
Associate Principal (Northumberland College – Land based and Outdoor Provision)

Post Reference: 6104. Full Time, Kirkley Hall Campus - Northumberland. Permanent. £60,000 per annum.

Following the merger of Northumberland College with Sunderland College, this excellent career enhancing opportunity has been developed.

We are seeking an experienced, dynamic and values based Associate Principal to help lead our land based provision into its next phase. Kirkley Hall Campus has huge potential with its farm, zoo and outdoor activity centres all focused on supporting a wide ranging curriculum.

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, and be skilled in empowering others to fulfil their potential and flourish. Importantly you must be able to inspire and motivate our people to perform strongly and effectively.

The successful applicant will be expected to have a significant impact on the success of our students. Based out within curriculum, but working as an integral part of the Senior Leadership Team, you will be accountable for the land based and outdoor curriculum. 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. You will draw on a range of commercial resources to support your curriculum innovation.

Role modelling our professional values and leading to inform a consistent culture of excellence is a key priority. Most importantly, you must be a champion for Education Partnership North East (EPNE), believe in our vision and strategic goals, and want to be part of the next phase of our exciting transformation.

This post will lead on improving the success and quality of our land based education and will have direct responsibility for Kirkley Hall Campus and oversee Carlcroft Farm in Northumberland.

We are looking for an existing leader who is willing and enthusiastic to step up to significant challenges, including: being able to demonstrate leadership experience and proven success in a curriculum/quality role; having a minimum of a relevant level 6 higher education qualification and teaching qualification; the achievement of a land based vocational/technical qualification; being socially confident and having the ability to represent the EPNE effectively with internal and external stakeholders.

To find out more about this opportunity please contact Sara White PA to the Chief Executive of EPNE or the Principal of Northumberland College: sara.white@sunderlandcollege.ac.uk or call 0191 511 6001.

For details on how to apply please visit www.sunderlandcollege.ac.uk/vacancies or alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Friday 24 May 2019.

It is anticipated that interviews will take place on Monday 10 June 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 (Land Based and Outdoor Provision)
Post Ref	6104
Reports to	Northumberland College Principal
Department	Senior Leadership Team
Spot Salary	Management Spine
Contract	Permanent
Location	Northumberland College

Northumberland College is part of the City of Sunderland College, which trades as Education Partnership North East, Northumberland College, Sunderland College and Hartlepool Sixth Form.

ROLE PURPOSE

- Provide strong leadership for Northumberland College Campus and improve its record of success and reputation as a leading land based and professional and technical further education college.
- Promote “Excellence in all we do” as the approach to constantly reviewing and improving performance.
- Ensure the provision of high quality, fully inclusive education for all students, enabling them to achieve their full potential, and securing outstanding outcomes and destinations for all students.
- Manage the Curriculum and quality function efficiently and effectively, embedding the values, strategic goals and other priorities.
- Seek to secure sufficient curriculum resources for Northumberland College to deliver its strategic goals.
- Strengthen partnerships and involvement of employers to improve the curriculum and meet local and regional priorities, including building strong land based partnerships
- Working with support leaders to be responsible for the College campus, its buildings, equipment and grounds and ensure excellence in health and safety for staff, students and visitors
- Know and fully understand outstanding, attractive and innovative land based curriculum.

- 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.
- To work with the marketing and commercial teams to effectively promote the campus and its facilities.
- To work with the employer team to gain employer involvement in the curriculum and to increase employer activity.

PRINCIPAL RESPONSIBILITIES

- Provide strong leadership at Northumberland College to achieve opportunities for sustainable growth, effective partnerships and a crucial role in the development of learning provision.
- Contribute to and implement the Strategic Plan, vision, values and strategic goals to inspire staff, students, potential students and the community.
- Maintain a high profile locally and regionally as “champion” for Northumberland College, ensuring current partnerships with key stakeholders are enhanced as well as seeking to develop further effective collaborative partnerships.
- Set and promote very high standards of behaviour, ethical leadership, professional practice and probity.
- Ensure that Northumberland College operates effectively and implements approved policies and procedures.
- Work collaboratively with the Principal and senior leadership team of Northumberland College, and the wider Education Partnership North East, in the discharge of statutory and regulatory duties and implement decisions of the Corporation.
- Formulate proposals for the Principal, leadership team, and the Local Governing Board, regarding the educational character, activities and vision of the campus and Northumberland College.
- Anticipate changes in the external environment, and working with the Principal make proposals to put Northumberland College in the best position (educationally and financially) for the future.
- Provide inspiring motivational leadership and direction to campus staff and students.
- Set, foster and embed a culture of high standards of work performance, staff empowerment and student success.
- Promote high standards in all aspects of teaching, learning and assessment to help students succeed and extend their personal growth within a safe environment.
- Ensure that appropriate targets are set, agreed and performance monitored throughout the campus to achieve the strategic goals.

- Engage with local Head teachers and Principals and represent Northumberland College at external forums and meetings.
- Maintain awareness of the external environment for opportunities and challenges and foster an innovative and responsive leadership approach.

Leading Teaching, Learning and Assessment:

- 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.
- Work with the Principal and senior leadership team to ensure Northumberland College is properly prepared for Ofsted, QAA and other inspections and audits.
- 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 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 Self-Assessment Report and Quality Improvement Plan, consistently promoting constant improvement.
- Work with the Associate Principals and other leaders to share and embed strong quality processes and procedures.
- Implement a process of regular curriculum review and quality interventions to ensure drive towards excellence across all aspects of the curriculum.
- 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.
- Transform teaching and learning within and outside of the classroom, ensuring 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

Leading Staff

- Directly line manage curriculum leaders and managers and be responsible for the smooth running of the campus for all staff.
- Provide outstanding leadership to campus staff and students, and actively promote personal and professional development of all staff.
- Ensure that Curriculum and 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.

Person Specification

Post Reference: 6104 Post Title: Associate Principal (Land Based) – Head of Campus, Northumberland College



CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude		
Proven management and leadership skills at a senior level – both strategic and operational	★	
The ability to motivate, inspire and influence a large and diverse workforce 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		★
Must be a holder of a land based qualification	★	
Professional qualification or subject specific training in relevant subject areas	★	
A minimum of a level 2 qualification in English and Maths	★	
Experience		
Significant leadership experience and impact in a land based curriculum area.	★	
Strong, evidenced curriculum and quality management experience	★	
Experience of achieving successful key performance indicators relating to the student experience	★	
Experience of managing significant budgets effectively	★	
Significant experience of leading safeguarding at a campus level in relation to vulnerable students and complex safeguarding cases and residential accommodation	★	
Experience of using and developing effective approaches to MIS, Data, and quality KPIs	★	

Disposition		
Social confidence and the ability to represent the College effectively with outside agencies, employers, schools and other bodies	★	
Commitment to working in partnership with others for the benefit of students and advancement of the curriculum	★	
The qualities of an innovator	★	
Strategic vision as well as an eye for detail	★	
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 land based and outdoor education and skills	★	