

# Job Description

**Post:** Principal of Canterbury College

**Hours :** 37 Hours Per Week

**Salary :** £95,000

**Responsible To:** Chief Further and Higher Education Officer

## **Job Purpose:**

To be responsible for the strategic and operational leadership, management and development of Canterbury College. To promote exceptional standards in a positive and supportive culture that aspires to be outstanding.

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## **Specific Duties:**

1. To have senior responsibility for Canterbury College's curriculum offer and to develop and deliver relevant, cost effective programmes, that attract and retain students and lead to successful destinations;
2. To have senior responsibility for the curriculum strategy for the Canterbury area
3. To ensure all provision is of the highest standard and quality and to lead on the development and improvement of teaching learning and assessment;
4. To lead Canterbury College's campus operations to provide outstanding services that fully meet operational need;
5. To lead and manage a team of staff ensuring full implementation of the Colleges' performance management systems;
6. To act as a member of the Senior Management Team and contribute to the strategic planning processes and the future strategic direction of EKC Group;
7. To oversee the budget accounts for Canterbury;
8. To act as the senior designated safeguarding officer for Canterbury College and to ensure all students are safeguarded and appropriate actions taken to identify and respond to learner's welfare concerns;



9. To ensure there is full implementation of the Colleges' PREVENT strategy and action plan;
10. To ensure all areas of Canterbury College provide a safe environment and that risk assessments are undertaken and safe working practices promoted in training and at work.
11. To ensure the full engagement of learners in College enrichment and social action activities and that study programmes provide opportunities for personal, spiritual, moral, social and cultural development to prepare them for progression into work or further/higher education.
12. To ensure teaching, training and assessment fully supports learning, English and maths development, employability skills and promotes fundamental British values.
13. To ensure resources for additional learning support and guidance are fully deployed to best meet the needs of students.
14. To oversee the development and implementation of Canterbury College's annual; improvement, business and curriculum plans.
15. To ensure students receive their appropriate entitlement and have access to relevant student services and learning support.
16. To oversee the appointment of staff ensuring appropriate deployment and full compliance with college employment policies, procedures and practices.
17. To act as senior key holder for Canterbury College and to attend College out of normal hours to do on-site assessments in bad weather and at such times as called out by security and/or emergency services.
18. To lead, implement and participate in quality assurance and ensure the self-assessments for curriculum and service areas includes student and employer participation.



## General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

EMPLOYEE SPECIFICATION		Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Outstanding leadership skills	✓	✓	6
2.	Excellent change management skills with the ability to influence and lead culture change	✓	✓	6
3.	High level of computer literacy skills including the ability to use a range of analytical and report-writing software		✓	4
4.	Outstanding report and action plan writing skills		✓	4
6.	A creative approach to the development and design of curriculum programmes and commitment to social inclusion	✓	✓	6
7.	Ability to inspire staff to be the best they can be	✓	✓	6
8.	Impeccable communication, organisation and presentation skills	✓	✓	6
9.	Tact and diplomacy in dealing with sensitive and important issues	✓	✓	6
10.	Ability to work under pressure, prioritise and meet tight deadlines	✓	✓	6
<b>Experience</b>				
1.	Proven track record as a leader in education	✓	✓	6
2.	Proven track record of improving quality and achieving high standards	✓	✓	6
3.	Experience of managing budgets	✓	✓	6
4.	Excellent experience of highly effective curriculum planning, design and delivery	✓	✓	6
5.	A thorough understanding of FE related software such as ProAcheive	✓	✓	6
6.	Sound knowledge of Safeguarding and Prevent	✓	✓	6
7.	A detailed knowledge of FE and HE funding		✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4

3.	Educated to degree level or equivalent	✓		4
4.	Qualified teacher status	✓		4
5.	Evidence of continuing education and training	✓	✓	4

### **Advice to candidates**

#### **This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.