

## Job Description

<b>Job Title:</b>	Vice Principal – Student and College Services
<b>Department:</b>	College Leadership Team – Executive Team
<b>Reports to:</b>	Principal/CEO
<b>Responsible for:</b>	Currently: Assistant Principal – Student Services; Director of SEND Support and Nursery; Students' Union President, Head of Marketing and Events, Data Manager, Admissions Manager, Customer Services Manager, Examinations Manager
<b>Grade:</b>	<b>£85,000</b>
<b>Staff Group:</b>	Senior Post Holder
<b>Job Purpose:</b>	To provide strong effective leadership in delivering the College's key student services, curriculum services and registry functions to the highest quality standards and in line with the Strategic Framework and Ways of Working

<b>Main Tasks and Responsibilities</b>	
1.	To be accountable to the Principal for the strong effective leadership of the College's: <ul style="list-style-type: none"> <li>• Registry functions (Admissions, Student Data and Examinations),</li> <li>• Student Services (IAG, Safeguarding, Wellbeing, Residential, Library, Financial Support, International) and</li> <li>• Curriculum Services (SEND support)</li> </ul> in line with the Strategic Framework and Ways of Working and to support delivery of the College's Strategic Aims and Success Indicators
2.	As a member of the College Leadership Team, to contribute to the development of College strategy and policy, including through working with governors, and to translate them into appropriate actions
3.	To develop and continually review the applicant journey (marketing and events, guidance and outreach, application and interview and enrolment) so as to enhance the applicant experience, promote the curriculum offer and reputation of the College and increase recruitment.
4.	To ensure the College's funding and performance data meets all standards required by funding bodies and enhances the visibility of performance within the College.
5.	To lead the College's gathering and analysis of the student experience and promotion of the student voice and student representation, so that it enhances the quality of our provision and services
6.	To lead the planning and delivery of key College processes alongside the curriculum managers such as effective and efficient interviewing of applicants and external assessment and exams
7.	To manage staff using the full range of HR strategies, ensuring high standards of performance and professional conduct, in order to maximise the student and apprentice experience and the efficiency of the staffing resource
8.	To be accountable for the College meeting (and exceeding where appropriate) key regulatory expectations in key student facing services (for example safeguarding, residential accommodation and nursery provision)
9.	To lead the delivery of high-quality student support services that allow students to succeed to their full potential and be inspired to progress to destinations that stretch and challenge them
10.	To lead the Colleges internal communications strategy so that students, apprentices and staff are fully informed and engaged with the work of the College
11.	To participate in any inspections undertaken by external organisations and to lead as required

12.	To ensure that the College actively promotes equality of opportunity and prepares students to live and work in a diverse society
<b>General Responsibilities</b>	
1	To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures: <ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Health, Safety &amp; Welfare</li> <li>• Child Protection</li> <li>• Data Protection</li> <li>• Risk Management</li> </ul>
2	To undertake any other similar duties of this level as required by the Principal/CEO.
<b>Our Ways of Working at City College Norwich</b>	
Open and Informative	Communicate the right information, to the right audience, at the right time, in the appropriate manner.
Respectful and Fair	To be fair, tolerant, supportive, offer impartial advice and listen to others, regardless of their background.
Creative and Positive	Provide creative and positive solutions and seek new ways to improve the working and learning environment.
Collaborative and Inclusive	Promote a collaborative and inclusive culture where leadership, teamship and followship are fully integrated, acting as a role model and demonstrating a high degree of commitment, belief and pride in the College and the College's vision.
Consistent and Responsible	Proactively take responsibility to deliver an outstanding service. Actively seek to support others.
Exemplary and Tenacious	Lead by example. Set exacting standards for continuous improvement (including, for example, industrial updating) via professional conduct to ensure continued student success.
Aspirational and Entrepreneurial	Contribute to the improvement of student experience and outcomes. Actively identify relevant sources of self-development and opportunities to share expertise and knowledge with colleagues.

## Person Specification

Job Title	Vice Principal – Student and College Services	Location	Based at Ipswich Road or Easton College campus
Department	College Leadership Team – Executive Office	Grade	Senior Post Holder
Reports to	Principal/CEO	Post Reference	RCCN

Criteria	How Assessed? Application (A) Interview (I) Task (T)
<b>Qualifications / Education / Training</b>	
1. A relevant first degree and/or professional qualification	A
2. A teaching qualification at level 4 or above, e.g., PGCE	A
3. Evidence of continued professional development	A
<b>Experience</b>	
1. Evidence of effective leadership and management of a relevant and substantial education institutional registry functions	A I
2. Successful experience of reviewing and enhancing processes and systems and implementing change.	A I
3. Experience of successful budget planning, setting and management of income and expenditure, with particular reference to funding systems relevant to Colleges	A I
4. Experience of managing quality systems and processes which has led to an enhancement of the user experience	A I
5. Experience of the management of marketing functions that have driven targeted growth	A I
6. Experience of the funding and compliance systems related to a variety of funding streams relevant to Colleges	A I
<b>Skills, Knowledge and Level of Competency</b>	
1. Aspirational and inspirational as a leader with the ability to influence and lead by example	A I
2. Adaptive and flexible approach	I
3. High achieving, with high expectations of self and others	I
4. Ambitious and innovative with the ability to challenge, solve problems and introduce new ways of working	A I
5. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College	I
6. Highly developed communication, negotiation, external liaison and networking skills	A T
7. Ability to analyse and interpret management information and understand complex data issues	A I T
<b>Personal Qualities</b>	
1. A collaborative worker with an adaptable and flexible approach to work	I
2. Creative, imaginative and entrepreneurial thinker	A I T
3. Persistent and resilient approach to work	I
4. Committed to student success and supporting students to fulfil their potential	A I
5. Continuously improving and commitment to own personal and professional development	AI

Prepared by:	Principal/CEO	Date	June 2022
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