

JOB DESCRIPTION
ASSISTANT PRINCIPAL – Student Services and Communication

Job Title: Assistant Principal - Students and Communication

Responsible to: Principal

Summary of Job

The Assistant Principal Students and Communication oversees Student Development, Behaviour, Safeguarding, EDI, and key pastoral directors and managers. As the Designated Safeguarding Lead, they have responsibility for child protection and Prevent strategies, they also manage bursary funds while promoting EDI. They support student behaviour management, academic engagement, and the Your Start at Esher induction. They oversee the Progression Guidance Department and update UCAS policies. Additionally, they ensure compliance with learning support, manage reception activities, and maintain the registration system. They liaise with external authorities, develop communication strategies, ensure data protection, and uphold equality, diversity, and safeguarding standards.

Responsibilities

1. Committee Membership and Line Management

- To be a member of the Senior Leadership Team.
- To attend meetings of the Operational Development and Curriculum Management groups.
- To chair termly Pastoral Managers meetings.
- To represent the College on the S7 Student Services group.
- To attend meetings of other groups on an occasional basis.
- To oversee the Self-Assessment Review (SAR) process for Student Development and Behaviour, Safeguarding & EDI and Progression Guidance and Learning Support
- To act as line manager, provide leadership to and effective management to:
 - Director of Student Development and Behaviour
 - Director of Safeguarding and EDI
 - Director of Progression Guidance
 - Learning Support Manager
 - Bursary Officer/Secretary (Co-managed with the other Assistant Principal)
 - Reception Co-Ordinator(s)

2. Safeguarding, Disadvantage and EDI

- To be the Designated Safeguarding Lead for the College.
- To provide oversight and support for the Director of Safeguarding and EDI.
- Take lead responsibility for safeguarding and child protection across the College.
- To ensure that the Safeguarding and Child Protection Procedures & Policy are reviewed and updated on an annual basis.

- To be the lead on the Prevent strategy and risk assessment & action plan
- To identify, arrange, and facilitate Prevent training/INSET for all staff and trustees
- To work and meet with the Safeguarding Link Trustee as required and provide Safeguarding updates and training to the Board of Trustees.
- To lead on strategy as to how best support socio-economically disadvantaged students.
- To manage the 16-19 Bursary and Free School Meals budgets, taking oversight of the application process and the allocation of funds.
- To oversee the implementation of the Equality, Diversity and Inclusion (EDI) Policy, working closely with the Director of Safeguarding and EDI.

3. Student Development and Behaviour

- To provide oversight and support for the Director of Student Development and Behaviour.
- To work with the Director of Student Development and Behaviour in coordinating the Cause for Concern procedures in relation to academic engagement and misconduct.
- To support the Community and Security Officer(s) in the management of student behaviour in communal areas and enforcement of ID Card Procedures.
- To work with the Director of Safeguarding and EDI in coordinating the Cause for Concern procedures in relation to Fitness to Study.
- To manage suspensions and permanent exclusions under the supervision of the Principal.
- To support the Director of Student Development and Behaviour in the coordination of the Your Start at Esher induction and Personal Development Programme (PDP).
- Through the Personal Development Programme and other activity, ensure that British Values are embedded, promoted, and understood by the whole College community.
- To lead college-wide strategies to support the highest levels of student attendance and punctuality.

4. Progression Guidance

- To provide oversight and support for the Director of Progression Guidance.
- To oversee the activities of the Progression Guidance Department.
- To ensure that the UCAS Policy and Progression Policy are reviewed and updated on an annual basis.
- To provide support to all staff in relation to the completion of UCAS references and grades.
- Together with the Director of Progression Guidance and Examinations Officer, arrange and provide post results support.
- To support the Director of Progression Guidance in collecting and analysing destinations data.
- To support the Director of Progression Guidance in the coordination of College Alumni.
- To support the Director of Progression Guidance in ensuring the College gives due consideration and the College response to the Skills Agenda and Local Skills Improvement Plan.

5. Learning Support

- To provide oversight and support for the Learning Support Manager.
- To oversee and lead upon the development and update of learning support policy and procedures in relation to access arrangements, high need students and EHCPs.
- To ensure the accurate and timely returns for High Needs Students to the appropriate Local Authorities.

6. College Reception and Student Registers

- To line manage the Reception Coordinator(s) and oversee reception activity in relation to visitors and student support.
- To ensure the College registration system is fit for purpose.

7. External Relations

- To act as the Advising Officer to the Strategy and Policy Committee of the Board of Trustees.
- To act as a point of contact with the police, local authorities and the Home Office where appropriate.

8. Communications

- To develop and deliver a Communications Strategy for all College stakeholders.
- To oversee and develop the Parent & Carer Portal, Student/Parent facing website and MS Teams.
- To monitor, review and report on the effectiveness of all College communications.

9. Data Protection

- To be the designated Data Protection Officer and be responsible for the updating of the College Data Protection Policy, to ensure compliance with Data Protection law.
- Through staff training promote a culture of data protection.
- Provide regular updates and reports to the SLT on data protection issues, risks, and compliance status.
- Ensure records are accurate and up-to-date, documenting the purposes of processing, data sharing, and retention periods.
- Implement and oversee procedures for reporting, managing, and investigating data breaches.
- Coordinate with relevant authorities, such as the Information Commissioner's Office (ICO), when breaches occur.
- Serve as the point of contact for the ICO and other regulatory bodies and to communicate and cooperate with the ICO during audits, inspections, or investigations.

10. Other Duties

- To carry out a share of student admissions interviews as negotiated with the Principal.
- To carry out a share of new staff probationary reviews.
- To contribute to the College Department Development Cycle process.
- To carry out teaching duties in accordance with generic job descriptions.
- To demonstrate an awareness and commitment to equality, diversity, inclusion, health and safety and safeguarding.
- To carry out other reasonable requests as required by the Principal.