

Job Description

Post:	Centre Principal – Worsley College
Salary Grade:	£69,628
Responsible to:	Deputy Group Principal (Quality and Curriculum)
Responsible for:	Heads of Department, Heads of Pastoral Support

Key Purpose

To be responsible for overseeing the operations of a College within the SCC Group. As a highly visible leader, you will represent the College, engaging with students, parents, and stakeholders as necessary.

Lead and manage cross-college initiatives aligned with our strategic priorities.

Duties & Responsibilities

A	As a key member of the College's leadership team, actively contribute to the strategic management of the College.
B	To oversee all Key Performance Indicators (KPIs) related to the college's operations within your purview. This includes ensuring compliance, monitoring attendance, retention rates, academic results, value-added measures, budget management, staff deployment, and both staff and learner satisfaction.
C	To lead, develop, and coach a team of Heads of Department and Heads of Pastoral Support or equivalent roles.
D	To provide support and advice to, and seek guidance from, other leadership team members as necessary.
E	To lead the development and implementation of flexible, ambitious and innovative curriculum strategies within the college.
F	To prioritise and monitor curriculum capital spending in alignment with the Strategic Plan. Consult, agree, allocate, and monitor curriculum revenue budgets.



G	To direct the College's strategies for study programmes for students aged 16-19, as well as for adult and higher education learners.
H	To execute and monitor actions derived from the strategic plan related to curriculum and quality.
I	To manage the production of the Self-Assessment Reports (SARs) for curriculum areas as agreed by the Senior Leadership Team (SLT), ensuring all actions are monitored and completed.
J	To lead a cross-college initiative that aligns with the College's strategic priorities.
K	To prepare and present monitoring reports to relevant management or Governing Body Committee Meetings.
L	Report to the relevant management or corporation group on any of the above or related matters producing monitoring reports as required.
M	To liaise with internal and external bodies on matters related to Curriculum, Quality, and Safeguarding, as required.
N	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

Essential			Desirable			
Qualification	1	First degree (or equivalent)	Application / Certificate	A	Post graduate qualification	Application / Certificate
	2	Teaching qualification	Application / Certificate	B	Management qualification	Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Successful teaching and management experience	Application / Interview	C	Experience of managing self-assessment processes	Application / Interview
	5	Experience of line managing Heads of Department / Heads of Function	Application / Interview	D	Experience of leading quality Improvement	Application / Interview
	6	Experience of successfully leading and managing change within a college	Application / Interview	E	Experience of managing curriculum for 16-18, adults and HE	Application / Interview
	7	Experience of managing curriculum at Levels 1 to 3	Application / Interview	F	Demonstrate innovative curriculum delivery and design in all types of programmes of learning	Application / Interview
	8	Demonstrate a strong track record of achievement, added value and success in relation to the learner outcomes and high quality standards	Application / Interview	G	Demonstrate the development of HE courses and other curricular	Application / Interview
	9	Experience of developing strategies for student enrichment or subject enhancement and celebration of achievement	Application / Interview	H	Recent commercial experience	Application / Interview
	10	Experience of dealing effectively with HR matters including marginal &	Application / Interview			



	11	exceptional performance Experience of operating effectively at a strategic level	Application / Interview			
Knowledge	12	Knowledge and understanding of the challenges and current issues in the FE sector	Application / Interview	I	An understanding of the value added and distance travelled systems	Application / Interview
Skills / Qualities	13	Ability to create vision, motivate and inspire others to perform to the best of their abilities	Application / Interview	J	Able to demonstrate an analytical approach towards data	Application / Interview
	14	Excellent management and leadership skills	Interview			
	15	Highly developed negotiating, influencing and persuading skills	Interview			
	16	Well-developed skills of analytical reasoning and problem solving	Interview			
	17	Highly developed interpersonal skills	Interview			
	18	Excellent organisational skills, being able to prioritise workloads and meet deadlines	Interview			
	19	Value all students equally regardless of ability	Interview			
	20	An appreciative management style which recognises appropriately	Interview			



	21	the contribution of others Commitment to multi-faith Chaplaincy	Interview			
	22	Ability to work on own Initiative	Interview			
	23	Flexible team player	Interview			
Other	24	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	25	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	26	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Pre-Employment			

