

Capel Manor College

Assistant Principal Academic Excellence

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Assistant Principal-Academic Excellence
Scale	Leadership and Management
Salary range	Spot Salary
Responsible to	Deputy Principal-Curriculum and Quality
Location	Cross-College with a requirement to travel to all sites.
Contract	Full-time, permanent

Key Responsibilities:

The Assistant Principal-Academic Excellent will be responsible for effectively leading, motivating and inspiring academic colleagues to ensure innovative curriculum delivery that allows students to achieve outstanding outcomes. They will contribute to the overall leadership and management of the College and be proactive in promoting its aims and values whilst supporting an ethos of continual improvement. The post holder will drive improvements required to secure a good Ofsted grading and work towards outstanding.

They will work closely with the Deputy Principal-Curriculum and Quality to be responsible for the strategic leadership, management and development of the College's academic provision.

Working closely with the Deputy Principal-Curriculum and Quality and wider Senior Leadership Team, the post holder will develop strategies for improving academic achievement across the spectrum of courses offered by the College and lead on delivering innovative new curriculum that meets the needs of local and national priorities and skills gaps. They will also co-create cross college curriculum in conjunction with employers and the local communities.

Responsibilities:

Main Responsibilities

- To Lead on the College's academic strategy, strategic direction and approach to achieving excellence
- To contribute to the College's strategic planning and review
- Support and challenge colleagues through line management, performance management, mentoring and coaching
- Build effective working relationships with the Senior Leadership Team, Governors and Stakeholders
- Take a leading role in developing a learning culture, supporting inclusive access and progress of all students
- Anticipation, planning and making provision for future demands
- Day-to-day leadership within the College, in particular heads of academic departments
- Contribute to the lesson observation process in conjunction with the Quality team
- Ensure all quality processes are being followed

Strategic Direction

- Securing high quality teaching and learning across the College
- Leading on the use of data analysis to improve teaching and learning and use appropriate interventions when required
- Leading on the development of programmes for students within and outside the curriculum resulting in enhanced and extended experiences with opportunities, leading to improved achievement and attainment at all levels
- Delivering effective information, advice, guidance and support for students
- Monitoring the quality and evaluating the effectiveness of teaching and learning in conjunction with the quality team and the developmental approach to an agreed lesson observation cycle.
- Contributing to CPD days using effective analysis via PDR's and lesson observations
- Reporting regularly to the Deputy Principal-Curriculum and Quality against the College KPI's
- Ensuring effective contributions to the VLE, website and driving improvements in the digital strategy
- To lead in the sharing and embedding of good practice with a focus on teaching and learning
- To take a strategic lead in raising achievement and attainment across the Curriculum Areas

- To lead on academic input to the College Quality Improvement Plan (QIP)
- To lead on academic input to the College's Balance Scorecard
- To take the lead within the Curriculum Areas in supporting inclusion, access and progress of all students using relevant data to inform planning and facilitate the raising of attainment
- To participate in the appointment and induction of new staff within the Curriculum Areas
- To collaborate externally with other institutions to share and lead in innovative developments

Teaching and Learning

- Develop, implement, monitor and review schemes of work regularly to ensure that they are appropriate
- Work with the Deputy Principal-Curriculum and Quality to drive improvements in the delivery of digital technology inside and outside of the classroom
- Regularly review data appropriately to drive improvement in the College overall performance
- Identify, along with those who have input within the College, students who are underachieving and where necessary create and implement effective plans to support such students
- Work with the wider College team to create a positive, innovative learning environment
- Work with the Heads of Academic areas and the quality team to create a programme of learning walks for the purpose of sharing good practice and advising staff on the quality of their teaching
- Ensure that appropriate standards of behaviour are established and maintained in lessons
- Ensure that the Curriculum Areas adhere to College policies in relation to coursework and marking
- Work with the Quality team to ensure academic areas meet awarding body requirements including IQA practices

Leading and Managing Staff

- Be an outstanding role model and give clear vision and direction
- Set high professional standards and monitor the work of the academic areas to ensure deadlines are met and reports and work produced are of a high standard
- Ensure that policies for managing students are appropriate, rigorous and adhered to by all
- Be responsible for ensuring staff members receive the support, information and professional development necessary to improve their own practices and student progress
- Establish clear expectations and positive working relationships among the team through mutual support and teamwork
- Manage and develop effective working relationships with the Principal/CEO, Senior Leadership Team, and other staff at the College
- Provide administrative returns as and when required by senior staff
- Contribute to the agenda and minutes of strategic leadership meetings
- Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability
- Promote and support College events and extracurricular activities among students
- Support in intervention programmes where appropriate including student disciplinaries

Deployment of Staff and Resources

- Identify appropriate curriculum, staffing and physical resources and ensure that they are used effectively, efficiently and safely
- Oversee the assessment, recording and reporting procedure for the curriculum
- Ensure that appropriate curriculum area records are maintained
- Work with the Student Services Team to ensure that individual Education Health Care Plans, behaviour contracts and Personal Support programmes are implemented to match students' needs
- Ensure that the Principal/CEO, Senior Leadership Team and Governors are well informed about policies, plans, priorities and developments
- Carry out professional development interviews with curriculum members to identify training needs
- Ensure that trainee and newly qualified staff are appropriately trained, monitored and supported
- Effectively manage budgets to ensure income and expenditure meet target.

Other Responsibilities

- Monitoring standards of achievement through regular meetings with the relevant Heads of School, Team Leaders, relevant Achievement Leaders, lesson observations and attendance at meetings
- Ensuring the implementation of the College policies
- Working closely in a coaching role with staff in terms of planning for and implementing improvement
- Taking a full active role in the College's Performance Management where required
- Manage all designated staff, to include staff recruitment, induction process, and performance review in accordance with college policies and procedures.
- Strategic direction and development of the College
- Taking a strategic role in raising achievement using assessment data

General Responsibilities

- Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
- Participate in College programmes of staff appraisal and continuing professional development
- Develop effective working relationships internally and with external partners
- To operate at all times in line with the College's values and behaviours
- Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Degree level qualification
- Relevant professional qualification, professional accreditation and/or relevant higher education qualification
- A recognised teaching qualification (e.g., PGCE, Cert Ed, or equivalent)
- Evidence of continuous professional development
- Level 4 Qualification
- Assessor/Verifier awards
- Possess a Level 2 qualification in English and Maths qualification

Experience

- Extensive experience in curriculum leadership at senior level and development within the further education sector, preferably in a land-based environment
- Managing a large team of curriculum managers across all College sites
- Evidence of effective strategic contributions at a senior level
- Experience of leading high-performing teams, driving curriculum innovation across a broad range of provision and securing improvement in student outcomes/against the Ofsted framework
- Experience of managing a range of budgets and resources effectively
- Proven experience of growing income, developing new business and generating productive relationships with employers
- Experience of playing a key successful role in Ofsted Inspections
- Experience of preparing and understanding data reports from college systems (such as ProAchieve)
- Proactive performance management
- Experience in successful growth of a range of curriculum provisions

Skills, Abilities and Knowledge

- Ability to work effectively at senior level and to contribute to significant strategic improvements
- Ability to manage a broad range of curriculum with a track record of securing improvements
- Ability to effectively work with employers to build employer led curriculum
- Excellent communicator and presenter with an eye for detail with experience of working openly and collaboratively with Governors, colleagues and managers

- Knowledge of effective curriculum planning and developing new curriculum
- Ability to innovate
- Excellent administrative and IT skills
- Ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated and valued
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- The ability to analyse and solve problems with a successful track record of managing and delivering change

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- A clean driving licence is required