
Associate Principal – Technical

Post Ref: 6109. Full Time, 37 hours per week. Permanent. £60,000 per annum.

Attractive benefits for this post include 35 days' annual leave per year plus bank holidays

An excellent career enhancing opportunity is available for a high performing leader who is ambitious to progress further in the role. Joining our senior leadership team as an Associate Principal, the successful candidate will have direct responsibility for curriculum, in particular technical and 16-19 provision and may be allocated whole college responsibilities depending upon experience and skills.

The post requires an existing leader who is able to demonstrate leadership experience and proven success in a curriculum role and is able to step up to implement high quality technical reforms as we continue with our transformation which is already well underway. An ability to foster fantastic employer partnerships to drive forward quality of education is essential.

To meet our high expectations, you must have a 'can do' attitude and relish turning challenges into opportunities. You must be able to demonstrate a track record of successful leadership at the right level, and be skilled in empowering staff and students to fulfil their potential and flourish. Importantly you must be able to inspire and motivate our students and people to perform strongly and effectively.

Successful applicants will be expected to have a significant impact on the success of our students and apprentices. Based out within curriculum, but working as an integral part of the Senior Leadership Team, you will be accountable for several curriculum areas. You will lead the continued transformation of curriculum, improve quality, teaching, learning and assessment across all areas of responsibility, raising them to the highest possible standards, and as a result secure outstanding student progress.

Role modelling our professional values and leading to inform a consistent culture of excellence is a key priority. Hard work and commitment will be essential as will enjoyment at work where our people and culture are important to us. With dedication, passion and commitment you must be a champion for all Colleges within Education Partnership North East, believe in our vision and strategic goals, and want to be part of the next phase of our exciting transformation.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack. Please note we will only accept Sunderland College application forms.

All applications must be received by 12noon on Tuesday 25 June 2019.

Please note, previous applicants need not apply.

It is anticipated that interviews will take place on Monday 1 July 2019.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	Associate Principal (Technical) - Sunderland
Post Ref:	6109
Reports to	Vice Principal
Department	Senior Leadership Team
Grade	Management Spine
Contract	Full Time, Permanent
Location	Sunderland College

City of Sunderland College, is part of Education Partnership North East, which also includes College's trading as Northumberland College and Hartlepool Sixth Form. This role is a significant opportunity for an effective leader who is ambitious for our students, our people and their own career. As well as having direct responsibility for curriculum areas including technical provision, the post holder will also be allocated whole college responsibility, in order to develop progression to future senior roles.

ROLE PURPOSE

- Provide strong leadership and management for specific North East curriculum and skills priority areas and improve our record of success and reputation as a leading professional and technical further education College.
- Lead on the introduction of new, and development of existing areas of curriculum and delivery in all funding streams, including technical educational reforms.
- Promote "excellence in all that we do" as an approach to constantly reviewing and improving performance, particularly utilising quality and financial data to drive targeted improvements.
- Ensure the provision of high quality, fully inclusive education for students, enabling them to achieve their full potential, and securing outstanding outcomes and destinations for students.
- Know and fully understand outstanding, attractive and innovative curriculum.
- Seek to secure sufficient curriculum resources for the College to deliver its strategic goals.
- Strengthen mutually beneficial partnerships and involvement of employers to ensure a skills based curriculum meets local and regional priorities.
- Ensure College campuses, buildings, classrooms, workshops, equipment and grounds reflect attention to detail, and excellence in health and safety for staff, students and visitors.
- Ensure the best experience for all students through the promotion of equality, diversity, health and wellbeing, safeguarding, Prevent and British Values in accordance with statutory duties and local requirements.

- Ensure curriculum drive forward excellent approaches to schools liaison, tasters and open events, effectively promoting the campus and its facilities.
- Contribute to business development through sector knowledge, engaging employers within curriculum to enhance opportunities for students and value added activities

PRINCIPAL RESPONSIBILITIES

- Provide inspiring motivational leadership and direction to staff, students and stakeholders, embedding the values, strategic goals and other priorities of the College.
- Contribute to and implement the College's Strategic Plan, vision, values and strategic goals-to inspire staff, students, potential students and the community.
- Set, foster and embed a culture of high standards of work performance, professional practice, and staff empowerment and student success.
- Provide strong leadership to achieve opportunities for sustainable growth, effective partnerships and a crucial role in the development of learning provision.
- Maintain a high profile locally and regionally as a "champion" and "brand ambassador", promoting new and existing collaborative partnerships that lead to curriculum innovation, co-design and/or co-delivery.
- Ensure that the College operates effectively and implements approved policies and procedures.
- Work collaboratively with the relevant College Principal, executive leadership team and the staff across Education Partnership North East, in the discharge of statutory and regulatory duties and implement decisions of the Corporation.
- Formulate proposals for the Chief Executive, Principal, leadership team, and Governors, regarding the educational character, activities and vision of the College to one of the country's top performing Colleges.
- Ensure that appropriate targets are set, agreed and performance monitored to achieve the strategic goals.
- Maintain awareness of an anticipate changes in the external environment for opportunities and challenges and foster an innovative and responsive leadership approach.

Leading Teaching, Learning and Assessment:

- Promote high standards in all aspects of teaching, learning and assessment to help students succeed and extend their personal growth within a safe environment.
- Promote and support the innovation and development of curriculum to ensure an outstanding range of educational and training opportunities, optimising student recruitment and maximising retention and achievement.
- Lead and ensure coherent study programmes for all students that lead to outstanding outcomes, skills for future learning, employment and progression.

- Ensure a relentless focus on high standards of teaching and learning within and outside of the classroom transforming areas that are good (or less than good) to sustained outstanding,
- Ensure teachers have good subject knowledge for the courses they teaching, are skilled at checking learning systematically and create environments that allow students to focus on learning.
- Ensure the provision of outstanding pastoral and learning support to ensure all students reach their full potential in a stretching and challenging environment, effectively preparing them for their future career.
- Plan and implement curriculum that is ambitious and designed to give all students, particularly the most disadvantaged, the knowledge and cultural capital they need to succeed in life.
- Ensure a targeted approach is adopted to improve specific areas of underperformance and that high quality standards are set and achieved for all curriculum programmes.
- Evaluate the quality of provision, and ensure that appropriate pace of action is taken in response to feedback from students, parents and carers to enrich their experience.
- Lead on the development of the curriculum self-assessment reports and quality improvement plans in area of responsibility, consistently promoting constant improvement.
- Work with cross college leaders to share and embed strong quality processes and procedures.
- Drive improvements in and engagements with new learning technologies to promote innovation across all aspects of teaching, learning and assessment.
- Be ambitious for staff and student success and ensure consistent expectations for high standards of professional conduct and behaviour is reflected in the culture of the College.
- Ensure the provision of regular information to parents about the progress of their children and other matters.
- Work with the College leaders to ensure our College is properly prepared for Ofsted, QAA and other inspections and audits.

Leading Staff

- Directly line manage curriculum in areas of accountability and be responsible for the smooth running of the curriculum, staff and student experience.
- Provide outstanding leadership to staff and students, and actively promote personal and professional development of all staff, this includes the continuing development and succession of your direct reports.
- Ensure that curriculum and relevant quality managers set and maintain high standards of work performance, skill and motivation of their staff and ensure strong leadership at all levels of the organisation.

- Monitor and review the organisational structure to ensure that the level of staffing, skills, knowledge and qualifications are optimal for effective delivery of the current and future curriculum.
- Monitor and review all quality indicators and KPIs to promote a strong culture of high performance.

GENERAL RESPONSIBILITIES

- Work collaboratively across the College to deliver an agenda of excellence and recognition that “good is not good enough”
- Promote Safeguarding and Child Protection at all times to ensure the safety and security of all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm.
- Work to promote and contribute to the Colleges Prevent policy and procedures, and ensure that the College meets and exceeds its statutory responsibilities.
- Undertake any personal development necessary to ensure effective performance in the role.
- Conduct formal performance management, disciplinary, absence and capability processes.
- Ensure that own management practices are conducted fairly, transparently and in accordance with college policy.
- All managers have specific responsibilities under H&SAW legislation for the provision of appropriate safety management systems, adequate information, instruction and training to the workforce.
- Work to promote and contribute to the Colleges Equal Opportunities and Inclusion Policy, and to uphold commitment to equality, diversity and inclusion.
- Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
- This job specification is subject to periodic review. Any changes in substance or interpretation will be implemented after consultation with the post holder.
- Follow the college’s dress code and project a professional image.

BUDGET RESPONSIBILITIES

The post holder is a budget holder under the College’s accounting systems and is required to observe and comply with the financial regulations of the College at all times.

CONTINUING PROFESSIONAL DEVELOPMENT

The post holder will proactively take part in the College's Performance Monitoring Review (PMR) process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

COLLEGE POLICIES AND PROCEDURES

- Comply with College Policies and Procedures and the Staff Code of Conduct.
- Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- Ensure all statutory obligations are fulfilled.
- Travel to other locations to attend meetings and meet with the teams when required.
- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.

Associate Principal – Technical (Sunderland)

Post Reference: 6109

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude		
Leadership experience and proven track record in a curriculum and/or quality role in further education.	★	
Proven management and leadership skills - both strategic and operational	★	
The ability to motivate, inspire and influence curriculum teams by example and persuasion	★	
The ability to develop and project a positive image of the College through personal, written and oral skills	★	
An ability to recognise, develop and effectively promote new opportunities for the College	★	
Ability to analyse data and use management information systems to support continuous improvement	★	
Qualifications and Training		
Minimum of a relevant Level 6 higher education qualification	★	
Post Graduate qualification in Leadership and Management		★
Relevant teacher training qualification	★	
Professional qualification or subject specific technical training in relevant subject areas	★	
A minimum of a level 2 qualification in English and maths	★	
Recent and relevant continued professional development linked to the responsibilities set out in the wider job description	★	
Experience		
Must have leadership experience of technical education and 16-19 study programmes	★	
Strong, evidenced curriculum and/or quality management experience	★	
Experience of achieving successful key performance indicators relating to the student outcomes	★	

Experience of managing budgets effectively	★	
Experience of safeguarding in relation to vulnerable students	★	
Experience of using data, and quality KPIs successful leading to quality improvement	★	
Disposition		
Social confidence and the ability to represent the College effectively with internal and external stakeholders	★	
Commitment to working in partnership with others for the benefit of students and advancement of the curriculum	★	
The qualities of an innovator	★	
An eye for detail and expectations for high professional standards of self and others	★	
Motivation to work in a multi-campus / college educational environment	★	
Willingness to use authority and maintain student discipline when working in an educational environment	★	
Ability to travel between sites and to meet external commitments	★	
Ability to work flexibly and when needed outside normal College working hours	★	
Willingness to travel nationally on College business	★	
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★	
Ability to model College values of authenticity, respect, innovation and ambition	★	
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★	
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★	
Tenacity to ensure that the College becomes an outstanding provider of academic, professional and technical education and skills	★	