

## JOB DESCRIPTION

**Post title:** Assistant Principal Quality  
**Reporting to:** Vice Principal  
**Salary:** ca £55,000

### Our Mission

'Come questioning, go seeking, grow'

### The Post

The post holder will be responsible for the maintenance of quality assurance and quality improvement systems across the College, with particular reference to the implementation of Ofsted styled Focused Curriculum Reviews (Deep Dives). The post holder will play a significant part in driving academic improvement across the College through the maintenance of the curriculum area self-assessment process, the academic quality calendar, student surveys and input into the College's academic staff development programme.

Whilst reporting to the Vice Principal, the post holder will have an independent functional reporting line to the Principal and Chief Executive on quality assurance.

The postholder will be a member of the SLT.

### Key Responsibilities

- To plan and implement Focused Curriculum Reviews (Deep Dives) in each curriculum area (including lesson observations of academic staff, focus group interviews with staff and students, and a review of student performance data with curriculum managers) and to produce a Deep Dive report for each curriculum area.
- To plan and lead on the curriculum area self-assessment process, ensuring curriculum areas produce timely self-assessment reports and assist the Vice Principal in the production of the College Self-Assessment Report.
- To lead on activities to develop and support teaching, learning and assessment across the College (including arrangements for carrying out teaching observations) and update SLT on the progress of curriculum area quality improvement plans.
- To lead on the production and analysis of student surveys.
- To manage complaints to the College, ensuring responses are in line with College policy.
- To advise SLT on quality improvement, making recommendations on the College's staff development programme in conjunction with the Director of HR and Organisational Development.
- To be the College lead on External Quality Reviews (EQR).
- To advise curriculum managers on setting academic targets.
- To represent the College in meetings on quality with OFSTED inspectors and to be the College's OFSTED nominee or deputy nominee.
- To act as nominee with Pearson and other awarding bodies as required.
- To maintain the College Quality Calendar, prompting curriculum managers on the timely submission of students' working at grades, preparations for parents' evenings and preparations for mock and end-of-year examinations.
- To be the line manager for a curriculum area and lead, manage and develop the staff within that area.
- To carry out administrative work associated with the role.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

### General Responsibilities

- Comply with any rules and regulations which the College may from time to time issue, to ensure the efficient operation of its business and the welfare and interest of its employees and learners.

- Work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies of the College.
- To ensure adherence to all College policies and procedures including Staff Code of Conduct, Safeguarding, Keeping Children Safe in Education and IT Policy and procedures.
- To work to the College quality standards and systems within the context of the College quality systems.
- To participate in the College's performance management scheme.
- To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during college processes, for example Developmental reviews.
- To undertake such other duties and responsibilities as are appropriate to this level of post.

### **Essential Skills and Characteristics**

- Level 4 or higher professional or academic qualification.
- Level 5 or above Teaching Qualification.
- Level 3 Management qualification or willingness to work towards.
- Evidence of commitment to continuous professional development.
- Relevant experience in working in a College environment, preferably within a cross college setting.
- The ability to lead and manage a team of staff.
- Demonstrable skills in the following areas:
  - Excellent computer/IT skills including managing data systems
  - Report writing
  - Working on own initiative and part of a team
  - Excellent interpersonal and communication skills with proven ability to build and maintain effective working relationships across the College,
  - Strong organisational, planning and project management skills with a proven ability to manage competing demands effectively,
  - Proven ability to successfully train and develop staff on process and procedures.
- Evidence of being able to address quality issues in an engaging, motivating and aspirational way with the ability to challenge robustly.
- An understanding, wherever possible through lived experience, of the challenges associated with working with a diverse student population and a diverse workforce and the opportunities that it brings.
- A commitment to College values and equal opportunities.

**The Henley College is an Equal Opportunities Employer.**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DSB (previously CRB) check.**