

## POST DESCRIPTION

<b>Job Title:</b>	Assistant Principal and Campus Director Skegness
<b>Responsible to:</b>	Principal of GIFHE
<b>Responsible for:</b>	Deputy Campus Director and Staff based at Skegness as appropriate

<b>1.</b>	<b>Job Purpose:</b>
1.1	To be the lead Partnership contact for provision in Skegness and the surrounding area and managing all aspects of the day-to-day operational functions of the campus and the delivery of the curriculum (in accordance with the Partnerships overall strategy, including the development of new and existing provision).
1.2	Working with the Group Director of Estates ensure the Skegness campus meets expectations related to delivery of education and is a safe and engaging place to study and work
1.3	To grow student numbers, drive excellence in progress and outcomes and improve effectiveness in the use of resources.
1.4	To establish high quality effective relationships with external stakeholders. Develop partnerships, sponsorships, employability initiatives and collaborations with industry to enhance employer engagement and develop relationships across the Partnership.
1.5	Deliver outstanding provision under the latest common inspection criteria.
1.6	Lead the campus delivery teams with inspiration, innovation and enthusiasm promoting and providing an excellent experience for all learners and to raise the profile and grow the provision at Skegness TEC.
1.7	Model appropriate behaviour and develop effective, agile, responsive and accountable junior managers, technical and teaching staff.
1.8	Promote innovation and lead effective change management.

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	Leadership of the Skegness Campus in terms of physical, financial, human resources and achievement of KPIs.
2.2	To disseminate information to staff and ensure the effectiveness of the Partnership's communication systems across all teams at the centre including organising and chairing regular team and learner voice meetings, keeping schedules, agendas and action plans.
2.3	To develop and implement strategies for maximising learners' achievement of their goals and exceeding their potential addressing the learning needs of diverse client groups/individuals.

- 2.4 To keep up to date with national developments and local and national best practice
- 2.5 To ensure effective risk assessment and risk management in line with Partnership's policy and guidelines.
- 2.6 To drive and support continuous personal development of curriculum team members to maximize their potential and subsequent impact on learners. Contribute to and advise on staff development initiatives and opportunities.
- 2.7 Produce the Campus's Curriculum and Operational Plan ensuring that it relates to the Partnerships strategic objectives.
- 2.8 In partnership with the Partnership's Director of Marketing and Communications, to act as a spokesperson for the centre as and when required and ensure high quality support for College events such as shows, open events etc.
- 2.9 Ensure that learners at Skegness receive the highest standards of customer service and learner support including advice and guidance, interviewing, initial assessment, tutorial, enrichment and functional/key skills provision.
- 2.10 Provide the effective and efficient management of the area in terms of physical, financial and human resources ensuring the maximum appropriate utilisation of all available resources.
- 2.11 Ensure staff within the area are competent to undertake their roles and responsibilities via performance management and the annual appraisal process.
- 2.12 To provide clear leadership to staff and learners and to actively encourage change management and promote innovation in all areas of the business
- 2.13 Manage the development and delivery of the curriculum portfolio, working closely with Associate Principals at GIFHE and Managers across the group to ensure that the curriculum is high quality, responsive, flexible and compatible with the group offer and meets the needs of the community.
- 2.14 Working closely with the Group VP of Quality Improvement and Exec Director for Learner Services to, facilitate the achievement of the College's quality objectives including those from external bodies.
- 2.15 Ensure the implementation of rigorous assessment policies and practices and ensure the standards for each award and award element is set and maintained at the appropriate level, and that student performance is properly judged against this.
- 2.16 Ensure records are accurate and timely. Data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress are maintained within group expectations.
- 2.17 Provide cover and support where necessary including the duty manager role
- 2.18 Manage and maintain learner morale and discipline working closely with colleagues to assure an appropriate learning environment.
- 2.19 Ensure effective learner voice activity to understand learners needs at Skegness.
- 2.20 Attending meetings as required.
- 2.21 To monitor and action KPI's relevant to performance at Skegness
- 2.23 To contribute towards the positive promotion and role modelling of the Partnerships Core Values and Acceptable Standards for Learners.
- 2.24 To ensure the implementation of all college policies and procedures within designated areas of responsibility.
- 2.25 Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Working with the wider TEC Partnership team contribute to the development of the campus at Skegness
3.2	Develop a network at Skegness that grows stakeholder relationships that benefit the TEC Partnership

<b>4.</b>	<b>Budget Responsibility:</b>
4.1	The post holder is required to ensure the Skegness Campus achieves its budget on a monthly/ annual basis in conjunction with the Principal and Vice Principals based at GIFHE.
4.2	The post holder will be required to observe and comply with the financial regulations of the Group at all times.

<b>5.</b>	<b>Continuing Professional Development:</b>
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (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

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work.</li> <li>• 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.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
7.1	The Group 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 Institute Groups' Equality policy as appropriate.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
8.1	The Group 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)

<b>9.</b>	<b>Group Policies and Procedures:</b>
9.1	All staff are required to be aware of and comply with all Group 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*

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Higher degree in relevant area or commitment to undertake within an agreed timescale Degree relevant to curriculum area of alternative evidence of high-level technical skills Graduate teaching qualification or equivalent Evidence of recent CPD Management qualification or evidence of managerial and supervisory training Literacy and numeracy to at least level 2	E   E E E	D  D
<b>Specialist Knowledge</b>	Knowledge of other curriculum areas Knowledge of current policies within education	E E	
<b>Experience</b>	Relevant industrial/business experience Experience of delivery in schools, FE or HE to a high standard Experience of management/supervision of curriculum in a high performing organisation Successful and substantial experience within secondary, FE or HE  Experience of budget management Well-developed IT skills	E E  E E  E E	
<b>Skills and Attributes</b>	Effective organisational skills Effective communication skills	E E	
<b>Other</b>	Fit for the duties of the post	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*