Framework, in particular in relation to Personal Development and Behaviour and Attitudes.	✓		I / P
The ability to analyse strategically, make decisions and plan cost effective initiatives to improve the learner experience and outcomes.	✓		I
Effective delegation skills, ability to manage the performance of others and to inspire high levels of staff morale to deliver outcomes for students.	✓	✓	I
Excellent oral and written communication skills with the ability to present complex issues in a clear and concise manner to a range of audiences.	✓		I / P
Good general IT skills and ability to work with curriculum planning data systems	✓		I
Ability to manage special projects.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I

Ability to work flexibly to meet changing needs and work demands.	✓		I
Ability to travel between campuses.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test