



JOB TITLE	Assistant Principle (London)
RESPONSIBLE TO	College Principle
RESPONSIBLE FOR	Senior Leadership Team
SALARY	£45,000 - £55,000
HOURS	37.5 hours per week
HOLIDAY	25 days excluding Public Holidays
LOCATION	Croydon & Ilford

LLC is a specialist college offering young people aged 16-24 personalised, industry-led training in the most vibrant & exciting creative sectors. Through practical project based learning our students gain real life experience to develop skills in a supportive and ambitious environment, where there are continual opportunities to work and think differently.

The Assistant Principal will work closely with the Principal, the wider SLT, students and families, and the College teams in sustaining a journey of improvement, development and innovation to benefit our students studying in London.

The Deputy Principal will fully embrace and deliver the strategic plan through authentic, inspirational and directional leadership and meaningful engagement of SLT, demonstrating and staying true to the College values, and leading the College to a sustainable and strong future, consistent with the agreed education character.

MAIN RESPONSIBILITIES:

- To support vision and leadership for our services in Croydon and Ilford to deliver outstanding outcomes for young people, adults and their families
- To ensure an excellent student/ learner experience of education, training and support which has a clear intent to deliver impact
- To ensure that the services comply with all relevant legislation, guidance, regulatory requirements and quality standards
- To deliver quality improvements by implementing our quality improvement plans and staff development targets
- To support the financial performance of the services to meet agreed targets
- To provide professional and operational leadership to all staff, ensuring their continued development
- To promote and safeguard the welfare of all service users, staff and visitors
- To lead the curriculum team in London and support the oversight of our Non-Executive Directors.

KEY TASKS:

Support the Principal:

- Maintain a high-quality educational environment for all our students. This includes those with additional learning needs including Social, Emotional and Mental Health, Moderate Learning Difficulties and Autistic Spectrum Disorder, as well as students who have been or are at risk of being excluded from mainstream education and/or face additional barriers to learning.
- Ensure the continued development of the college and make a significant contribution to high quality organisation, leadership and management
- Attend Local Governing Body meetings as appropriate
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary
- Ensure that the college meets its statutory duties as outlined in the SEND Code of Practice

- Ensure that safeguarding and child protection are key priorities for all staff
- Keep abreast of developments within education and the special sector at local, national (and international level where necessary)
- Management and control of risk for the college, its staff and students.
- To assist the Principal in mutually agreed areas of the college leadership and management, including Teaching and Learning, Achievement and the Performance Management of Teaching staff.
- To fully deputise for the Principal in his/her absence.
- Promote the Health and Safety of staff and students and visitors in keeping within LLC Health and Safety policy.
- Participate in appropriate continuing professional development and staff training opportunities to update or develop new skills.
- Ensure personal and corporate currency about national and local policy developments, initiatives and legislation.
- Promote compliance with policies adopted by LLC, e.g., Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertake such other duties of a similar nature as required by the Principal.

1. Organisation, Leadership and Management

Support the Principal	Specific Responsibility
<ul style="list-style-type: none"> • Uphold the aims and objectives of the college and ensure implementation, monitoring, development, and review of policies to support these aims • Work closely with LLC, Dv8 and SLT on strategic college improvement planning and college self-evaluation • Develop and maintain an appropriate staffing structure • Develop and maintain effective communication between staff, parents/carers, governors and the wider community • Assist in identifying advice and support for parents, carers and families • Promote equality, diversity and inclusion in line with LLC policies • Ensure equality of opportunity and of access for all members of the college community • Monitor and evaluate the effectiveness of Health and Safety procedures and assist the SLT team in ensuring that the health and safety needs of students and staff are met as far as is practicable and that health and safety policy guidelines are adhered to • Contribute to the creation, implementation and evaluation of the colleges' development plans and self-evaluation documentation • Assist with the wider improvement of community partnerships and the further development of extended service provision • To support colleagues with the development of a programme of integration and inclusion in line with other partner colleges and community groups 	<ul style="list-style-type: none"> • Promote professional development for all staff, supporting the delivery of a whole college programme of INSET in line with current improvement priorities and performance management targets, as well as targeted INSET for groups and individuals Lead INSET as appropriate • Manage budget allocation to support INSET • Liaise regularly with administrative staff in monitoring student attendance, and implement college policy in order to minimise student absence • Ensure that class and college timetables run efficiently and that there is appropriate balance of subjects across key stages

2. Management of Teaching and Learning

Support the Principal	Specific Responsibility
<ul style="list-style-type: none"> • Share responsibility for all monitoring and quality assurance activity and play an integral role in developing staff and raising standards and in other provisions within the LLC family • Offer consistent pastoral support for students and provide expert guidance on the management and positive support of challenging behaviours • Promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning • Ensure that the planning and delivery of the curriculum is tightly focused (including the National Curriculum as appropriate) and tailored to meet students' individual needs across the college • Lead/participate in the LLC family innovation schemes, as appropriate, in order to share good practice and innovation to maximise the benefits and opportunities for students 	<p>From the following, subject to negotiation:</p> <ul style="list-style-type: none"> • Responsibility for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on students' attainment to the LA/DfE • Ensure effective long, medium and short term planning and development of the curriculum • Ensure that all students have quality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in which the individual needs of students are met • Oversee the quality of structured programmes of work-related learning and work experience, including careers and information advice and guidance for students

3. Management of People

Support the Principal	Specific Responsibility
<ul style="list-style-type: none"> • Contribute to the recruitment and selection of teaching and support staff • Develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues • Maintain a positive team ethos through effective communication and shared discussion and training • Additionally, will work with other SLT members to have group responsibility for day-to-day management of staff 	<ul style="list-style-type: none"> • Be responsible for overseeing the induction programmes for all new staff Monitor staff performance with HR and department/line managers and address these issues effectively as they arise • Assist the Principal in managing the appraisal process • Develop and empower self and others • Establish retrieval and storage systems so that all staff members have access to Department Circulars, notifications and other information that affects them.

Person Specification

Requirements: Essential (E); Desirable (D); Preferential (P)

		How will this be assessed?		
		Application	Interview	Test
1. Qualifications				
1.1	First degree or equivalent (E)	(APP)		
1.2	Vocational/Professional Qualification (D)	(APP)		
1.3	Higher Degree (D)	(APP)		
2. Knowledge & Experience				
2.1	Proven experience of successful high-level leadership in an educational setting. (E)	(APP)		
2.2	Proven experience of leading and delivering strategic innovation, expansion and organisational change to take an organisation forward. (E)	(APP)	(INT)	
2.3	Experience of being accountable to an engaged Board or Governing Body. (E)	(APP)	(INT)	
2.4	A track record of setting, responding to, and successfully delivering challenging performance targets through robust quality management procedures. (E)	(APP)	(INT)	
2.5	Experience of supporting the oversight and management of £1m+ budgets and associated resources. (E)	(APP)		
2.6	Proven experience of supporting and developing a high performing Senior Leadership Team as well as managing a workforce of a significant size. (E)	(APP)	(INT)	
2.7	Experience of working in a successful learner focused environment as well as knowledge and awareness of changes in the patterns of learners. (E)	(APP)	(INT)	
2.8	A successful track record of operating as a high-level Ambassador of an organisation. (D)	APP		
2.9	Experience of successfully developing and sustaining key relationships both internally and externally. (E)		INT	
2.10	Experience of working with young people with Special Educational Needs and associated support funding (P)			
2.10	An understanding of the Creative Industries and relevant careers routes within them (D)	APP	INT	
3. Abilities, Skills and Competencies	The successful candidate will possess (all are essential):			

3.1	Academic and intellectual capacity and credibility. (E)		(INT)	
3.2	Business acumen and be financially astute. (E)		(INT)	(Test)
3.3	The ability to grow and reshape an organisation while retaining quality in its core provision and services. (E)	(APP)	(INT)	
3.4	The ability to manage resources, scrutinise finances, address risk and ensure transparency in the use of public monies. (E)		(INT)	
3.5	A competent understanding of the policy context for further and higher education (E)	(APP)	(INT)	
3.6	An understanding of quality frameworks as applied to further education, skills and vocational education. (E)		(INT)	
3.7	Excellent negotiating and influencing skills with the presence and credibility to represent the College in a range of settings	(APP)	(INT)	
3.8	Able to demonstrate a passion for education and an overall commitment to learners. (E)	(APP)	(INT)	
3.9	Able to demonstrate adherence to the values of openness, transparency and to working with integrity.	(INT)		
4. Personal Qualities	All are essential:			
4.1	A high level of personal integrity. (E)		(INT)	
4.2	Emotional intelligence. (E)		(INT)	
4.3	Innovative and creative thinking. (E)		(INT)	
4.4	Highly developed, effective communication and interpersonal skills. (E)	(APP)	(INT)	
4.5	Passion, presence and credibility to inspire, lead and develop staff. (E)		(INT)	
4.6	Drive, resilience and enthusiasm. (E)		(INT)	
4.7	A fundamental commitment to fairness, combined with the ability to generate trust and confidence. (E)		(INT)	
4.8	Excellent organisational and time management skills. (E)		(INT)	(Test)