

ROLE DESCRIPTION

1. JOB TITLE: Assistant Principal (Curriculum)

2. CONTEXT

The West Herts College Group is a large general further education College that provides a wide portfolio of courses for the local community. The College offers academic, vocational, and occupational courses and qualifications to young people and adults.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Campus Principal

Responsible for: Heads of School

4. MAIN PURPOSE OF JOB

Assistant Principal (Curriculum) is a key leadership and management role that ensures the academic success of students by ensuring the learning experiences provided within a school are meeting required standards. The postholder will contribute to the leadership and management of the campus its schools in line with College priorities and expectations. A key part of the role will be to implement the curriculum, as well as overseeing teaching and learning, and ensuring highly effective financial and resource management at departmental levels.

5. DUTIES AND RESPONSIBILITIES

5.1 Leadership and Management

- Implement the curriculum in line with the College's agreed course portfolio.
- Lead and manage Heads of School to deliver the agreed curriculum offer consistent with the College's strategic and operational plans.
- Contribute to the delivery of the highest standards of teaching, learning and assessment to deliver an outstanding student experience, positive outcomes and progression.
- Analyse data to ensure the curriculum is meeting internal and external quality standards and implement agreed improvement strategies promptly.
- Contribute to the monitoring of all aspects of teaching and learning, curriculum development, assessment and student progress and achievement.
- Work with key stakeholders to gather feedback and to resolve issues promptly.
- Lead the implementation of new curriculum initiatives.

- Ensure Heads of School work within agreed budgets and spending limits.
- Contribute to the development of College strategies and policies.
- Facilitate positive working relations between employees and address any conflicts promptly.
- Support the management of student behaviour and performance and contribute to activities to resolve issues as required.

5.2 Campus Management

- Support the day-to-day operation of College campuses and model agreed values and behaviours.
- Deal promptly with any matters that contravene College expectations.

5.3 General and College Responsibilities

- Contribute actively and flexibly to the overall management and direction of the College.
- Represent the interests of the College with stakeholders, major clients, and the community, in all matters relevant to the duties of the role.
- Fully comply with the College's Health and Safety requirements and legal duties.
- Promote equality and diversity throughout all aspects of the role.
- Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults
- In accordance with the College's risk policy, identify and record material risks for areas of responsibility assigned to the role – applying agreed mitigations.
- Participate as required in College-wide activities such as duty manage rotas, marketing activities and employee and student events.
- Undertake additional duties as required from time to time.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.
