

Principal, University College Isle of Man

Department of Education, Sport and Culture

What will you do?

Through implementation of the policies of the Department of Education, Sport and Culture to provide vision and leadership of the University College Isle of Man and to be responsible for the internal organisation, leadership and management of UCM.

To work in partnership with Department Officers to advise the Minister, Chief Executive Officer and the Department of Education, Sport & Culture's Senior Leadership Team on the operation and development of all aspects of Higher Education, Further Education and Vocational Training for the Isle of Man.

In addition, the post holder will work with the UCM Governing Body, in accordance with the Articles of Government, to build upon good quality educational provision and lead further improvement.

What does that involve?

Relationships:

The Principal is responsible for:

- the management of the staff of the University College Isle of Man, including the management of staff performance. This may be performed by delegation of duties through senior managers.
- liaison with relevant Awarding Bodies, Professional Institutions and Universities (both on and off Island) on behalf of the University College Isle of Man and the Island.
- liaison with employers, employers' bodies, other Departments of Government and secondary school leaders and Department Officers in promoting and advancing the work of the College as part of the Department of Education, Sport and Culture.
- liaison with Governors, the Department and its officers with regard to curriculum and resource issues.
- liaison with the Department Chief Executive Officer, the Director of Estates and Department of Infrastructure, concerning the operation and development of buildings.
- the development of an effective working relationship with the Governing Body and officers of the Department of Education, Sport and Culture with a focus on the current and future education and training needs of the Island.

Key responsibilities:

Securing Accountability

The Principal has a responsibility for the total conduct and reputation of the University College Isle of Man, including responsibility for Health and Safety, inclusion, student discipline, the maintenance and enhancement of academic standards, quality assurance and the student experience. The Principal will act as a positive role model for staff and students within the College, respecting confidentiality and at all times acting with appropriate discretion and sensitivity commensurate with the seniority of the position. The Principal is therefore

accountable to a range of groups including students, Governors, the Chief Executive Officer and, ultimately, the Department of Education, Sport and Culture and its CEO.

The Principal will:

- fulfil commitments to, and comply with directions from the Department of Education, Sport and Culture;
- act as the financial accounting officer for the University College Isle of Man under a system of delegated financial management. This will involve the preparation of estimates of income and expenditure, the control of University College Isle of Man's budgets and the preparation of college accounts in line with the Financial Regulations of Isle of Man Government consult the Governing Body as required by the Articles of Government and work with the Governing Body providing regular reports, information, objective advice and support to enable it to meet its responsibilities for the general direction and conduct of the University College Isle of Man;
- develop and present a coherent, understandable and accurate account of the performance of University College Isle of Man to a range of audiences including Governors, the wider Isle of Man community and the Chief Executive Officer of the Department of Education, Sport and Culture or their delegate;
- develop an ethos at UCM which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous performance review and evaluation;
- in partnership with Officers of the Department of Education, Sport and Culture, contribute to the strategic leadership of the development of Vocational Training, Further Education and Higher Education policies and processes;
- Setting high expectations for teacher learning and assessment, ensuring high student achievement rates.

Vision and Leadership

The Principal will work with the Governing Body and others to create a shared vision and strategic plan that will inspire and motivate students, staff and other stakeholders in the wider community.

The Principal will:

- ensure that the vision for, and values of, UCM are clearly articulated, shared, understood and acted upon by all;
- work to translate the vision and values into agreed objectives and an improvement and development plan that will direct the strategic development of UCM and promote and sustain improvement in provision and outcomes;
- work with the staff and Governing Body to ensure that the policies of the Department of Education, Sport and Culture are put in place through the development and implementation of an appropriate range of UCM procedures and policies;
- demonstrate the vision and values of UCM in everyday work and practice;
- motivate and work with others to create a positive climate;
- utilise creativity, innovation and appropriate new technologies to achieve excellence;
- ensure that strategic planning and UCM culture and curriculum take account of the diversity and experience of UCM and the wider Island community as well as the employment and economic context of the Island;
- inform future planning and measure progress towards strategic targets by monitoring, reviewing and evaluating all aspects of the work of UCM in line with the agreed quality assurance processes of the Isle of Man Department of Education, Sport and Culture and the range of Awarding Bodies that UCM engages with.

Working Together for the Isle of Man

Leading Learning and Teaching

The Principal will exercise a central responsibility for raising the quality of teaching and learning. This involves high expectations, monitoring and evaluating outcomes and establishing a successful learning culture, all of which impact on students' achievement.

The Principal will:

- promote and ensure educational inclusion for all students;
- ensure a consistent and continuous college -wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning;
- ensure that alongside programme requirements, 'soft' skills, such as teamwork, problem solving, communication, resilience, self-awareness and learning skills, are valued and developed in line with the age and stage of learners;
- ensure that learning is at the centre of strategic planning and resource management;
- establish creative, responsive and effective approaches to learning and teaching;
- ensure a culture and ethos of challenge and support where all students can achieve success;
- demonstrate and articulate high expectations and set stretching targets for the whole UCM community;
- implement strategies that support high standards of engagement of learners across the range of provision offered by UCM;
- determine, organise and implement a diverse, flexible curriculum that meets the needs of the learners who engage with it and the current and future economic needs of the Island;
- monitor, evaluate and review the quality of teaching and learning in UCM and promote improvement strategies;
- challenge underperformance at all levels and ensure action is taken to secure improvement.

Management of University College Isle of Man

The Principal will provide effective management of University College Isle of Man and continuously seek to improve organisational structures based on self-evaluation and review.

The Principal will:

- be responsible for putting appropriate safeguarding measures in place to ensure the proper protection of all students and staff and contribute, as required, to inter-agency working focused on protecting and ensuring the welfare of vulnerable students;
- take responsibility as the budget holder for University College Isle of Man;
- create an organisational structure that reflects University College Isle of Man's values, and enables the management systems, structures and processes to work effectively and in line with legal requirements;
- produce and implement clear, evidence-based improvement plans and policies for the development of University College Isle of Man and its facilities;
- ensure that, within an autonomous culture, the policies and practices of University College Isle of Man take account of Department, of Education, Sport and Culture policies and initiatives;
- manage University College Isle of Man's financial and human resources effectively and efficiently to achieve college educational goals and priorities;
- recruit, retain and deploy staff appropriately;

- manage, maintain and organise University College Isle of Man buildings and environment efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations;
- ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- use and integrate a range of technologies effectively and efficiently to manage the school.

Self-Development and Working with Others

Effective communication and relationships are key to effective leadership. The Principal needs to build a professional learning community that enables others to contribute and achieve.

The Principal will:

- treat people fairly, equitably, with dignity and respect to maintain a positive organisational culture;
- build a collaborative learning culture within University College Isle of Man and actively engage with Island schools and beyond to build effective learning communities;
- develop and maintain effective strategies and procedures for staff induction, professional development and performance management;
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- develop and maintain a culture of high expectations for self and for others;
- regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others;
- manage own workload and that of others to allow an appropriate work/life balance;
- develop and maintain effective professional links with officers of the Department of Education, Sport and Culture (e.g. Education Advisory and Support, Finance, Corporate Services, Inclusion and Safeguarding);
- development and maintain effective links with other professionals and Government Departments (e.g Office of Human Resources, Department for Enterprise, Health and Safety etc).

Strengthening Community

The Principal should engage with the internal and external University College Isle of Man community to secure inclusion and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Principal will:

- create and promote positive strategies for fairness at work challenging stereotypes and prejudice as well as dealing with bullying and harassment in University College Isle of Man;
- ensure learning experiences for students are linked into, and integrated with, the wider community;
- ensure a range of community-based learning experiences.
- collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of students;
- seek opportunities to invite stakeholders from the wider community into University College Isle of Man to enhance and enrich the college and its value to the wider community;

Working Together for the Isle of Man

- contribute to the development of the Island's education system by, for example, sharing effective practice, working in partnership with schools and other training organisations as appropriate and promoting innovative initiatives.

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children, young people and vulnerable adults and the Department commits to providing this training (e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate).

All staff have a responsibility for promoting and safeguarding the welfare of children, young persons and vulnerable adults for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Board Child Protection procedures and the service's Child/young person Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of students, a young person or vulnerable adult then in the College/School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Principal of University College Isle of Man.

March 2021

What do you need to be successful in this role?

Principal, University College Isle of Man Job Summary:

Through implementation of the policies of the Department of Education, Sport and Culture, to provide vision and leadership for University College Isle of Man and be responsible for the internal organisation, leadership and management of the college.

To work in partnership with the Governing Body, in accordance with the Articles of Government, to maintain the good quality education provided by the college and to lead further improvement in provision and outcomes for students.

Attributes	Essential or Desirable	Method of Assessment A: Application I: Interview P: Pre-employment checks C: CV
<p>Qualifications</p> <p>First Degree (BA/BSc or equivalent).</p> <p>A Master's degree or equivalent or higher level qualification.</p> <p>Qualification to teach/lecture (i.e. QTS, Cert Ed FE/HE or equivalent).</p> <p>Relevant professional and/or leadership qualifications.</p> <p>Evidence of commitment to continued professional development.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>P/C</p> <p>P/C</p> <p>P/C</p> <p>P/C</p> <p>C/A</p>
<p>Experience</p> <p>Relevant varied and substantial experience as a highly successful senior leader and manager in post 16 education.</p> <p>Experience of leading curriculum developments in Further and Higher Education and in professional/vocational training.</p> <p>Experience of successfully promoting effective relationships between staff, students, employers, the governing body and the wider community.</p> <p>Experience of effectively managing a budget to achieve the strategic aims of an organisation.</p> <p>Experience of leading and managing successful review and evaluation, strategic planning and actions to bring about effective change in a significant area of FE/HE or Vocational Education. Quality of teaching and learning.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>C/I</p> <p>C/A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Attributes	Essential or Desirable	Method of Assessment A: Application I: Interview P: Pre-employment checks C: CV
Knowledge Is highly knowledgeable about:		
The principles and models of effective learning and teaching across different phases of education.	D	C/A/I
Strategies for leading quality improvement and raising achievement.	E	C/A/I
Curriculum design and management of change.	E	C/A/I
Education trends, initiatives and strategies.	E	C/A/I
Strategies for ensuring inclusion.	E	C/A/I
The principles and strategies of organisation self-evaluation and improvement planning.	E	A/I
Policy creation through consultation and review within a wider governance structure.	D	A/I
The principles and practice of performance management.	E	A/I
Professional Qualities Is committed to:		
Building and sustaining a learning community.	E	C/A/I
Inclusion and the entitlement of all students to effective teaching and learning.	E	C/A/I
The setting and achievement of ambitious and challenging goals and targets.	E	C/A/I
Distributed leadership and management.	E	C/A/I
Individual, team and college accountability for student outcomes.	E	C/A/I
Working with other agencies for the well-being of all students.	D	C/A/I
Collaboration and networking with schools, other colleges, universities and training organisations.	E	C/A/I

Attributes	Essential or Desirable	Method of Assessment A: Application I: Interview P: Pre-employment checks C: CV
Is able to:		
Think strategically and communicate a coherent vision.	E	C/A/I
Inspire, challenge, motivate and empower individuals and teams.	E	C/A/I
Develop others, coach and delegate effectively.	E	C/A/I
Demonstrate the principles and practice of effective teaching and learning.	E	C/A/I
Acknowledge excellence and challenge poor performance across the college.	E	C/A/I
Challenge, influence and motivate others to attain high goals.	E	C/A/I
Foster an open, fair, equitable culture and manage conflict.	E	C/A/I
Engage the college community in the systematic and rigorous self-evaluation processes to support further improvement.	E	C/A/I
Access, analyse and interpret information to understand the strengths and weaknesses of the college.	E	C/A/I
Collaborate and network with others within and beyond the college.	E	C/A/I
Build and maintain effective relationships with Governors, Department Officers, the wider community and other partners.	E	C/A/I

Circumstances		
Isle of Man Worker.	D	A
Full valid driving license and access to own vehicle.	E	C/P
Satisfactory police check.	E	P
Disposition		
The personal qualities necessary are enthusiasm, optimism, professionalism, leadership and motivational skills, interpersonal skills and the ability to win the respect of others.	E	C/A/I