



JOB DESCRIPTION

Job Title:	Deputy Principal
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Accountable to:	Principal & Chief Executive

Job Purpose

The Deputy Principal will be accountable to the Principal and Chief Executive and the Board of Corporation for:

- ensuring consistently high standards of teaching, learning and skills development throughout the College and promoting excellence in learning and learners' progress;
- leading the curriculum plan process for the whole College, ensuring efficient use of resources and meeting key curriculum and financial targets;
- developing innovative curriculum strategies;
- providing leadership and management of the College's curriculum and quality assurance processes that will, in turn, ensure innovative and effective delivery of teaching, learning and assessment and outstanding performance across all College provision;
- leading on the implementation of effective equality & diversity policies and procedures, informed by best practice.

Key Result Areas

a) Curriculum Offer

- Support the Principal and Chief Executive and Board in determining and developing the curriculum offer and academic provision of the College.
- Devise and implement strategies to ensure that the College's curriculum offer is developed in line with the aims set out in the College Strategic Plan, with the targets and priorities of funding bodies and other agencies, and the needs and aspirations of the individuals and communities that the College serves.
- Ensure the curriculum model is efficient and effective in meeting strategic aims and key priorities.
- Ensure that the curriculum and learning experience develops learners' knowledge, experience and skills to respond to economic and labour market priorities and the skills needs of employers.
- Ensure that targets for learner recruitment are achieved and secure growth in learner numbers.
- Lead the implementation of effective equality & diversity policies and procedures, informed by best practice.
- Promote and develop an environment which promotes and secures outstanding teaching, effective learning and high standards of achievement, ensuring that the curriculum is flexible and responsive to the needs of learners and results in outstanding learner progress.

b) Education Provision & Standards

- Developing innovative strategies in educational provision to ensure that the College:
 - sets challenging targets for learners' retention, pass rates, achievement and progression into positive destinations and ensures that these are achieved.
 - is at the forefront of curriculum innovation, design and delivery in the interests of learners.
 - curriculum reflects local, regional and national employment opportunities and skills priorities.

- promotes a culture of innovation, creativity and high expectations in an enterprising environment in which all students, their families and the local community find learning challenging, engaging and motivating.
- maximise the potential of digital pedagogy.
- Maintain and develop robust systems for quality assurance in order to bring about continuous improvement in the College.
- Ensure that the College complies with requirements of regulatory bodies, such as Ofsted, OfS, etc.
- Develop curriculum solutions that support flexible learning & training pathways for learners, including making full use of digital technologies.

c) Teaching and Learning

- Ensure consistently high standards of teaching, learning and skills development throughout the College and promote excellence in learning and learners' progress.
- Providing motivational and inspirational leadership to foster a culture of aspiration, success, quality, improvement and professionalism.
- Ensure that staff have high expectations for learners and role model exemplary personal behaviour consistent with the College's values.
- Secure effective learning across the breadth of the College and ensure effective teaching, classroom organisation, learning environment and high standards of achievement, behaviour and discipline.
- Monitor the quality of teaching and student's achievements including the analysis of performance data.

d) Key Result Areas - Senior Postholder

To be responsible for:

- bringing to the attention of the Corporation, any issue(s) of irregularity or impropriety which remains unresolved following discussion with the Principal and Chief Executive;
- discharging all relevant obligations of a Senior Postholder as detailed in the College articles and policies and procedures, notably in relation to the participation of key stages of HR procedures (eg discipline, grievance etc) or Financial Regulations.

e) Key Result Areas - Senior Leader

To discharge the role of Senior College Leader by:

- Line management of Vice Principals and allocated senior colleagues;
- advising and supporting the Corporation and its committees in making decisions and monitoring College activity;
- engagement as a member of the College Senior Leadership Team and taking collective responsibility for the overall strategic and operational management of the College;
- participation in the College's strategic planning process, providing leadership and effective operational management in areas relevant to the key focus of the role;
- representing the College with Partners and other external organisations encouraging a positive and collaborative approach to joint working;
- representing the College externally in respect of its regional, national and international events as required;
- presenting to the College Corporation and other bodies/agencies such reports and other documents associated with portfolio of responsibilities;
- deputising for the Principal and Chief Executive as directed.

General Responsibilities

1. To promote the mission, vision and values of New College Durham.
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs and the professional development needs of allocated staff.
5. To ensure that allocated staff have the experience and skills needed to carry out their roles.
6. To take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
7. To ensure full compliance with College's requirement for discharging its responsibilities in relation to the Safeguarding of Vulnerable Groups and where appropriate UKVI.
8. To ensure dissemination of best practice across the College.

KEY DIMENSIONS OF ROLE

a) Budget and Staffing (as detailed in Budget Book 2019/20) New College Durham

Staffing (Indirect)	380.68 FTE
Finances (Indirect)	£33.85m (income) £16.5m (staffing) £9.2m (non-staffing)

b) Key Internal Meetings Membership/Chair of:-

1. Attendance at College Corporation,
2. Quality, Curriculum and Student Committee
3. Higher Education, Student Experience Quality Enhancement Committee
4. College Managers Group
5. Senior Leadership Team
6. Academic Board (chair)

(not an exhaustive list – membership/chairing of meeting/committees will be subject to discussion with Principal and Chief Executive)

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively, if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Job Title: Deputy Principal

Knowledge & Experience	Essential	Desirable
<ul style="list-style-type: none"> • A Degree and/or a professional qualification 	✓	
<ul style="list-style-type: none"> • Higher Level Academic or Professional Qualification 		✓
<ul style="list-style-type: none"> • A proven track record of curriculum development in a senior/middle management role within a Further or Higher Educational Establishment or other large public or private sector organisation 	✓	
<ul style="list-style-type: none"> • Extensive working knowledge of current curriculum developments (e.g. T levels, IoT, Digitalisation of Curriculum) and in particular the successful application of new digital technology within the curriculum 	✓	
<ul style="list-style-type: none"> • Experience in preparing reports and strategic analysis to support policy decisions and reporting at Board level 	✓	
<ul style="list-style-type: none"> • A proven track record of successful curriculum development 	✓	
<ul style="list-style-type: none"> • A proven track record of leading and developing effective teaching and learning strategies 	✓	
<ul style="list-style-type: none"> • Commitment to ensuring the safeguarding of children and vulnerable adults 	✓	

Skills	Essential	Desirable
<ul style="list-style-type: none"> • Proven capacity to work innovatively and independently 	✓	
<ul style="list-style-type: none"> • Leadership and motivation skills 	✓	
<ul style="list-style-type: none"> • Excellent presentation and communication skills both face-to-face and in writing 	✓	
<ul style="list-style-type: none"> • Ability to manage complexity and diversity 	✓	
<ul style="list-style-type: none"> • Ability to think and act strategically and laterally 	✓	
<ul style="list-style-type: none"> • Ability to agree priorities in organising and managing multi-disciplinary departments and facilitate the prioritisation of the work of others 	✓	
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills in dealing with colleagues, subordinates and all those people and organisations with whom the College works in partnerships 	✓	
<ul style="list-style-type: none"> • Ability to use Microsoft Office packages 	✓	
<ul style="list-style-type: none"> • Ability to foster excellent external relations 	✓	
<ul style="list-style-type: none"> • Ability to foster trust and respect at all levels 	✓	
<ul style="list-style-type: none"> • Tenacity, flexibility and the ability to work under pressure 	✓	
<ul style="list-style-type: none"> • Personal and professional integrity 	✓	
<ul style="list-style-type: none"> • Effective team member 	✓	
<ul style="list-style-type: none"> • Suitable to work with young people and vulnerable adults 	✓	
<ul style="list-style-type: none"> • A clear vision of the role of the College in widening participation in education and training 	✓	
<ul style="list-style-type: none"> • Suitable to work with young people and vulnerable Adults 	✓	

ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality and Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People and Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. ESFA, OfS);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies
- Understanding and reacting positively to changes in legislation

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: March 2020

I acknowledge that the Deputy Principal Job Description and Personal Specification has been discussed with me by my line manager and I confirm that the document is an accurate reflection of the roles and responsibilities undertaken in this role.	
Signed	Dated