

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Principal – Grimsby College of Further and Higher Education (Gifhe)
Responsible to:	Chief Executive
Responsible for:	Senior Management Team – Gifhe

1.	Job Purpose:
1.1	The Postholder will be responsible for the formulation, development and implementation of educational strategies to ensure the successful operation of the Grimsby Institute of Further and Higher Education, including The Academy Grimsby, Career 6; Workforce Skills (apprenticeship and work-based learning) Skegness TEC, National Employer Training, Community learning centres and Little Stars Nursery. The Principal will have the ability to provide inspirational, dynamic and forward-thinking leadership consistent with the values and ethos of the TEC Partnership.

2.	Key Responsibilities:
2.1	Provide inspirational leadership to staff and learners whilst ensuring the delivery of outstanding organisational, vocational and academic performance across a broad spectrum of curriculum activity.
2.2	Translate the agreed educational strategy into operational objectives and lead and motivate managers and staff to formulate and deliver the operational plans to achieve these objectives.
2.3	Work with the Chief Executive and the Local Boards on a strategic vision for the area and deliver an outstanding and responsive academic strategy that meets the needs of changes in the patterns of learners.
2.4	Ensure that the Local Board is kept fully informed of key aspects of academic performance, developments and projects.
2.5	Lead the academic planning processes within the framework set across the Partnership. Oversee the collation, dissemination, monitoring, review and evaluation of academic planning within the timescales required by the Partnership and appropriate external stakeholders.
2.6	Working within agreed values, create and maintain a highly professional management structure consistent with the Partnership's ethos and culture, and at the same time ensure an inclusive and supportive environment that engages staff and learners to work creatively and effectively.

2.7	Ensure that all academic activities within the Institute are conducted to the highest possible standards of integrity and transparency and are aligned to the Partnership's goals.
2.8	Ensure that all educational activities are carried out in such a way as to promote equality of opportunity and encourage diversity and inclusion.
2.9	Ensure the Institute provides a relevant, inclusive and progressive curriculum, which is accessible to students of all abilities, challenges disadvantage and exclusion, exhibits high quality teaching and learning, and makes the most effective use of all its resources and opportunities.

3.	Specific Duties:
3.1	Effectively manage the human, physical and financial resources under the control of the post holder.
3.2	Ensure that the Institute's educational provision is regularly reviewed, that timely action is taken to ensure that it is of the highest quality, and also that it reflects changes in demand, the requirements of learners, employers, funders and wider external environment.
3.3	Ensure that funding requirements and obligations are discharged efficiently and accurately.
3.4	Promote, create and maintain appropriate educational partnerships that will bring new opportunities for revenue and income streams and benefit learners, staff and the community.
3.5	Ensure that there are robust arrangements in place for the identification, management and control of risk, and that the processes of risk management are fully embedded within the curriculum.
3.6	Ensure that health, safety, well-being, safeguarding and security strategies meet legislative requirements to ensure that welcoming, safe learning and working environments are in place and maintained on all the College's premises.
3.7	Be appropriately involved at a local, regional and national level in the future direction of further and higher education strategies that impact on the Colleges
3.8	Maintain, negotiate, develop, and encourage effective and mutually supportive sustainable links with relevant external educational bodies
3.9	Consult actively and engage with learners in a positive way, ensuring that there are mechanisms in place for effective two-way communication with all learners so that the Colleges are recognised as placing the learner at the heart of their endeavours.
3.10	Maintain and develop effective links with all appropriate external organisations/bodies and mentor and develop appropriate staff to undertake this role at relevant levels.
3.11	Proactively identify opportunities for growth for the Institute.
3.12	Ensure high levels of both student and staff satisfaction are maintained.

4.	Budget Responsibility:
4.1	The post holder is required to ensure that the areas under their responsibility achieve budget on a monthly/ annual basis. The post holder will be required to observe and comply with the financial regulations of the Partnership at all times. (if no budget responsibility state “The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership’s purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership’s Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths	E	
	First Degree or Equivalent	E	
	Vocational/Professional Teaching Qualification	E	
	Higher Degree		D
	Management/Leadership Qualifications		D
Specialist Knowledge	Ability to identify and develop new educational opportunities for the Institute and the Partnership	E	
	A firm understanding of the educational and financial/funding policy context for the FE and HE sectors	E	
Experience	Proven experience of successful high-level leadership of an educational organisation	E	
	Significant proven experience of leading and delivering curriculum innovation and change management	E	
	Experience of working alongside a Board or Governing Body	E	
	A track record of setting and successfully delivering challenging performance targets through robust quality management procedures	E	

	Experience of overseeing and successfully managing multi million pounds budgets and associate resources	E	
	Experience of building and developing a successful management team and of indirectly managing a significant workforce	E	
	Experience of working in a successful student focused environment and of delivering innovative learning strategies	E	
Skills and Attributes	Academic and intellectual credibility	E	
	Commercial acumen and financial astuteness	E	
	The ability to grow and develop the academic culture of the organisation whilst retaining quality	E	
	Excellent negotiating and influencing skills with the presence to effectively represent the colleges in a range of educational settings	E	
	The ability to absorb and probe information quickly in order to identify key issues and to debate complex issues	E	
	Effective communication and personal skills	E	
	Excellent organisational and time management skills	E	
Other	DBS check carried out on appointment	E	
	A passion for education and a commitment to learning	E	
	Openness and integrity in all aspects of work	E	
	High emotional intelligence	E	
	Passion, presence and credibility to inspire, lead and develop senior colleagues and staff	E	
	Drive, resilience and enthusiasm	E	
	A fundamental commitment to fairness together with the ability to generate trust and confidence	E	

Qualities identified and determined by:

E = Essential

D = Desirable