



JOB DESCRIPTION

Title of Post: Principal

Reporting To: Chair of Governors

Line Manages: Vice Principal (Assistant Principal Quality & Curriculum)
Assistant Principal (Director of Student Services)
Assistant Principal (Director of Resources)
Personal Assistant

Main Purpose of Job:

The Principal is a senior post-holder whose remuneration and conditions of service are determined by the Governors and reviewed annually. The Principal is responsible for the overall leadership and management of the college and for proposing its strategic direction to the Corporation.

The Principal is also a member of the Corporation.

Duties and Responsibilities

1 Leadership

Under Article 3 (2) of the Articles of Government the Principal is responsible for:

- a) making proposals to the Corporation about the educational character and mission of the College, and for implementing the decisions of the Corporation
- d) the organisation, direction and management of the institution and leadership of the staff.

The post-holder will:

- 1.1 provide effective leadership to the College in fulfilling its mission as determined by the Corporation;
- 1.2 make proposals to the Corporation regarding the educational character, activities, and mission of the College, developing a suitably ambitious vision with which to inspire and motivate
- 1.3 ensure that the Corporation is fully engaged in all strategic decisions which affect the mission and character of the College
- 1.4 ensure that the Corporation is updated regularly on progress in fulfilling the College's mission and vision and the achievement of its strategic plan
- 1.5 ensure that the Corporation is updated regularly on internal and external issues and developments likely to impact upon the College's future strategies and policies
- 1.6 provide inspiring and motivating leadership to those engaged in the activities of teaching

2 Students

Under Article 3 (2) of the Articles of Government the Principal is responsible for:

- b) the determination of the College's academic and other activities;
- f) maintaining student discipline and, within the rules and procedures provided for in the Articles of Government, suspending or expelling students on disciplinary grounds or expelling students for academic reasons

The post-holder will:

- 2.1 introduce effective strategies for the recruitment of students
- 2.2 determine the academic provision of the College to develop a curriculum geared to meeting the needs of learners
- 2.3 ensure that arrangements for teaching, learning and student support are of a standard sufficient to ensure that that the College delivers high quality education in accordance with its mission
- 2.4 strive to make the College an inclusive, student-centred organisation and an effective learning environment for all College users
- 2.5 ensure that clear procedures are adopted and consistently applied for the maintenance of student discipline and acceptable academic performance

3 Staff

Under Article 3(2) of the Articles of Government the Principal is responsible for:

- e) the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the corporation, of the pay and conditions of service of staff other than the holders of senior posts and the Clerk to the Corporation.

The post-holder will:

- 3.1 oversee the implementation of effective and equitable procedures for the appointment of staff
- 3.2 provide dynamic and empathetic management and leadership of staff which will ensure that the College discharges all of its legal responsibilities and that good employee relations are maintained and developed
- 3.3 promote a working culture which encourages debate, rewards initiative and fosters inclusiveness and productive team working
- 3.4 promote discipline and good conduct and encourage commitment of staff, leading by example
- 3.5 contribute to the professional development and performance management of staff to ensure the effective implementation of policies and systems.

4 Management and Quality

The post-holder will:

- 4.1 work effectively with colleagues in the senior management team to ensure that the College offers the highest quality service to its students and foster a culture of excellence.
- 4.2 directly line manage and monitor the work of the senior management team
- 4.3 bring about continuous quality improvement through effective internal quality assurance mechanisms
- 4.4 ensure that information systems provide accurate management information from which to measure performance and progress
- 4.5 ensure that the College has an effective system of self-assessment and is ready for inspection and other external quality assessments
- 4.6 ensure the dissemination of information about - and examples of best practice in - the sector as well as of information on relevant national and local policy developments
- 4.7 ensure that appropriate targets are set and agreed throughout the College, that performance against them is monitored, and that the College meets or exceeds them
- 4.8 make certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves
- 4.9 lead and contribute to the development, implementation and monitoring of College plans and policies; and establish procedures for effective review of policies and procedures which involve the Corporation, staff, students and other College users
- 4.10 adopt flexible working methods to meet the changing needs of the College
- 4.11 adopt and encourage a positive attitude towards equality and diversity and ensure the promotion of equality throughout all aspects of provision and employment, including meeting the College's legal duties under the relevant equalities legislation.

5 Finance and Resources

Under Article 3 (2) of the Articles of Government the Principal is responsible for:

- c) preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation

As the Chief Accounting Officer the Principal is responsible under the Financial Memorandum for:

- ensuring that any funds provided by the LSC and its successors are used only for the purpose for which they are given and in accordance with their terms and conditions

- advising the Corporation if any action or policy under consideration by them is incompatible with these terms and conditions
- ensuring the proper and effective operation of the controls established by the Corporation to safeguard public funds
- giving effect to the Corporation's policies for securing the efficient, economical and effective management of all the College's resources and expenditure

The post-holder will:

- 5.1 make arrangements for the preparation of annual estimates of income and expenditure and the management of budgets and resources
- 5.2 demonstrate prudent and effective budgetary management
- 5.3 ensure that there is proper and effective operation of financial, planning and management controls
- 5.4 ensure that information systems are in place which provide robust data to support the management of the whole College
- 5.5 ensure effective implementation of the Corporation's Property Strategy, while ensuring efficient resource use
- 5.6 develop and maintain health and safety and security policies, strategies and mechanisms which meet legislative requirements and which provide a welcoming and safe learning and working environment.

6 Partnerships and Communication

The post-holder will:

- 6.1 seek out development opportunities for the College, including business and community partnerships
- 6.2 ensure that the College is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the College
- 6.3 contribute to the development and maintenance of effective communication within and beyond the College and act as an ambassador for the College and an advocate of its interests
- 6.4 work closely with other members of the 14-19 Partnership Board to develop the most effective local response to the Government's 14-19 agenda
- 6.5 maintain and develop the College's partnerships with Higher Education Institutions to meet the higher education needs of students
- 6.6 develop effective partnerships with local employers to provide a range of opportunities for students and for the College

7 Professional Standards

The post-holder will:

- 7.1 develop and maintain quality standards appropriate to the post
- 7.2 develop and maintain professional standards and expertise by undertaking relevant professional development

NB: This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with, the Corporation.

February 2011