JOB DESCRIPTION

Job Title	**Assistant Principal Delivery & Sustainability**
Post Holder	
Accountable To	**Vice Principal, Student Experience**
Responsible For	**Providing academic and senior leadership for college delivery portfolio .**
Department	

Overall Purpose of Job

- **To be a member of the Senior Leadership Team (SLT)**
- **Responsibility for the development and delivery of college delivery portfolio**

Main Duties and Responsibilities

1. Strategic Leadership

   a) Create and sustain effective partnership working with stakeholders and employers at strategic level
   b)
   c) Lead the planning and development of the college delivery areas to ensure the college meets the needs of the regional and national priorities
   d) Contribute effectively to the strategic direction of the college, particularly relating to delivery and income generating opportunities, as a member of the Senior Leadership Team
   e) Provide support to the Executive Team to enable the college to meet its strategic objectives, in particular, the adoption of technology for learning and teaching
   f) Contribute to the strategic management of staff across the college

2. Academic Leadership

   a) Oversee the delivery and organisation of courses to ensure:
      i) Staff utilisation is maximised
      ii) Timetables are effective and efficient
      iii) Room utilisation is maximised
      iv) Student needs are met where possible
   b) Support and monitor the curriculum design process including the content of course structure to meet SFC credit guidance
   c) To submit and provide justification for additional resource requests
   d) To meet agreed student recruitment and early retention targets

3. Staff

a) To provide direction and line management to Heads of Sector and Business Contracts Manager
b) To follow HR policies and procedures for those you directly line manage
c) To provide guidance and support to Head of Sector when they are dealing with HR matters relating to staff
d) To lead the recruitment and development of staff
e) To ensure staff are trained and adhere to policies relating to equalities and inclusion, particularly those relating to Safeguarding, Corporate Parenting and Prevent

4. Students

a) To ensure effective and productive liaison between delivery areas and support functions including learning support
b) To contribute to the shaping of student support services to meet the needs of students
c) To seek feedback from students to improve the quality of delivery and/or service
d) To monitor student destination and progression and shape the curriculum accordingly

5. Quality

a) To lead on quality improvement and enhancement within college delivery portfolio Responsible for writing and implementing the evaluative report and enhancement plan for the delivery portfolio
b) To ensure the quality of learning and teaching is monitored and evaluated using a variety of techniques including lesson observation for the delivery portfolio
c) To ensure all Internal Verification and quality assurance processes are established and effective within college delivery portfolio
d) To monitor and achieve agreed performance indicators and identifying effective actions to improve on low indicators
e) To carry out investigations and report on Level 2 complaints

6. Finance

a) To be the budget holder for identified areas and as such monitor and make decisions on the allocation of those budgets
b) To achieve agreed commercial income targets
c) To contribute or lead on bids for additional external funding as required

7. Competency and Behaviours

a) Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding.
b) Adopt flexible and innovative working practice to meet the changing needs of the College

c) Engage externally at National level, acting as an ambassador for the college
d) Adopt a coaching style of management demonstrating emotional intelligence
e) Promote and adopt an entrepreneurial style of management
f) Develop and maintain professional standards and expertise by undertaking relevant professional development
g) To conduct yourself at all times in line with our college values and behaviours
h) Operate as a positive role model for staff

8. Specific Areas of Responsibility

a) Produce written submissions for awards
b) Provide Strategic Leadership for specific cross college activity which is agreed annually with the Executive Team. Examples of the range of areas are:

Articulation	Enterprise	Employability	Schools
STEM	Safeguarding	Prevent	Sustainability
Student Discipline	enhance commercial and income opportunities		

9. Personal And Professional Development

a) Adopt flexible working methods to meet the changing needs of the College
b) Develop and maintain high quality standards and expertise by undertaking relevant professional development

11. You may also be required to:

a) Support the work of the College in terms of recruitment, marketing and resourcing as required
b) Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed …… Date ……
(Staff Member)

Signed …….. Date ……
(Line Manager)

BORDERS COLLEGE

JOB DESCRIPTION

PERSON SPECIFICATION – Assistant Principal Delivery & Sustainability

QUALIFICATIONS	Essential or Desirable
Minimum HNC or equivalent experience	E
TQFE	E
Leadership and Management qualification (SCQF Level 8 or above)	D

KNOWLEDGE	Essential or Desirable
Understanding of the college curriculum within specific disciplines (i.e. the faculty)	E
Understanding of timetabling, course design and resource implications	E
Understanding of the funding of colleges and the Outcome Agreement Process	D
Understanding of the key performance indicators within the outcome agreement	D

EXPERIENCE	Essential or Desirable
Line management of staff	E
Dealing with staff and student issues effectively	E
Participation within Quality Systems including Internal Verification, Audits and Self-evaluation	E
Teaching within an FE College environment	E
Motivating and engaging staff and students	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Excellent role model and team leader	E
Demonstrate excellent communication and numerical skills	E
Proficient in the use of ICT including calendars, emails, word processing, database and spreadsheets	E
Ability to evaluate performance indicators and implement appropriate actions	D
Demonstrate sound decision making skills	D
Excellent time management and planning skills	D
Ability to support the development of learning and teaching	D

OTHER ABILITIES/QUALITIES	Essential or Desirable
Ability to work within a team	E
Ability to work flexibly and adapt to change	E
Ability to contribute to the wider development of the college	D