

**COLEG CAMBRIA**

### JOB DESCRIPTION AND OUTLINE PERSON SPECIFICATION

### Job Title: Assistant Principal –

* **Institute of Technology Deeside**

**Reports to:** Principal

**Salary range:** MGMT 11-15

*.*

-----------------------------------------------------------------------------------------------------------------

**Main Purpose of Job:-**

**Under the formal line management of the Vice Principal:**

This is an inspirational role to drive the curriculum provision/agenda across the Directorate/College, demonstrating the attributes and behaviours of the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership, as well as observing the principles of the Code of Good Governance for Colleges in Wales of being respectful, professional, prudent and committed, and enthusiastic about good governance.

Support achievement of the College’s and Directorate’s key strategies and objectives by translating strategic requirements into highly effective operational activity, resulting in continuous improvement.

Lead and manage a team of staff to achieve strategic and operational objectives, to provide effective leadership to support the development, planning, delivery and monitoring of the curriculum and learner experience.

Ensuring that key requirements in relation to teaching, learning and assessment and quality are effectively embedded within the sub-directorate.

Working under the guidance of the Vice Principal of Quality and in conjunction with other Assistant Principals, proactively contribute to the development and implementation of strategies to continuously improve teaching, learning and assessment and quality across the College to deliver key strategies and objectives.

In conjunction with other managers and staff, supporting the management of learners e.g. disciplinaries, pastoral support, ALN provision, curriculum variation etc

Provide high quality support for all learners/clients to support the mission, aims and strategic objectives of the College.

**Responsible for:-**

**Leadership:**

* Undertake the responsibilities of a line manager for direct reports within a designated area, including:-
  + Complete recruitment and selection as appropriate to meet the needs of the sub-directorate.
  + Ensure completion of induction, probation process and conduct regular 1.2.1’s, staff development, appraisal and performance management processes as required.
* Ensure, in conjunction with guidance from the Vice Principal of Quality, that all direct reports and staff in the sub-directorate, including Curriculum Director and Lecturers – form effective working partnerships to ensure a high quality learning experience for all curriculum areas within scope.
* Assist the College in meeting its objectives by actively participating in new initiatives, including, where relevant, being a lead contact for the deployment of staff to deliver provision that lies outside of the Directorate.
* Identify holistic or individual staff development needs in relation to teaching, learning and assessment and, in conjunction with the Teaching and Learning Development Manager, arrange and deliver high quality staff development sessions or arrange support through appropriate training.
* Create an ethos of continual improvement within staff in relation to teaching, learning and assessment, actively encouraging staff to critically evaluate their own skills, performance, learner achievements and development needs to achieve outstanding performance.
* Assist the Vice Principal in the effective monitoring of staff utilisation throughout the academic year.
* Undertake appropriate roles in accordance with staff disciplinary and grievance procedures, including the role of investigating officer, as required.

**Curriculum:**

* Assume overall responsibility for all aspects of performance within a designated area of the Directorate’s curriculum, working autonomously to translate strategic requirements into well-planned operational initiatives that meet or exceed targets.
* Attend and contribute to regular management team meetings, including relevant Directorate meetings, and other meetings as directed by your Vice Principal.
* Assist the Vice Principal in reviewing, planning and developing the curriculum and bilingual curriculum programme offers, so that they meet the needs of learners, employers, local and national priorities as well as the needs of the local community.
* Assist the Vice Principal in ensuring all aspects of the curriculum adheres to health and safety guidelines and all safeguarding procedures are followed.
* Monitor timetables and programmes to ensure that they remain relevant, effective and viable, and that staff utilisation is optimised and class sizes are maximised.in conjunction with the assistance of the Curriculum Director, ensure that staff utilisation is optimised and class sizes are maximised
* Develop and nurture strong and effective partnerships with a range of partners and stakeholders such as local authorities, special schools and high schools, ensuring that planning is based on need.
* If relevant to the agreed scope of the role, lead on the commercial operations within the College, forming highly effective partnerships with a range of external stakeholders ensuring that planning is based on College priorities and local and regional demands.

**Quality:**

* Under the line management of the Vice Principal and the guidance of the Vice Principal of Quality and in conjunction with other Assistant Principals and the Quality Team, ensure that all in-scope activities contained within the Quality Strategy are completed in a timely and effective manner. These will include, but not be restricted to: overseeing the effective completion of internal verification procedures; effective preparation for external verification and overseeing the successful completion of any subsequent actions that arise; completing self-assessment documentation; monitoring the completion of targets contained within the Directorate’s Quality Improvement Plan**;** and overseeing the timely completion of internal and external stakeholder surveys, analysing and following up results in line with College procedures.
* Under the guidance of the Vice Principal of Quality undertake internal verification of lesson observation reports, providing written feedback to the observer, in conjunction with guidance from the Vice Principal of Quality.
* Ensure that all risks that could damage the reputation and financial viability of the College within the relevant areas of responsibility are identified, risk management documentation is maintained, appropriate control measures implemented and an annual review of risks is completed.
* If relevant to the agreed scope of the role, ensure that all commercial operations meet annual key performance indicators, including those related to income generation.
* If relevant to the agreed scope of the role, ensure the implementation of all relevant health, safety and public hygiene regulations as they relate to commercial areas.
* Employ in-year performance data reports to monitor continuously the quality of learning experience provided by the Directorate, ensuring intervention takes place to support improvement in teaching, learning and assessment and quality, where relevant.

**Teaching & Learning**

* Ensure that all areas of the curriculum within the sub-directorate provide a highly effective teaching, learning and assessment experience for learners, in line with the guidance provided by the Vice Principal of Quality and the Teaching and Learning Development Manager.
* Ensure that all relevant activities contained within the Teaching, Learning and Assessment Strategy are completed in a timely and effective manner. including, but not be restricted to: appraisals, teaching observation actions, best practice sharing and induction.
* Participate as a member of the College’s Learning Observation Team, completing regular activity in line with the College’s learning observation procedures.
* Conduct additional lesson observation activities as appropriate to ensure an accurate and up-to-date understanding of the quality of teaching and learning is maintained
* Manage outcomes arising from the Directorate’s teaching and learning observations, analysing outcomes and intervening where appropriate to drive up standards.
* Lead academic staff in the creation of a stimulating and attractive environment for learning in all rooms, corridors and facilities allocated to the Directorate.
* Support the Directorate’s development of learning strategies and lead the implementation of these strategies within the sub-directorate.

**Financial:**

* Manage the sub-directorate budget and resources effectively and responsibly
* Manage commercial targets effectively and responsibly

**Other:**

* Engage proactively in appropriate professional development and to take responsibility to increase personal effectiveness in the role.
* Ensure acceptable standards of behaviour for learners is established and maintained within the sub-directorate and on site.
* Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld

**Accountabilities/Measures of Success:**

* Learner Achievement and Progress
* Learner Retention
* Innovation, new, growth and progression of curriculum programmes
* Monitoring the Progress of QIP/SARs
* Maintaining high levels of colleague engagement and collaboration
* Effective management of allocated budgets.
* Outcomes of validations, inspections and monitoring visits by external agencies

**Special Features:**

Effectively undertake such other duties as the Governing Body and Chief Executive Officer may, from time to time, determine in consultation with the post holder. These will be at a level up to and consistent with the “ Responsible for” and “Accountabilities/Measures” of the job, in any location Coleg Cambria determines as a place to work.

**Duty of Care:**

In accordance with the Health & Safety at Work Act, you have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

In the spirit and ethos of the Nolan Principles, you have a responsibility to promote high levels of customer care within your own areas of work.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: …………………………………………… Date………………….

**POSTHOLDER**

Signed: ……………………………………………. Date…………………..

**HR Director**

#### PERSON SPECIFICATION

| **Job Title:** | | | Assistant Principal of: | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Technical Studies: Academic Studies: Technology, Engineering & construction: Workplace Learning & Employer Engagement: Life Skills & Adult Learning. | | | | |
| In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist. | | | | | | | |
| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | 1.1  1.2  1.3  1.4  1.5  1.6  1.7  1.8  1.9  1.10  1.11 | Ability to lead, manage and motivate staff to achieve the highest level of quality and performance.  Ability to communicate effectively, both verbally and in writing, to a wide range of diverse audiences.  High level of confidence and interpersonal skill to support the building and maintaining of key strategic relationships  Ability to lead the delivery of high quality teaching and learning and provide appropriate pastoral support.  Ability to determine priorities and make decisions, supported by excellent organisational skills.  Well developed IT skills including ability to use revant software and management information systems.  Ability and vision to contribute to the development of the curriculum.  High level of skill when accessing and analysing data from a computerised management information system.  1). Able to work to deadlines and under pressure. 2). Has tenacity in order to complete tasks on time and to a high standard. 3). Has resilience to cope with stretching targets and demanding customers.  Ability to communicate through the medium of welsh.  Evidence of innovation in the use of new technologies and in approaches to teaching and learning | | | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential |
| 2 | General & Special Knowledge | 2.1  2.2  2.3  2.4 | An understanding of the challenges facing the educational sector  A thorough knowledge of quality assurance process and procedures.  Possess sufficient breadth and/or depth of knowledge in teaching/learning and assessment processes to lead development and improvement across a Directorate.  FE, WBL and HE funding mechanisms as appropriate | | | A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential |
| 3 | Education & Training | 3.1  3.2  3.3 | A degree or equivalent relevant professional qualification.  PGCE/Cert Ed qualification.    Working towards or a Leadership and Management qualification | | | A/C  A/C  A/C | Desirable  Desirable  Essential |
| 4 | Relevant Experience | 4.1  4.2  4.3  4.4  4.5  4.6  4.7  4.8  4.9  4.10 | Experience of successfully managing a team of academic staff. Proven record of successful leadership within an education or equivalent environment.  Experience of meeting audit/inspection requirements and responding effectively to recommendations.  Evidence of delivering outstanding high quality teaching and learning for a minimum of at least two years.  Evidence of having contributed significantly to the management of programmes enabling targets in relation to teaching and learning and achievement rates to be met.  Track record of success in initiating and managing change.  Evidence of a commitment to excellence in quality assurance and customer satisfaction.  Experience of successfully challenging under performance and supporting staff to improve their teaching and learning including delivering formal staff development sessions.  Evidence of developing and introducing innovative teaching, learning and assessment and/or quality arrangements.  Ability to create opportunities to promote the institution and its services across a broad range of stakeholders.  Ability to draw on a wide network and utilise their input to improve employer engagement services and external funding. | | | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| 5 | Attitudes and Beliefs | 5.1  5.2  5.3  5.4  5.5  5.6  5.7  5.8 | A commitment to an institutional culture which places people at the centre of everything we do.  A commitment to the established ethos of the institution as a partnership between learners, staff, governors, employers, parents and other stakeholders.  The continuous pursuit of high standards and excellence in all services provided by the institution.  A commitment to ensuring that all members of the institution are valued, motivated and encouraged.  The promotion of high professional, moral and personal standards in all aspects of the institution, subscribing to the Nolan Principles.  A demonstrable commitment to equality and diversity.  An empathy and appreciation of Welsh Culture, language and heritage.  The belief in upholding a strong organisational brand and reputation. | | | A/I/P  A/I/P  A/I/P  A/I/P  A/I/P  A/I/P  A/I/P  A/I/P | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| 6 | Special Requirements | 6.1  6.2 | Ability to work flexible hours including evenings as required.  Although a core base will be identified, the post holder will be required to operate on all Coleg Cambria sites. | | | I  I | Essential  Essential |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |