

Job Description

Post:	Deputy Principal
Salary Grade:	C£100k
Responsible to:	Corporation and CEO / Principal

Key Purpose:

1	To be a member of the College's Executive Team; supporting the CEO / Principal in the running of the College, deputising when necessary. The postholder will be responsible for overseeing all curriculum delivery and the line management of all Heads of Centre, as well as taking responsibility for the delivery of some cross-college activities.
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Responsibilities:

1	To lead the College curriculum and to achieve outstanding performance
2	To act as nominee in any College inspections including OFSTED
3	To demonstrate high standards of leadership at all times
4	To participate in key College processes as required.
5	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
6	To work flexibly in the interests of the organisation as required.
7	To participate in performance reviews and to undertake staff development activities as appropriate.
8	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	Manage, develop the Heads of Centre and a number of managers from across the College.
b	Contribute to the leadership and management of SCC as a member of the College Executive Team.
c	Represent the College on bodies / at events as required.
d	Support, advise and seek advice from other members of Executive as appropriate.
e	Implement all cross-college strategies agreed by Executive and the College Corporation.

f	Be responsible to the CEO / Principal for all PIs relating to the operations under your control. This would include (but is not limited to) <ul style="list-style-type: none"> ▪ Success rates ▪ Attendance ▪ Retention ▪ Achievement ▪ Relevant budgets ▪ Staff deployment and productivity ▪ Staff / learner satisfaction ▪ Ofsted / verifier reports ▪ Compliance with all regulations (including Health and Safety and Equality and Diversity)
g	To lead Curriculum & Quality meetings.
h	To be responsible for the welfare, safety and satisfaction of learners
i	To assist the Vice Principal quality with the production of the Self-Assessment Reports and Strategic Plans.
j	Produce Monitoring Reports as required for the Executive Team and Corporation.
k	Demonstrate leadership with regards to equal opportunities and promoting diversity.
l	Demonstrate leadership in relation to the promotion of Safeguarding and the Prevent Strategy.
m	Carry out other such relevant and appropriate duties the CEO / Principal shall from time to time require.
n	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Deputy Principal

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1 First Degree or equivalent qualification 2 Teaching Qualification	Certificate	A Post graduate qualification B Management qualification	Certificate
Professional Development	3 Evidence of ongoing professional development	Application		
Experience	4 Successful experience as a senior manager in a further education college. 5 Successful post-16 teaching experience 6 Success leading and managing change within a college 7 Wide-ranging curriculum management experience 8 Track-record of successful performance management	Application / Interview	C Experience of working with OFSTED either as an Inspector or nominee	Application / Interview
Knowledge	9 Knowledge and understanding of the challenges and current issues in the FE sector	Application / Interview	D An understanding of value added and distance travelled systems	Application / Interview
Skills / Qualities	10 Ability to create vision, motivate and inspire others to perform to the best of their abilities	Application / Interview	E A high degree of computer literacy.	Application / Interview

	<p>11 Excellent management and leadership skills</p> <p>12 A strong track record of achievement, added value and success in relation to learner outcomes and high quality standards</p> <p>13 Highly developed negotiating, influencing and persuading skills</p> <p>14 Well-developed skills of analytical reasoning and problem solving</p> <p>15 Excellent interpersonal, communication and organisational skills.</p> <p>16 Ability co-ordinate and motivate staff</p> <p>17 Ability to work on own initiative.</p> <p>18 Able to keep calm in difficult situations</p> <p>19 Able to work effectively and efficiently</p> <p>20 Ability to build good relationships with students, staff, governors and within the sector</p> <p>21 Flexible approach to work</p>			
Other	<p>22 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and</p>	Application / Interview		

	suitability to work with children/ vulnerable adults			
23	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application / Interview		
24	DBS Check acceptable to college will be undertaken for successful applicant	Application / Appointment		