

## Job Description

<b>Job Title</b>	<b>College Principal</b>
<b>Location</b>	Henshaws College, Harrogate
<b>Annual Leave</b>	30 days plus 10 Statutory holidays
<b>DBS Check</b>	Enhanced check with Child barring
<b>Pension Arrangements</b>	Access to the Teachers' Pension Scheme (or the Charity's defined contribution pension scheme if preferred)

### Job Summary

The College Principal must create a culture of constant improvement through inspirational leadership, committed to the highest achievement for all areas of the College's work in order to provide an outstanding education of all students.

The Principal must manage the day to day operations of the College and have a good grasp of the essentials of running a successful specialist residential college: teaching and learning; curriculum design and staff development. This requires a hands-on approach. At the same time the Principal will be an outward-facing ambassador, able to communicate effectively with funders and other stakeholders.

### Key responsibilities

- To ensure a high quality service is provided to meet the educational and support needs of day and residential students
- To manage the day-to-day operational running of the College
- To provide effective strategic leadership
- To be the outward facing ambassador
- To ensure the College operates on a sound financial basis
- To have in place appropriate systems, regulations and processes to ensure the College meets the essential requirements of relevant inspection and regulatory bodies
- To develop services for present and future needs
- To ensure there is effective student recruitment to deliver sustainable student levels
- To support the College and Charity's governance framework
- To work with the wider Charity management to ensure the College meets the Charity's wider strategic objectives

### High Quality Service

- To ensure excellence in teaching and learning and a high quality educational experience is available for all students.
- To ensure there is a robust and effective assessment process for assessing prospective students and continued assessment of continuing students.
- To ensure the curriculum is fit for purpose and is sufficiently diverse and flexible to meet the needs of students with a range of complex learning difficulties and disabilities, including Visual Impairments.
- To ensure a safe environment that allows students to thrive and develop their full potential.
- To provide an effective communication structure that involves students and stakeholders in the development and delivery of services.
- To ensure stakeholder feedback is collected and reported.
- To implement and maintain a comprehensive system of student assessment and progress reporting, which leads to demonstrable and significant outcomes for students individually and the College in general.

- To embed a culture of continuous quality improvement which is based on a cycle of target setting and self review.
- To ensure the College has an effective quality monitoring system that reports regularly to the appropriate internal and external bodies.
- To make decisions on serious student behaviour issues including expulsions
- To ensure that Policies and Procedures are in place and available to all, to maintain effective and safe delivery of all operations.

### **Leadership**

- To ensure that a long term strategy is in place, which can guide the college to achieve its objectives and to implement and monitor strategic plans against targets and deadlines.
- To develop and implement proposals that respond to future needs that are thoroughly researched and consistent with the strategy and the Charity's objectives.
- To provide clear and decisive leadership to the management team.
- To work effectively with the Chief Executive and other Charity Senior Executives for the benefit of the College and Charity. Developing strong, positive relationships with colleagues across the Charity, contributing to collaborative work and support other staff to participate in Charity-wide work.
- To clearly articulate and communicate the Charity's vision, mission and values.
- To ensure there is a positive and open culture throughout the College, with good communication processes.

### **External Ambassador**

- To ensure that the College is presented in an appropriate and professional manner to its stakeholders.
- To develop networks and build relationships with relevant bodies and individuals to further the aims of the College.
- To be the primary contact with funders, with assistance from the Transitions Manager.
- To maintain an effective liaison with all stakeholders including parents, carers and students.
- To take part in local, regional and national groups, forums and advisory committees to further the work of the College and Charity.

### **Governance**

- To advise all relevant non-executive boards that form a part of the College's governance structure on all strategic matters and ensure effective reporting of progress against targets is in place. Attending meetings as required.
- To assist the Chair of the Education and Governance Committee with preparation for meetings and to represent the College at Committee and Board meetings.
- To assist the Chair of the Education and Governance Committee with all Committee management processes including: training, induction and self review to support Committee members.

### **Management**

- To effectively manage and monitor the performance of College managers; through the setting of performance objectives at annual appraisals and regular review of objectives at supervision meetings.
- Lead by example, being personally visible and committed to demonstrating the Charity's Values.
- To ensure there is effective communication: between managers within the College, with support services and all College staff.
- To ensure that all major risks to which operations may be exposed are identified and that adequate controls put in place to reduce, mitigate or eliminate them.
- To ensure student levels are maintained at a level which can allow the College to be financially sustainable, by directing the work of Transitions team.
- To line manage the Head of Care, ensuring they have access to the necessary expertise and support to deliver the residential service in line with CQC requirements and ensuring a safe environment is provided for all students and other service users.

- To explore and develop the income generating potential of the College.
- To manage the operations by ensuring appropriate levels of delegation are in place and are understood by managers and staff.
- To communicate College's long term plans with Property Services, to ensure resources are managed to maximise present and future opportunities.

#### **Financial, regulation and processes**

- To work with the relevant management teams across the Charity, Chief Executive and Deputy CEO to establish an annual budget and long term financial plans for the College.
- To monitor the income and expenditure levels throughout the year to ensure financial viability, recommending and taking corrective action as appropriate.
- To ensure a robust system of management information is developed to monitor student performance and support external scrutiny and inspection by regulatory bodies such as Ofsted, CQC and local authority funders.
- To line manage the nominee for Ofsted and have responsibility for proper preparation for Ofsted inspections.
- To be the Nominated Individual for CQC.
- To make effective arrangements to meet legal requirements under health and safety, safeguarding and where appropriate, children's legislation
- To be the Safeguarding Lead for the College.

The postholder must comply with the Health & Safety requirements of the Charity, operate within the employee code of conduct and respect confidentiality at all times.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>How Identified</b> <i>Application form / Interview / Selection test / copy of certificates.</i>
<b>Knowledge and Experience</b>	Record of outstanding leadership at a senior level in an SEN school or college	<b>Essential</b>	Application form/Interview
	Successful & sustained record of management that has resulted in raised quality and improved teaching standards in a sustained way	<b>Essential</b>	Application form/Interview
	Experience of leading a team through a successful Ofsted inspection	<b>Essential</b>	Application form/Interview
	Detailed understanding of the drivers for improving teaching and learning and achieving excellent outcomes	<b>Essential</b>	Application form/Interview
	Understanding of the importance of safeguarding issues	<b>Essential</b>	Application form/Interview
	Significant experience of managing stakeholder relationships, including contract negotiations	<b>Essential</b>	Application form/Interview
	Experience of developing and implementing strategic plans and setting strategic priorities	<b>Essential</b>	Application form/Interview
	Experience, at a senior level, of financial management and budgetary control	<b>Essential</b>	Application form/Interview
	A thorough understanding of Risk Control and Risk Management	<b>Essential</b>	Application form/Interview
	Good understanding of the CQC regulatory framework in relation to specialist colleges or a	<b>Essential</b>	Application form/Interview

	commitment to quickly learning the requirements		
	Experience of collaborative working with other organisations	<b>Essential</b>	Application form/Interview
<b>Education &amp; Training</b>	An undergraduate degree or equivalent	<b>Essential</b>	Certificate
	Teaching Qualification	<b>Essential</b>	Certificate
	SEN specific qualification	<b>Desirable</b>	Certificate
	Evidence of continued CPD	<b>Essential</b>	Certificate
	Higher management/professional qualification	<b>Desirable</b>	Certificate
<b>Skills and Aptitude</b>	Excellent People Management skills with proven ability to lead and motivate teams	<b>Essential</b>	Application form/Interview
	Ability to build effective working relationships with a wide range of professionals and stakeholders including Local Authorities	<b>Essential</b>	Application form/Interview
	Decisive and clear, with excellent judgement	<b>Essential</b>	Application form/Interview
	Demonstrate strategic thinking and ambitious vision.	<b>Essential</b>	Application form/Interview
	Excellent verbal, written and presentations skills	<b>Essential</b>	Application form/Interview
	Good IT skills	<b>Essential</b>	Application form/Interview
	Capacity to work under pressure whilst retaining a calm disposition	<b>Essential</b>	Application form/Interview
	A strong in belief in equal opportunities and a passion for providing educational opportunities for all	<b>Essential</b>	Application form/Interview

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder will be required to complete an enhanced DBS disclosure check.**

**Henshaws positively welcomes applications from all sections of the community**