

## **DEPUTY PRINCIPAL - JOB DESCRIPTION**

**Responsible to:** Principal and Board of Trustees

**Responsibilities:** To assist the Principal in the general management of the College, with specific responsibilities delegated as agreed. To deputise for the Principal in his absence.

### **Curriculum**

- To plan and oversee the successful delivery of student Study Programmes.
- To co-ordinate all curriculum and timetable planning.
- To ensure the adequate recruitment and deployment of staff to enable all elements of Study Programmes to be delivered.
- To work with the Assistant Principal for Curriculum, Development and Innovation to ensure that the College's Extension Study Programme is developed and delivered in line with college need, study programme guidance and funding methodologies.
- To ensure that Study Programmes take account of the funding methodology, particularly in relation to full-time programmes and Maths and English Condition of Funding.
- To monitor course changes, developing structures to analyse choice trends and reasons for change.
- To Chair the Curriculum Management Group and Curriculum Board Meetings.

### **Quality Assurance**

- To co-ordinate all elements of the College quality assurance systems.
- To write the annual College Self-Assessment Report and Quality Improvement Plan.
- To be responsible for the production of the College Quality Assurance Manual, reviewing and updating as required.
- To manage the self-assessment process operating within the College.
- To have oversight of the production of relevant quality statistics, including results and value-added data, as well as Departmental Progress Review data.
- To lead and manage the College Lesson Observation system.
- To co-ordinate the completion of the annual Student Satisfaction and Departmental Surveys and respond to survey outcomes.
- To work with and oversee the work of the Assistant Principal for Curriculum, Development and Innovation in ensuring a meaningful staff development programme linked to the quality processes, including the Professional Review Process.
- To work with and oversee the work of the Assistant Principal for Curriculum, Development and Innovation to ensure that creative and innovative teaching and learning development is linked purposefully to the development of quality across the College.
- To ensure the progress of different groups of learners is monitored as part of the quality assurance process.
- To act as the College Quality Nominee for Ofsted inspections.

## **Human Resources**

- To develop, update and implement all College human resources procedures in conjunction with the Human Resources (HR) Manager.
- To consider and agree staff absences, and to assist in reference writing for staff.
- To review and update the Staff Handbook on an annual basis.

## **Management & Administration**

- To deputise for the Principal as required.
- To oversee the supervision of the office, administrative and other support staff, in conjunction with the Office Manager and other relevant line managers.
- To be familiar with the requirements of the ILR and other data returns.
- To be responsible for the production of the College Calendar.
- To oversee the production of the College News and Announcements.
- To take responsibility for trips and visits, including the production and implementation of the Trips and Visits Manual and acting as the Trips and Visits Duty Officer.
- To produce internal Formal Exam Guidance and review and update relevant examination policies.
- To oversee and organise enrolment, including the production and distribution of the Enrolment Handbook.

## **Governance**

- To be the advising officer at designated Board of Trustee committees and at meetings of the full Board of Trustees co-ordinating the production of reports and discussion papers, as required.
- To be a Senior Postholder, appraised by the Chair of the Board of Trustees.

## **Committee Membership and Line Management**

- To be a member of SLT, Curriculum Management, Operational Development, Curriculum Boards, and other committees, assuming Chairpersonship as required by the Standing Orders.
- To attend meetings of other groups on an occasional basis.
- To act as line manager to:
  - The Assistant Principal for Curriculum, Development, and Innovation
  - Divisional Directors x 3
  - MIS Manager
  - HR Manager
  - PA to Deputy Principal

## **Safeguarding, Equality and Diversity and Health & Safety**

- To demonstrate an awareness of and commitment to equality and diversity, health and safety and safeguarding.
- To ensure that the Divisional Directors and Human Resources meet their responsibilities as regards Health and Safety.
- To be a member of the Health and Safety Committee.

## **Other Duties**

- To carry out a share of the student admissions interviews as negotiated with the Principal.
- To carry out other reasonable requests as required by the Principal.