**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Assistant Principal Further Education | Further Education |
| **SALARY** | **BENEFITS** |
| £45,108 - £57,000 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 | * 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 Myerscough College.  To develop Further Education curriculum within the land based, science, engineering and sport disciplines that serves the needs of industry and meets student aspirations.  Ensure the continued development and offer of innovative study programmes that meet the needs of employers, our students and funding requirements  To lead on the development of Technical Qualifications (T Levels)  To lead and drive the English & Maths agenda and ensure opportunities for ongoing development of these skills for students achieving at L2; in particular Maths  To lead and support the STEM agenda across all curriculum areas  To support the development 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 achievement rates, promotes personal development and achievement and enables strong progression and employment prospects.  To continually enhance the Further Education student learning experience and provide high levels of student engagement and satisfaction.  To take a lead role in delivering the College’s strategic objectives for Further 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 Further Education to ensure student expectations are exceeded. * Ensure the Further Education provision maximises and delivers on all educational and funding contracts. * Provide clear and inspiring leadership within the area of Further Education and deploy high level influencing and partnership skills across the College and externally. * Lead on the development and implementation activity, to 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 Heads of designated Curriculum Areas, associated projects and business opportunities. * Liaise closely with the Assistant Principals for Higher 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 Ofsted, ESFA, other external and internal FE reviews and audits. * Lead on the implementation of T Level qualifications and Curriculum reform * Support 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 Further Education and research in line with strategic targets. * Lead strategy, policy and process development for Further 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 Further 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 Ofsted & ESFA requirements and ensure that the College meets all ongoing Requirements .   Teaching, Learning and Assessment   * Lead a high-quality student experience with highlevels of student engagement, satisfaction, retention, achievement, success and progression within Further 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. * .   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 Further Education.   Corporate Resource Management   * Ensure processes for funding, management and compliance are aligned to both stakeholder and College strategic requirements. * Work closely with the Director of Finance and Data Manager to manage and control budgets delegated to Further Education and research and ensure achievement of curriculum plans and 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. * Work with the Director of Commercial Services & Director of Student Safeguarding, Support & Welfare to ensure a high level experience for our Residential students   Equality and Diversity   * Work with the Director of Student Safeguarding, Support and Welfare to lead strategies within Further 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 Further Education provides full compliance with agreed safety, quality and environmental standards and expectations. * Promote and advance sustainability throughout Myerscough College. |

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| **GENERAL DUTIES** |
| Role model and promote the College values:   |  |  |  | | --- | --- | --- | | **Learning** | **People** | **Sustainability** | | Our delivery will be high quality and innovative with students at the heart of decision making. | We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. | We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. | | We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do | | |   Participate in performance enhancement in line with College needs. 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.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. Ensure all employees support this aim and its implementation pro-actively. |
| Be thoroughly aware of College Health and Safety policies and ensure that employees within your responsibility are also. Seek to ensure appropriate implementation of such policies across all the area.  Lead the promotion of College sustainability policies and strategies by personal commitment and lead by example. |
| Complete any other duties that may reasonably be required by Line Management and the Principal. |

**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)  English and maths GCSE at grade C/level 4 or equivalent (A)  Teaching Qualification (A)  Management, leadership or coaching qualification or a willingness to achieve within a given timescale (A/I) | Post-graduate qualification (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 Further 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 T Levels and navigating curriculum reform and policy (A/I) |
| ***Special Aptitudes*** | |
| Outstanding leadership / communication skills and the ability to motivate and inspire a team (A/I/P)  Extensive knowledge of Further 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 and skills 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)  Ability to use LMI to plan curriculum, meet skills requirements and underpin curriculum intent (A/I)  Experience of working in a residential educational environment (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)  Focused on ensuring a performance orientated culture across all teams (A/I) |  |
| ***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 Further Education | Further Education |
| **SALARY** | **HOURS OF WORK** |
| £45,108 - £57,000 dependent upon experience, skills and qualifications | Normally 37 hours per week |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION (FINAL SALARY)** |
| 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. | Local Government Pension Scheme Up to £14,600 pa 5.5% Employee  £14,601 to £22,900 pa 5.8% Employee  £22,901 to £37,200 pa 6.5% Employee  £37,201 to £47,100 pa 6.8% Employee  £47,101 to £65,900 pa 8.5% Employee  £65,901 to £93,400 pa 9.9% Employee  £93,401 to £110,000 pa 10.5% Employee  £110,001 to £165,000 pa 11.4% Employee  £165,001 or more pa 12.5% Employee  11.5% Employer  **OR**  Teacher's Pension  Up to 29,187.99 pa 7.4% Employee  £29,188 to £39,290.99 pa 8.6% Employee  £39,291 to £46,586.99 pa 9.6% Employee  £46,587 to £61,742.99 pa 10.2% Employee  £61,743 to £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee |
| **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. | |
| **COLLEGE VALUES** | |
| Promote the College values:   |  |  |  | | --- | --- | --- | | **Learning** | **People** | **Sustainability** | | Our delivery will be high quality and innovative with students at the heart of decision making. | We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. | We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. | | We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do | | |   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |