



JOB DESCRIPTION

Post Title: Assistant Principal –Student Experience & Support

Responsible to: Vice-Principal Curriculum & Quality

Status: Permanent

Purpose of the job: Provides outstanding leadership and strategic direction for all aspects of the Student Experience.

Taking full responsibility and strategic leadership for a broad range of functions including:

- Safeguarding and Residential (Designated Safeguarding Lead, Student Services, Transport, Student Life, Student Union)
- Wellbeing
- Student Support (Funding, Guidance, High Needs)
- Employability (Careers, Advice & Partnerships)
- Inclusion, Equality & Diversity

Deliver an innovative Student Experience focused on Industry focused, career ready employability skills and knowledge.

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

Support the Vice Principal (Curriculum & Quality) with the Strategic development of the College’s approach to the Student Experience, ensuring it is relevant, engaging, innovative and meeting the needs of learners and employers. Taking personal responsibility for leading a culture of high expectations across the organisation.

Act as Designated Safeguarding Lead (DSL) for the College and lead all aspects of safeguarding intervention for the College and University Centre. Be the single point of contact for safeguarding

issues including PREVENT and Channel. Support the embedding of the safeguarding policy and procedures to ensure the safeguarding of all learners. Deliver training and updating to all staff to ensure that they are competent and confident in dealing with safeguarding issues.

Lead the College's approach to online safety, filtering and monitoring and educating students around safe use of technology.

Lead and support the work of the Head of Student Services and their teams to ensure a high-quality residential provision, compliant with the National Minimum Standards and inspection ready at all times.

Lead and support the work of the Wellbeing team to ensure a high quality, learner centred wellbeing and counselling service, effectively linked in with local support services and networks.

Lead and support the work of the Head of Inclusive Learning and Careers and their teams to ensure the highest quality provision of student support and Information, Advice and Guidance which leads to high levels of retention, achievement and positive progression.

Lead and support the work of the Inclusive Learning team, overseeing high needs funding, monitoring and quality assuring data, records and delivery of SEND support activity across the College.

Chair the Equality, Diversity and Inclusion Committee, and lead and support the work of the Diversity & Inclusion Manager to embed and promote an Inclusive culture across College

Lead and support the work of the Student Life team to deliver an engaging and relevant student life experience which develops both academic, social and employability skills

Provide appropriate support and guidance to the Student Union and sabbatical President, ensuring it has the necessary resources to deliver its mission and actively represent the student voice

Work closely with both FE and HE teams to develop a high-quality student experience tailored to meet learner and employer needs, reflected and measured through key indicators such as Pulse, NSS, TEF, retention, progression and positive outcomes.

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.

Develop and foster relationships with both local, regional and national partners to ensure the delivery of outstanding student support, student experience and employability skills leading to high rates of retention, achievement and progression.

Work closely with the Head of Business Intelligence and other key College Management Team members to prepare and present key performance data and milestones for the College Executive and Board.

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

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 College.

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 high performing teams through demonstrating accountability and clarity of objectives which utilise and develop 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.

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 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 College.

Ensure external funding and income opportunities are realised with strong strategic leadership of key areas of income including High needs funding.

Create and monitor department 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.

Internal

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**

Knowledge, Skills & Experience	Essential/ Desirable
Educated to degree level or equivalent	E
Substantial experience of managing in Further and/or Higher Education at a strategic level	E
Demonstrable evidence of the ability to lead the review, design and implementation of innovative delivery plans to meet customer needs	D
Certificate in Education or equivalent professional qualifications and substantial experience of teaching, coaching, training or supporting learners in an educational setting	E
Demonstrable knowledge of learning and support methodologies, SEND and high needs funding and current best practice within Further and/or Higher Education	E
Experience as Designated Safeguarding Lead or Deputy within an educational establishment	E
Demonstrable knowledge of safeguarding legislation and the Prevent duty in relation to education	E
Experience of land-based delivery	D
Successful track record of leading the delivery of a high quality student experience within an FE or HE setting	E
Experience of delivering a wellbeing, careers or IAG provision within an education setting	D
Demonstrable ability to gather, interpret and report performance data	E
Strong understanding of the Education Inspection Framework and/or National Minimum Standards for residential provision, experience of acting as Ofsted nominee or directly supporting a nominee during inspection	E
Demonstrable evidence of successful partnership and collaborative working	D
Demonstrable experience of developing FE and /or HE Strategy and managing, growing and/or improving provision	E
Ability to build relationships with local, regional and national partners to enhance the student experience and support provision	E
Ability to communicate effectively and negotiate with and influence individuals at all levels	E

Internal

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