

## Principal

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**Department**

Children, Young People, Education and Skills (CYPES)

**Division**

Highlands College

**Reports to**

Director of Further Education, Skills and Learning

**JE Ref**

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## Job purpose

The principal will lead and deliver the education strategies, objectives and plans for the highly ambitious Highlands College and University College Jersey, including internal organisation and financial and academic management, to ensure a high-quality curriculum and experience for the students in accordance with professional standards, statutory requirements and the Government of Jersey's Skills Strategy. The post holder will be the chief ambassador articulating the college's vision, mission and values with all relevant stakeholders.

A key element of the role will be to build on the strength and reputation of the college and take it to a new level.

A significant responsibility will be to take advantage of opportunities for sustainable growth and effective partnerships and play a crucial role in the development of excellence in learning provision and employment opportunities on Jersey.

## Job specific outcomes

### Strategic development

- Manage the longer-term planning and development of Highlands College, as contained in the college's Strategic Plan covering academic and student matters, making proposals to the Director of Further Education, Skills and Learning about the educational character and mission of the college, academic and commercial activities, its financial, personnel and physical resources and for implementing the decisions of CYPES and the Minister for Education, to ensure the best possible educational environment and outcomes for all students.

### Management of resources

- Manage all financial and physical resources across Highlands College, preparing annual estimates of income and expenditure for consideration and approval by the Director of Further Education, Skills and Learning and the management of budget and resources within the estimates approved by the division, to ensure the effective and cost-efficient running of the educational facilities and resources.
- Oversee the delivery of significant facilities and infrastructure projects, such as the new college building project, working with stakeholders to bring the project to fruition in line with plans, deadlines and budget, and exercising good judgement as to when to escalate issues and concerns to the Director of Further Education, Skills and Learning.

### Leading and managing staff

- Lead and manage the integration of a strong performance-management culture, embedded across the whole organisation to ensure that high standards of teaching and learning support are in place for all students. This includes directing the appointment, assignment, grading, appraisal, discipline, dismissal and determination of the pay and conditions of employment of staff, other than senior post holders, within the framework set by CYPES.

- Demonstrate inspiring leadership enabling staff to deliver their best performance and create an environment where all stakeholders are successful.

### **Curriculum and academic development**

- To maintain and develop an environment which promotes and secures outstanding teaching, effective learning and high standards of achievement.
- Promote the development of an innovative and responsive college curriculum that facilitates learning opportunities, and meets employer and learner needs.
- Ensure the college provides a relevant, inclusive and progressive curriculum which is accessible to learners of all abilities, and is underpinned by high-quality teaching, learning, assessment and resources.
- Direct effective arrangements for the recruitment, progress, welfare and discipline of students to ensure that they are well supported and motivated in their studies and to help them gain the most from their educational experience at Highlands College.
- Advise and work closely with the head of Skills Jersey to facilitate the allocation of student work placements across industries, ensuring that students from the college are offered first refusal on work placements and that placements are well matched to students' specific learning requirements and aspirations for future work.
- Lead on the college's policy and approach to safeguarding so that all employees understand and adhere to the college's strong commitment towards safeguarding so that the welfare of all students is promoted in all aspects of both academic delivery and employment.
- Ensure that the college has in place robust and well-embedded arrangements for quality assurance and improvement that delivers outstanding student learning experiences and outcomes.
- To maintain and review the effectiveness of the college's equal opportunities policy and procedures.

### **Relationship and reputation management**

- To work effectively with business, community, educational and political leaders to ensure the college is positioned as the first-choice post-16 education and training provider.
- To ensure the development and maintenance of positive external stakeholder relationships, ensuring the reputation of the college is strong within the local community, with schools and other further and higher education bodies, and with external agencies involved in the delivery and management of education and training, in order to promote all that the college has to offer the community and to attract a diverse range of students.

## **Governance and management**

- Support and assist the work of the college's board in the discharge of its statutory and regulatory duties, through working in collaboration with the Chair of the Corporation and the Director of Young People, Further Education, Higher Education and Skills.
- Ensure the board receives the timely information required to effectively and properly discharge its duties.
- Ensure that key performance indicators for the college are established, updated and monitored, and any areas of underperformance addressed in a timely and effective manner.
- Lead and manage the integration of a strong performance management culture, embedded across the whole organisation.
- Create and develop a dynamic workforce and college community which is based on shared college values and promotes an inclusive and supportive environment for learners and staff.
- Ensure that the college has in place robust and effective arrangements for the identification, management and control of risk.
- Ensure that all aspects of the college's work actively promote equality and encourage diversity and inclusion for all.
- Ensure that the college meets its statutory and legislative duties for safeguarding, equality, health, safety and wellbeing, and that safe and welcoming learning and working environments are maintained.

## **Person Specification**

**Specific to the role**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>• Recognised teaching qualification</li> <li>• Professional qualification (at Level 5 or above) in Management &amp; Leadership, Education or Training.</li> </ul>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (for example, the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>• Extensive knowledge and experience of higher education (HE) and further education (FE) and the issues and challenges facing the sector</li> <li>• Sound knowledge and understanding of best practice in the UK with regards to teaching, learning, assessment and quality improvement</li> <li>• Knowledge of the FE inspection regime and an understanding of the relevant funding methodologies within FE</li> <li>• Knowledge of HE funding, delivery methods and the regulatory environment</li> </ul> <p>Practical understanding of how to develop and sustain partnerships and networks with external organisations and other bodies locally, regionally and nationally.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• Track record of substantial success in a senior leadership role within higher and further education.</li> <li>• Experience of enterprising and entrepreneurial practices to promote appropriate opportunities for the college</li> <li>• Experience of successfully developing and delivering strategic plans to ensure future organisational success</li> <li>• Curriculum/employer engagement or similar experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Capital project experience</li> <li>• Developing international curriculum</li> </ul>
<p><b>General skills/attributes</b> <i>This relates to more general characteristics required to</i></p>	<ul style="list-style-type: none"> <li>• Successful and motivational leadership, with an inclusive leadership style, and with experience of leading change</li> <li>• Excellent interpersonal, communication and partnership-building skills for</li> </ul>	

<p><i>do the job effectively, for example effective written communication skills, ability to delegate, motivation or commitment.</i></p>	<p>working in a complex multi-stakeholder environment</p> <ul style="list-style-type: none"> <li>• Receptive to, and an instigator of, new ideas, and clearly explains, presents and implements change</li> <li>• Demonstrates business understanding and adopts a strategic (not merely functional) perspective</li> <li>• Evaluates and determines effectiveness of the teams, services and programmes in order to make recommendations for improvement</li> <li>• Considers the strategic and political landscape within which the college operates and uses this to drive operational solutions. Political astuteness so as to be able to help position the college effectively in relation to new developments</li> <li>• Highly skilled presenter able to engage and inspire a range of internal and external audiences</li> <li>• Demonstrable planning and organisational skills and ability to meet deadlines and to work within budget</li> </ul>	
<p><b>Technicalwork-based skills</b> <i>This relates to the skills specific to the job, for example language fluency and vehicle licence.</i></p>	<ul style="list-style-type: none"> <li>• Enhanced DBS cleared</li> <li>• Safeguarding certificated</li> <li>• Investigates, analyses and qualifies discrete data to identify trends and produce evidence on which to base recommendations.</li> </ul>	

### Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989.
- To work in accordance with the Data Protection (Jersey) Law.

This role is politically restricted. The jobholder is not permitted to undertake political activity

involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

## Organisational structure

