**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Principal Higher Education | Higher Education |
| **SALARY** | **BENEFITS** |
| £41,194 - £55,314 dependent upon experience, skills and qualifications | Teachers’ Pension Scheme or Local Government Pension Scheme  38 days annual leave, pro rata to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus pro rata Bank Holidays. |
| **LINE MANAGER** | **LINE MANAGER FOR** |
| Vice Principal & Deputy Chief Executive | * Teacher Training Manager * Heads of Designated Curriculum Areas as agreed with the Vice Principal & Deputy Chief Executive |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide visionary and dynamic leadership, which drives continual development and enhancement of the brand and reputation of University Centre Myerscough College.  To develop Higher Education curriculum within the land based, science, engineering and sport disciplines that serves the needs of industry and meets student aspirations.  To lead the developments of Higher Technical Qualifications and L4/5 and Degree apprenticeships to complement and enhance current provision  To provide a highly engaging and future focused research-informed teaching and learning experience which ensures high success rates, promotes personal development and achievement and enables strong graduate-level employment prospects.  To continually enhance the Higher Education student learning experience and provide high levels of student engagement and satisfaction.  To establish an ethos and culture of research and scholarly activity that underpins the higher education curriculum and promotes cutting edge research-led teaching, learning and assessment.  To take a lead role in delivering the College’s strategic objectives for Higher Education and contribute to the wider development and delivery of the College’s mission, vision, values and strategic plan. | |

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| **ROLE SPECIFIC KEY DUTIES** |
| Leadership and Management   * To lead the delivery of research-informed teaching, learning, assessment, quality and student support and welfare within Higher Education to ensure student expectations are exceeded. * Ensure the Higher Education provision maximises and delivers on all educational and funding contracts. * Provide clear and inspiring leadership within the area of Higher Education and research and deploy high level influencing and partnership skills across the College and externally. * Lead on development of the Associate School in liaison with the University. * Lead on the development of research activity to underpin Higher Education, enhance the College reputation and add to the knowledge base for the industries served by the curriculum. * Be responsible for operational line management of the Teacher Training Manager and Heads of designated Curriculum Areas. * Liaise closely with the Assistant Principals for Further Education, Apprenticeships & Skills and Partnerships and Development to ensure effective coordination and communication. * Work collaboratively with academic and support teams to ensure an outstanding student experience * Lead the preparations for Periodic Course Review (PCR), National Student Survey (NSS), Teaching Excellence Framework (TEF), Quality Assurance Agency (QAA), Ofsted Teacher Training and other external and internal HE reviews and audits. * Lead the development of Higher Technical Qualifications and L4/5 and Degree apprenticeships to complement and enhance current provision in liaison with internal and external partners.   Strategy and Policy   * Make a leading contribution to the achievement of the College’s Vision and Strategic goals through an active involvement in a range of cross college strategic planning and management groups. * Develop Higher Education and research in line with strategic targets. * Lead strategy, policy and process development for Higher Education and research in light of Government, funding or other stakeholder priorities. * Develop and lead the College strategy for driving up business critical areas such as Higher Education recruitment and outcomes for students. * Ensure the effective engagement of and formation of strategic relationships with external stakeholders, partners and funding bodies in support of business growth, research development, curriculum innovation and College brand and reputation. * Ensure oversight of the Office for Students (OfS) requirements and ensure that the College meets all ongoing conditions of registration for the OfS and deadlines.   Teaching, Learning and Assessment   * Lead a high quality student experience with high levels of student engagement, satisfaction, retention, achievement, success and progression within Higher Education. * Co-ordinate efficient curriculum delivery models that meet the needs of students and the College. * Inspire and support teaching staff to deliver outstanding research-informed teaching, learning and assessment. * Ensure the Higher Education curriculum is underpinned by high quality scholarly activity and research. * Ensure the delivery of teacher training provision supports the continuing professional development of teaching staff and is fully integrated into wider teaching, learning and assessment initiatives.   Curriculum and Planning   * Proactively lead the development of innovative and efficient delivery methods that maximise outcomes for learners. * Lead the planning, operation and monitoring of the curriculum to ensure it is innovative, flexible to meet market demand within funding and income restraints. * Plan for the effective introduction of new provision in light of Government policy and strategy.   Quality   * Work with the Director of Quality and Performance to lead the quality assurance of teaching, learning and assessment to ensure continuous improvement and a positive and dynamic culture of learning, continuous professional development and research permeates the provision. * Lead, implement and review quality assurance and performance management processes as part of a continuous quality improvement cycle for Higher Education.   Corporate Resource Management   * Ensure processes for funding, management and compliance are aligned to both stakeholder and College strategic requirements. * Manage and control budgets delegated to Higher Education and research and ensure achievement of budget targets, including planned contribution levels. * Ensure the effective leadership and management of staff and services to deliver consistently high levels of performance in line with challenging strategic targets. * Ensure that financial, human and physical resources allocated are deployed efficiently and effectively and provide value for money. * Work with the Director of Quality and Performance to lead, plan and implement a culture of staff continuous professional development in line with the Professional Standards for Teachers and the Advance HE UK Professional Standards Framework.   Equality and Diversity   * Work with the director of Student Safeguarding, Support and Welfare to lead strategies within Higher Education to advance fairness, respect, equality, diversity, inclusion and engagement (FREDIE), to understand and remove any barriers and address any gaps in participation and achievement. * Lead the development, delivery and implementation of the College Access and Participation Plan to meet external deadlines.   Health, Safety and Sustainability   * Ensure Higher Education provides full compliance with agreed safety, quality and environmental standards and expectations. * Promote and advance sustainability throughout University Centre Myerscough. |

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| **GENERAL DUTIES** |
| You role model and promote the College values:  • **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making.  • **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.  • **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.  • **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.  Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to provide leadership for, and work as part of a team (A/I)  Ability to work to high quality standards (A/I/T)  Highly motivated with a commitment to succeed (A/I/P)  Excellent command of the English language (A/I/P/T) |  |
| ***Attainments*** | |
| Degree or equivalent Level 6 qualification (A)  High level of digital literacy and competent in using a range of Microsoft products (A/P/T)  GCSE English and maths Grade C/4 or equivalent or willingness to complete in a given time period (A)  Teaching Qualification eg PGCE, Cert Ed (A)  Management, leadership or coaching qualification or a willingness to achieve within a given timescale (A/I) | Post-graduate qualification (A)  FHEA or SFHEA status (A) |
| ***General Intelligence*** | |
| Outstanding ability to lead and manage (A/I/P/T)  The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P/T)  High-level ability to manage and interpret data in a range of formats (A/T)  Extensive knowledge of Higher Education sector (A/I/T/P)  Experience of producing high-level reports for a range of internal and external requirements (A/I)  Experience of leading an educational team to achieve successful outcomes (A/I) | Knowledge and experience of higher apprenticeships (A/I) |
| ***Special Aptitudes*** | |
| Outstanding leadership / communication skills and the ability to motivate and inspire a team (A/I/P)  Extensive knowledge of Higher Education policies / strategies (A/I/P)  Evidence of the ability to lead students / employers to successful outcomes within an educational or training organisation (A/I/P/T)  Clear evidence of the ability to build strong partnerships with external stakeholders (A/I)  Evidence of the ability to lead the development of innovative and efficient curriculum to meet market demands (A/I) | Knowledge and experience of e-learning platforms and use of ILT in teaching, learning and assessment (A/I)  Knowledge / experience of working in the land based, science, engineering or sports industries (A/I) |
| ***Interests*** | |
| High levels of interest in the work and achievement of students (A/I/P/T)  Full commitment to ensuring a high quality student and curriculum experience (A/I/P/T) |  |
| ***Disposition*** | |
| A leader who is hard working and capable of developing the performance of others (A/I)  Excellent interpersonal skills (I/P)  Outstanding communication skills (I/P/T)  Friendly and approachable (I)  Person centred approach (I)  Able to motivate and inspire staff and students to high achievements (A/I/P) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of and a willingness to promote and develop fairness, respect, equality, diversity, inclusion and engagement within an educational context (A/I)  An excellent understanding of health, safety and sustainability requirements of a working environment (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure Barring Service clearance at Enhanced level (A/I)  Current driving licence / willing and able to travel (A/I)  Ability to work flexibly (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Principal Higher Education | Higher Education |
| **SALARY** | **HOURS OF WORK** |
| £41,194 - £55,314 dependent upon experience, skills and qualifications | Normally 37 hours per week |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION (FINAL SALARY)** |
| 38 days annual, pro rata, leave to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal,  Plus pro rata, Bank Holidays. | Local Government Pension Scheme Up to £13,600 pa 5.5% Employee  £13,601 to £21,200 pa 5.5% Employee  £21,201 to £34,400 pa 6.5% Employee  £34,401 to £43,500 pa 6.8% Employee  £43,501 to £60,700 pa 8.5% Employee  £60,701 to £86,000 pa 9.9% Employee  £86,001 to £101,200 pa 10.5% Employee  £101,201 to £151,800 pa 11.4% Employee  £151,801 or more pa 12.5% Employee  11.5% Employer  **OR**  Teacher's Pension  Up to £14,999 pa 6.4% Employee  £15,000 - £25,999 pa 7.2% Employee  £26,000 - £31,999 pa 8.3% Employee  £32,000 - £39,999 pa 9.5% Employee  £40,000 - £44,999 pa 9.9% Employee  £45,000 - £74,999 pa 11.0% Employee  £75,000 - £99,999 pa 11.6% Employee  £100,000 or more pa 12.4% Employee  14.1% Employer |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new management entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |