

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Assistant Principal - School of Arts, Digital and Creative Industries?**

|                      |  |
|----------------------|--|
| <b>Job Title</b>     | Assistant Principal - Arts, Digital and Creative Industries  |
| <b>Ref No.</b>       | ME2425169  |
| <b>Department</b>    | Arts, Digital and Creative Industries  |
| <b>Reporting to</b>  | Vice Principal - 16-18 Curriculum and Student Progress   |
| <b>Location</b>      | Northampton, Booth Lane Campus   |
| <b>Salary</b>        | In the range of £67,767 - £73,415 per annum<br><br>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application. |
| <b>Hours</b>         | 37 hours per week, 52 Weeks per year   |
| <b>Contract Type</b> | Permanent  |

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 46 days annual leave, comprising 35 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Teachers' Pension Scheme (a defined benefit scheme including an employer contribution rate of 28.68%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To provide high-quality strategic and operational management for the delivery and development of both designated curriculum areas and cross-College areas of responsibility. To effectively deliver on resource and budget management, curriculum development, quality processes and leadership and management of staff. To ensure excellent student experience and high achievement rates across areas of responsibility. To maintain and develop productive relationships with external stakeholders. To ensure that the curriculum offer is ambitious and efficiently delivered and that associated planning protocols effectively meet the needs and aspirations of students and apprentices and the skills requirements of employers, higher education, and the local community. To work collaboratively with cross-College managers to make effective contributions to the work of the College and the effective implementation of corporate, strategic, and operational priorities.

## Main Duties and Responsibilities

1. To create a vision for the school, taking the lead in curriculum planning and development for your area across all funding streams and responding to government policy and reform as appropriate.
2. To lead and manage the school with integrity, and in accordance with relevant College policies, to ensure that staff are fully engaged and produce good results through motivational performance management. To lead on the selection of appropriate talent to meet student needs. To support induction training and fulfil probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.
3. To liaise with the Deputy Principal, Vice Principals, and relevant curriculum managers to contribute to/fulfil the requirements of the College Business Plan, developing an ambitious curriculum which forms a course file that is structured to maximise student success, anticipates delivery requirements, and is aligned with the College's strategic objectives and funding priorities.
4. To work closely with the school Curriculum Managers providing coaching, advice, guidance, and direction to ensure that student retention, pass rates and achievement targets are successfully secured.
5. To have overall responsibility for managing all resources in the school including budgets, timetabling, and staff utilisation.
6. To have overall responsibility for the management of the school's administrative team and to produce school information/data reports as and when required.
7. To take overall responsibility for ensuring the school follows the College's English and maths and Digital Technology strategies. To work with Curriculum Managers, Development and Quality Managers, and other colleagues to ensure that students make good progress within their English and maths qualifications and achieve or exceed their agreed targets.
8. To take overall responsibility for student attendance, punctuality, and behaviour across all areas of responsibility, liaising with Vice Principals, Curriculum Managers and other colleagues as appropriate.
9. To take overall responsibility for quality processes for all aspects of provision within your area, ensuring they are effectively adhered to and meet the standards of relevant internal and external monitoring, awarding and inspecting bodies. To manage the self-assessment process ensuring effective quality improvement plans and high outcomes

10. To contribute to the College's approach for improving teaching, learning and assessment on an on-going basis through the application of observations, learning walks, and other strategies which are supportive of staff, have high and realistic aspirations, and build a culture of self-reflection and self-improvement.
11. To provide a rich student experience that results in high achievement and progression rates, and student satisfaction. To seek and respond to student feedback and create and support initiatives to empower them. To understand the range of student needs within your areas of responsibility and work with relevant staff, parents /carers/guardians, employers, other support agencies and students to effectively meet these needs.
12. To work closely with specialist support areas of the College to ensure that the needs of students with Education, Health and Care Plans (EHCPs) and/or high needs are effectively met.
13. To collaborate with relevant colleagues to ensure the health and well-being needs of all students in the school are identified and supported.
14. To play an active part in the College management teams and contribute to the strategic and operational planning of the College.
15. To proactively engage with appropriate external agencies to promote the school. To provide opportunities for stakeholders to shape the curriculum and enhance the delivery, ensuring that the interests of students and the skills, knowledge and behaviours requirements of employers, higher education, and other stakeholders, are met.
16. To undertake a teaching commitment as defined by the College, up to 211 hours per annum.
17. To carry out examination invigilation duties as required.

# Person Specification

|                  | Essential   | Desirable |
|------------------|---|-----------|
| <b>Education</b> | <ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Relevant academic or vocational qualification Level 5 or above</li> <li>Qualified Teacher (examples of which include: Postgraduate Certificate in Education (PGCE)/Certificate Education (CertEd) or Diploma in the Teaching Lifelong Learning Sector (DTTLS))</li> <li>Leadership &amp; Management Qualification/Training</li> <li>Up-to-date training on Safeguarding and PREVENT</li> </ul>   |           |
| <b>Knowledge</b> | <ul style="list-style-type: none"> <li>Extensive understanding of government initiatives and policy, and the implementation of these, in the Further Education sector</li> <li>Knowledge of successful pedagogy and up-to-date teaching, learning and assessment strategies that inform best practice for the successful delivery of the school curriculum</li> <li>Understanding of the need for, and commitment to, an excellent pastoral care system to support students in their academic and vocational activities</li> <li>Understanding how the needs and interests of students with additional needs and/or challenging behaviour are met in the classroom</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational environment</li> <li>Understanding of the principles of Data Protection</li> </ul> |           |
| <b>Skills</b>    | <ul style="list-style-type: none"> <li>Ability to manage a diverse workforce to maximise performance</li> <li>An ability to implement equality of opportunity into all aspects of the work</li> <li>Excellent communication and interpersonal skills, both oral and written, with the ability to work effectively with a wide range of audiences both within and outside the College</li> <li>High levels of organisational and administrative skills</li> <li>Strong Information Technology (IT) skills and the ability to use Information Learning Technology (ILT) to support learning</li> <li>Ability to work both independently and collectively within a team and with a range of colleagues</li> <li>Able to safeguard students, self, and others</li> </ul>  |           |

|                   | Essential   | Desirable   |
|-------------------|---|---|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Relevant experience in schools, colleges, or other appropriate educational settings</li> <li>• Relevant experience in an appropriate sector specialism</li> <li>• Experience of implementing quality processes to ensure high quality teaching, learning and assessment and impacts on student success</li> <li>• Experience of delivering high achievement rates in a relevant subject</li> <li>• Experience of managing and developing relevant curriculum.</li> <li>• Recent experience of innovative curriculum development and innovations for Further Education</li> <li>• Extensive and excellent teaching experience</li> <li>• Experience of leading, managing, motivating, and building successful teams across a range of curriculum areas including across an organisation</li> <li>• Experience of managing change, engaging others positively in the process with a focus on impact and successful outcomes for students</li> <li>• Experience of using a range of strategies and tools to monitor and review individual student progress</li> <li>• Experience of implementing a viable curriculum which includes effectively delivering work experience, Digital Technology and English and maths</li> </ul> | <ul style="list-style-type: none"> <li>• Delivering CPD (Continuous Professional Development) training to a range of staff</li> </ul> |
| <b>Attributes</b> | <ul style="list-style-type: none"> <li>• Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>• Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>   |   |

## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

