

## JOB DESCRIPTION

- Post Title:** Assistant Principal – Performance and Progress
- Responsible to:** Vice-Principal Curriculum & Quality
- Salary Scale:** £56,749 - £66,106 per annum (M18 – M25)
- Status:** Permanent
- Purpose of the job:** Provides outstanding leadership and strategic direction for the College's FE Curriculum delivery model, its performance and learner progress, delivering exceptional benefits for learners and Employers aligned to the College's vision to be the leading specialist land-based college in the UK.

### REASEHEATH COLLEGE MISSION

**“Industry Focused, Career Ready”**

### REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

**P** eople      **R** esponsibility      **I** ntegrity      **D** iversity      **E** xcellence

### Key Tasks & Responsibilities

Supporting the Vice Principal (Curriculum & Quality) with the Strategic development of the College's FE curriculum delivery model and offer ensuring it is relevant, sector leading, sustainable and meeting the needs of learners, and taking personal responsibility for leading a culture of high expectations across the organisation.

Ensure the College's Teaching, Learning and Assessment is of the highest quality by ensuring that robust and innovative quality assurance & improvement strategies and protocols are in place, and are effectively implemented.

Lead the College's strategic and operational delivery of key learner performance and progress provision including; careers advice, industry placement, tutorial support & pastoral care and wider skills, SEND, learning support and learning resources.

Develop strategy and support teams to translate this into effective operational objectives which are continuously reviewed and delivered to ensure that an outstanding level of learning and learner experience is achieved.

Develop and implement College Strategy as a member of the Executive team to ensure that the College operates as a commercially viable provider of outstanding education and skills.

Liaise effectively with relevant external agencies, awarding bodies, sector groups, industry leads and other relevant stakeholders to ensure that Reaseheath is aligned and able to influence future thinking within Education and the land-based sector.

Create ideas and innovative thinking for new models of learning and vocational initiatives through providing effective leadership of Further Education.

Work closely and provide guidance for the Quality functions within the College's Higher Education, Apprenticeship and full cost provision.

Support and drive the development of new academic initiatives aligned to Government, sector and employer demand, research and innovation which enhance learner satisfaction and promote employability

Facilitate the development of new academic initiatives using Information Learning Technology (ILT) in order to enhance Curriculum delivery and student satisfaction

Proactively identify strategies to enhance performance/quality and implement these effectively to create a culture of continuous improvement, accountability and excellence

Lead the College's self-assessment, quality improvement action planning, and termly performance review processes ensuring a culture of high performance and continuous improvement. Responsible for authoring the College Self-Assessment report.

Work closely with the Head of MIS and other key CMT members to prepare and present key performance data and milestones for the College Executive and Board.

Facilitate the development and monitoring of area targets and key performance indicators to meet and exceed recruitment, retention, achievement, participation and progression targets.

Establish effective working relationships with all areas of the Reaseheath Group to support co-operative partnership working.

Champion the quality and standards of the curriculum delivery to ensure teaching and learning, and the student experience are outstanding.

Work proactively with relevant academic partners and professional bodies to ensure full and effective compliance with national requirements and standards and maintenance of the College's excellent reputation locally and nationally.

Ensure the fair and consistent management of student's discipline/grievance and academic appeals processes in line with college policies and procedures and resulting in high expectations of student performance and behaviour across the College.

Provide clear direction and impetus to ensure Reaseheath's Curriculum Strategy is developed, communicated and led in line with the College's Strategic Plan.

Review, develop and implement changes around the curriculum offer and delivery models resulting in improved efficiency, student engagement, satisfaction, progression and employability skills.

Liaise effectively with external industry counterparts and key Further and Higher Education partners to build the brand and reputation of the College and maximise opportunities for growth and development within the Strategic Plan which respond to current thinking and are sustainable in the longer-term.

Encourage collaboration to ensure maximum use of facilities and resources to maintain and create new business opportunities and further positively promote the Reaseheath Group.

Role model the Values of the College as a member of the Executive Team and take accountability to ensure these values and behaviours are demonstrated by staff and students in all activities within your areas.

Set the vision for your teams and inspire them to deliver it; supporting a high performing team which demonstrates accountability and clarity of objectives and which utilises and develops the skills, knowledge and competencies of all staff members.

Motivate, engage and empower your teams, support and develop your Managers and robustly tackle underperformance.

Participate fully in professional development, role-modelling continuous learning and knowledge sharing within your own area/s and across the College.

Establish effective internal and external customer service; ensuring productive and collaborative working relationships which maximise learner opportunities and experience.

Ensure staff as well as visitors and contractors understand and consistently apply Safeguarding and Equality and Diversity measures to ensure a healthy, sustainable and productive learning environment is consistently maintained.

Work in partnership with the HR Department in order to ensure compliance with correct application of HR Policies and Procedures.

Lead the development of the Colleges TLA CPD and teacher training programmes for tutors and instructors working closely with HR and Curriculum teams to provide sector leading CPD for the academic workforce.

Ensure that the learning resources and opportunities within your areas of responsibility are used effectively and efficiently to enhance learner experience, success and employability.

Ensure the effective resourcing of departments in order to maintain and develop a high quality learning provision to achieve planned growth targets.

Ensure effective development and implementation of quality, performance and progress systems to include Individual Learner Progress (ILP), observation coordination and analysis, and performance monitoring dashboards.

Ensure that your areas drive efficiencies, reduce waste and achieve outstanding quality, value for money and meet their contribution to central targets.

Ensure the proactive management of budgets in line with financial regulations and the budgetary control process in order to assist with income generation and capital investment for the Reaseheath Group.

Ensure external funding and income opportunities are realised with strong strategic leadership of key areas of income including the Capacity Development Fund, and High needs funding.

Create and monitor curriculum development plans which inform the budget process in order to meet College financial procedures.

Ensure compliance with contractual and audit requirements across your areas.

**PLEASE NOTE**

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

**PERSON SPECIFICATION**  
**Assistant Principal**

<b>Knowledge, Skills &amp; Experience</b>	<b>Essential/ Desirable</b>
<p>Substantial experience of managing in Further and/or Higher Education at a strategic level</p> <p>Demonstrable evidence of the ability to lead the review, design and implementation of innovative curriculum programmes to meet customer needs</p> <p>Certificate in Education or equivalent professional qualifications and substantial experience of teaching, coaching, training or supporting learners in an educational setting</p> <p>Demonstrable knowledge of effective leadership and development of teaching, learning and support methodologies and current best practice within Further and/or Higher Education</p> <p>Demonstrable experience of utilising ILT within curriculum design, delivery and performance monitoring</p> <p>Educated to degree level or equivalent</p> <p>Experience of land-based delivery</p>	<p align="center">E</p> <p align="center">D</p> <p align="center">E</p> <p align="center">D</p> <p align="center">D</p> <p align="center">D</p> <p align="center">D</p>
<p>Successful track record of delivering high quality curriculum or support provision in a College environment</p> <p>Demonstrable detailed understanding of Further &amp; Higher Education quality control and assurance processes</p> <p>Demonstrable ability to gather, interpret and report key sector performance data and DFE performance measures</p> <p>Proven ability to inspire teams to deliver outstanding teaching, learning and support which provides opportunities for student progression</p> <p>Strong understanding of the Education Inspection Framework, experience of acting as Ofsted nominee or directly supporting a nominee during inspection</p>	<p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">E</p>
<p>Demonstrable evidence of successful partnership and collaborative working</p> <p>Demonstrable experience of developing FE and /or HE Strategy and managing, growing and/or improving provision</p> <p>Ability to build relationships with industry and stakeholders to forward our reputation and create business opportunities</p>	<p align="center">D</p> <p align="center">E</p> <p align="center">D</p>

Ability to communicate effectively and negotiate and influence with individuals at all levels	E
Ability to analyse data and create professional written reports for governors and stakeholders	E
Proven ability to inspire, develop, engage, manage and lead a high performing team	E
Experience of managing complex people issues and robustly addressing underperformance.	D
Demonstrable evidence of continuing professional development	D
Proven ability to maximise effective and efficient use of resources including college management information systems	D
Demonstrable skill in effectively managing and generating a significant level of income	D
Demonstrable skills in budget management and financial reporting	E