



## **Job Description**

**Post Title:** Deputy Principal

**Responsible to:** The Board of Hereford Sixth Form College through the line management of the Principal

### **PURPOSE OF THE JOB:**

To work with and support the College Principal in providing leadership, strategic vision and sound management to further develop Hereford Sixth Form College as an excellent provider of 16-19 education.

### **KEY RESPONSIBILITIES:**

#### **Strategic Direction and Leadership**

- To work with the Principal to provide direction and management of the College as set out in the Instrument and Articles of Government and in accordance with the policies and procedures of the College
- Lead the translation of strategic objectives into operational planning which links the College mission to measurable delivery and provides for effective monitoring of progress
- Deputise for the Principal when necessary to lead the Senior Management Team and staff of the College
- Keep up to date with educational developments, policies and reforms, and apply as required to College strategies, plans and processes.
- Maintain, support and develop partnerships and collaboration to benefit the College, its staff, students and wider community.

#### **Teaching, Learning and Student Support**

- Lead the strategic development of a significant cross-College area e.g. curriculum, quality and student support and guidance
- Promote and secure high standards of academic and exam performance
- Ensure high quality teaching, curriculum development and pastoral care
- Apply a rigorous focus on data to monitor achievement, success rates and progress of students
- Recognise and celebrate excellent practice and results, challenging unsatisfactory performance
- Ensure the enrichment of the student experience
- Maintain student discipline within agreed rules and procedures, including the suspension or expulsion of students on disciplinary grounds.

## **Management**

- Work with the Principal to recruit and retain staff of the highest possible calibre, ensuring effective performance and professional development
- Guarantee appropriate systems of performance and quality management and their effective monitoring, including the production of the College Self-Assessment Report
- Ensure commitment to the College ethos of equality of opportunity and respect for diversity
- Ensure appropriate policies and procedures are in place to adhere to legal and statutory requirements.
- Line manage other SMT members, Heads of Department and cross-College areas as appropriate reviewing performance, setting targets and challenging areas of concern.

## **Communication and External Relationships**

- Promote effective communication within the College and with the wider community
- Maintain and develop highly effective working relationships with key external organisations, local schools, LEA, partner colleges.
- Maintain and enhance the College's high profile and reputation
- Promote and market the College's mission, ethos and success

## **Other**

- Any other duties that may reasonably be requested by the Principal of the College.



## Person Specification

**Post Title:** Deputy Principal

The Corporation regards the following as important criteria and some essential (E).

### Qualifications

- Good honours degree or equivalent qualification (E)
- Teaching qualification (E)
- Evidence of up to date continuing professional development (E)

### Experience

- Successful teaching experience in the 16-19 age range (E)
- Record of successful management in a senior post in an institution providing 16-19 education with good or Outstanding provision (E)
- Strategic planning and a record of delivering targets
- Managing organisational change
- Effective collaborative or partnership working, preferably in the 14-19 age range
- Successfully managing a budget
- Experience of an OFSTED inspection

### Knowledge and Awareness

- An understanding of the key issues for the sixth form sector (E)
- Knowledge of funding methodology and related financial issues (E)
- An understanding of the importance of financial management and control in a challenging environment (E)
- An understanding of the outward facing nature of the role in developing external relationships (E)

### Skills

- Leadership style which encourages, motivates, inspires and develops staff and students (E)
- Excellent communicator with effective listening, influencing and interpersonal skills (E)
- Strategic thinker, able to articulate a clear vision (E)
- Highly effective decision maker with excellent analytical and problem solving abilities (E)
- Open and consultative approach to management, breaking down barriers to find common solutions (E)
- Ability to maintain pro-active engagement with relevant educational bodies (E)
- Excellent administrative and organisational skills (E)
- IT literate (E)
- Financial acumen.

## **Personal Qualities**

- Empathy with the needs and aspirations of post-16 students (E)
- A passionate commitment to raise standards of achievement across the College to continue to achieve excellence (E)
- Personal and professional integrity (E)
- Commitment to the principles of equality and diversity (E)
- Intellectual rigour and the ability to analyse and explain complex issues (E)
- Ability to maintain a sense of perspective and deliver sound judgements, even under pressure (E)
- Willingness to confront issues and make difficult decisions (E)
- An instinct for developing and maintaining positive and beneficial relationships with networks inside and outside the sector (E)
- An appreciation of the distinctive ethos of the sixth form college.