

## **STANMORE COLLEGE**

### **ASSISTANT PRINCIPAL – ADULT, COMMUNITY & STUDENT SERVICES**

We are looking for a talented and experienced FE practitioner to be our new Assistant Principal for our Adult, community and Learner Services provision. This individual would report to the Vice Principal.

This role has the overall responsibility for all Adult and community curriculum and Learner Services. This role will focus on quality matters, ensuring excellent performance in all areas of the Colleges work. The individual will work closely and purposively with the Senior Leadership team and manage all relevant Heads of schools and managers. They will provide effective leadership for these areas. They must also have experience of student Services, hold a Safe-guarding qualification and be conversant with Student funding and bursaries.

We have successfully grown and diversified our income in recent years, working with employers and other local stakeholders to heighten our profile. Stanmore College has achieved a 'Good' Ofsted grade (2017) and we are QAA Confident. This is an excellent time for an Assistant Principal to lead our our adult, community and learner services departments and join us as we are determined to be judged 'Outstanding' by the time of our next inspection by building on our current strengths.

Stanmore College is a growing and aspiring General Further Education (GFE) College in the London Borough of Harrow. The provision includes study programmes for 16 – 18 year old students and further education courses for our adult learners plus foundation and BA Honours Degrees. Courses are provided in a wide variety of subject sector areas except for those relating to construction, retail and agriculture.

Our successful postholder will have a degree at honours level, a full teaching qualification with evidence of recent and progressive career development and appropriate professional development. As an inspirational leader, you should have a strong track record in the management and development of staff and a commitment to student success and all-round excellence.

#### **Staff Benefits**

- **Staff Development & Training Opportunities**
  - 50% discount on college run courses (Adult Guide)
  - Generous pension scheme
  - Generous holiday leave entitlement, plus bank holidays
  - Season ticket loan
  - Free on-site car parking
  - On-site cafeteria and coffee outlet (Costa Coffee)

- **Health & Wellbeing**
  - Free independent telephone counselling service with our Employee Assistant Programme
  - On-site Counselling service
  - Free on-site gym
  - Various evening well-being classes
  - Cycle to work scheme

The salary for this post is spot salary £65.000

Application form and further details of the post available from the Stanmore College website following the link: <https://stanmore.ac.uk/Vacancies> or email [hr@stanmore.ac.uk](mailto:hr@stanmore.ac.uk)

Closing date for applications is Tuesday, 31<sup>st</sup> January 2023  
Interviews will be held on Thursday 9<sup>th</sup> February 2023

## **STANMORE COLLEGE**

**POST: Assistant Principal – Adult, Community & Student Services**

(Full time, 36 hours per week, through the year)

**REPORTING TO: Vice Principal Curriculum & Planning**

### **Job Summary**

Responsibility for all Adult and community curriculum and Student Services. This role will focus on quality matters, ensuring excellent performance in all areas of the Colleges work. The individual will work closely and purposively with the Senior Leadership team and manage all relevant Heads of schools and managers. They will provide effective leadership for these areas. They must also have experience of student Services, hold a Safe-guarding qualification and be conversant with Student funding and bursaries.

### **Main Duties and Responsibilities**

1. Provide strategic and inspirational leadership to support adult learners during their education and training with the College
2. Provide strategic leadership on teaching, learning and quality ensuring learners receive a quality learning experience;
3. Work closely with the Vice Principal Curriculum and Quality Managers to ensure that every adult learner has an outstanding experience, excels in all aspects of their programmes and progresses to a high-quality destination;
4. Work closely with Marketing and Admissions to ensure that the recruitment process is effective.
5. Ensure that the information provided to students and prospective students and their parents or carers is accurate, timely and work appropriate.
6. Deputise, if required, for the Vice Principal in strategic areas of responsibility;
7. Provide Governor briefings on key areas of responsibility and attend Governor meetings in an advisory capacity when required.
8. Provide strategic and inspirational leadership to recruit and support learners during their education and training with the College ensuring their safeguarding and wellbeing;
9. To act as college Deputy Designated Safeguarding Lead;
10. Provide strategic leadership for Student Services including;
  - Student Health and Wellbeing – Equality and Diversity and Safeguarding
  - Advice and Guidance – Schools' Liaison, Events, Careers Guidance and Destinations
  - Student Support
  - Group tutorials including individual smart targets and ILPs

- Employability and Personal Development Programme
- Student behaviour and professional conduct

To take the College lead and work closely with the Local Authority on developing programmes for the 16-18 NEET cohort and ensuring that they are provided with information and signposted for more support where needed.

### **People and Organisational Development**

Staff management in accordance with Stanmore Colleges strategic Development Strategy and underpinning policies and procedure;

1. Ensuring efficiency (full utilisation) and effectiveness of staff;
2. Plan and negotiate resource allocations in line with strategic priorities;
3. Act as lead recruiter for all staff in the area or responsibility;
4. Ensure lead managers work towards ensuring effective cross college team working towards shared strategic objectives;
5. Encourage innovation, entrepreneurship, flexibility and responsiveness among college leaders;
6. Ensure unacceptable/marginal staff performance is addressed at the earliest opportunity;
7. Monitor application of key HR policies and procedures by college leaders and take a lead in implementing more formal processes;
8. To provide a coaching support for reporting managers and take a lead in management development sessions;
9. Responsible for Staff Appraisals within area of responsibility.

### **Finance & Resource Management**

Finance and resources direction which optimises the utilisation of all budgets and resources allocated in the pursuit of achieving outstanding provision for learners;

1. Ensure managers operate the resource allocation model to ensure efficient application of resources;
2. Negotiate annual pay and non-pay budgets and monitoring their efficient operation;
3. Development of capital bids to support growth and development of areas of responsibility;
4. Responsible for Risk Management and Health, Safety and Welfare Management across all areas of responsibility;
5. Work closely with Head of Estates with regards to student activities, including trips and student induction.
6. Ensure that managers report accurate and complete data to the MIS Department in accordance with College policy and procedure

## **Student Experience**

Strategic responsibility for the quality of the adult learner experience as related to the non-teaching and other areas of responsibility,

1. Ensure support is available for pro-active and consistent marketing, promotion and communication through effective professional liaison with the Heads of Schools
2. Promote cross College support and ensure compliance with College policy particularly in respect to the tutoring and pastoral care of students and Equality and Diversity;
3. Support managers in the management of student behaviour and conduct.
4. Promote and enforce the College's Staff Code of Conduct.
5. To be responsible for the College's Equality and Diversity Strategy.

## **Cross-College Responsibilities**

To support a co-ordinated and successful operation.

1. Responsible for developing cross-college team working
2. Promote effective communications and development of support systems which promote a cross-college team approach.
3. Act as College representative to external organisations and associations.

## **Senior Leadership**

As a member of the College Senior Leadership Team, to participate in the formulation and implementation of College strategy and ensure that senior leaders are aware of, and briefed on, any developments and initiatives affecting Students:

1. To participate fully as a senior leader in the Senior Leadership Team by supporting the College Leadership ethos at all times.
2. To attend Governors meetings as appropriate.
3. Identification, development and implementation of strategies, policies and processes to further the College's Mission, Vision, Aims and Objectives.
4. Identification and development of staffing, resource and information management initiatives and projects.
5. Promotion of the corporate values, ethos, systems, and processes of the College.
6. Management and development of management teams dedicated to the continuous improvement of performance.

## **General**

1. To adhere to Health, Safety and Welfare policies and Equality and Diversity strategies, and to comply with all relevant legislation.
2. To undertake such other duties as may reasonably be required commensurate with the level of seniority, as determined by the Principal.

3. The post holder will be expected to participate in staff appraisal activities both as appraisee and appraiser, as required by College Policy.
4. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

### **SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN**

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Stanmore College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College's policies, which safeguard and promote the welfare of children, and adhere to their guidelines.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

The salary for this post is spot salary £65.000

Closing date for applications is Tuesday, 31<sup>st</sup> January 2023  
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**JOB TITLE: Assistant Principal – Adult, Community & Student Services**

	<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>		
A degree or equivalent professional qualification	Essential	Application form/certification
Relevant post graduate degree/qualification	Desirable	Application Form & Certificates
Teaching qualification	Desirable	Application Form & Certificates
General Management qualification	Desirable	Application Form & Certificates
Appropriate Safeguarding qualifications	Desirable	Application Form & Certificates
<b>EXPERIENCE &amp; KNOWLEDGE:</b>		
Proven success of managing a successful College Departments over a number of years achieving a high standard of student satisfaction	Essential	Application Form & Interview
Proven track record of successful people management in a relevant business support 'department' in FE or project teams and ability to provide demonstrable evidence of delivering results	Essential	Application Form & Interview
A track record of effective collaborative working with colleagues, schools, employers and other appropriate external agencies.	Essential	Application Form & Interview
Successful experience of operational planning and monitoring of performance against action plans and targets	Essential	Application Form & Interview
A clear understanding of the financial challenges facing an institution like Stanmore College and what type of offer is appropriate given its market position and business environment	Essential	Application Form & Interview

Firm understanding of the College's various funding streams and ability to implement this knowledge in the development of services	Essential	Application Form & Interview
An understanding of students' needs and how this influences the service and staff management requirements	Essential	Application Form & Interview
A well-developed understanding of the process of curriculum development, accreditation and working with validation partners to develop ways of meeting the education and training needs of the local community	Essential	Application Form & Interview
A good knowledge of the various accreditation and qualification establishments which operate in FE	Essential	Application Form & Interview
An awareness of the financial regulations affecting College management and how this might impact the curriculum offered to the local community	Essential	Application Form & Interview
A well-developed understanding of the requirements for information and statistics required by the prevailing regulatory environment and the internal needs of the College	Essential	Application Form & Interview
Experience of preparing and contributing to strategic plans and turning these into manageable projects and operational targets that are delivered to quality standards	Essential	Application Form & Interview
Demonstrable commitment to education and training evidence in career to date	Essential	Application Form & Interview
<b>SKILLS &amp; COMPETENCIES:</b>		
Ability to develop and implement a strong vision to lead the development and further improvement of areas of responsibility	Essential	Application Form & Interview



Proven ability to generate and implement successful, innovative strategies to address stakeholder needs	Essential	Application Form & Interview
Strong leadership skills with the ability to motivate and inspire others	Essential	Application Form & Interview
Ability to co-ordinate a diverse range of projects simultaneously	Essential	Application Form & Interview
Ability to work in an environment calling for strategic and operational actions in equal measure	Essential	Application Form & Interview
Strong written and oral communication and presentation skills	Essential	Application Form & Interview
Good IT skills	Essential	Application Form & Interview
Ability to achieve deadlines	Essential	Application Form & Interview
Successful experience of implementing 'Equality & Diversity'	Essential	Application Form & Interview
<b>PERSONAL QUALITIES:</b>		
Excellent interpersonal skills with the ability to relate to and manage a diverse range of people	Essential	Application Form & Interview
<b>EQUALITY &amp; DIVERSITY:</b>		
An understanding of sound equal opportunities practice and a commitment to its implementation		Supporting statement/ interview

### **Standard responsibilities for all College positions:**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all policies and procedures
6. Stanmore is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Health and Safety**

A Stanmore College, a key priority is to maintain the safety and security of our campuses in order to support the delivery of outstanding teaching and learning. To do this, the College operates a Duty Management system. Duty Managers will:

- provide a visible presence and engage with students
- respond to any incidents that may arise
- deal with any queries or complaints (where staff require assistance from a manager)