

Job Description

Job Title:	CEO Principal
Department:	College Leadership Team
Reports to:	City College Norwich Board
Responsible for:	College Leadership Team
Salary:	Agreed by Corporation
Staff Group:	Leaders
Job Purpose:	To be responsible for the overall strategic leadership of the College, formulating and implementing exemplary plans for development and improvement within the strategic framework, whilst providing highly inspirational and effective leadership to ensure the achievement of agreed strategic aims and success indicators.

Main Tasks and Responsibilities	
1	To work with Governors to define, develop and deliver a visionary strategy for the College, to meet the needs of Norfolk and the wider region.
2	To provide inspirational and effective leadership for the College and have an unwavering focus on the quality of teaching, learning and assessment and the student experience.
3	To lead and promote a culture where everyone has high expectations of themselves, of staff and for students and where there is intolerance of complacency.
4	To have a strong focus on achieving outstanding performance across student achievement, quality, finance and sustainability.
5	To provide a safe and supportive environment where the well-being, health and safety of students and staff is valued, promoted, and safeguarded.
6	To set appropriate targets which are agreed by the Corporation, in order to achieve strategic aims and success indicators. To ensure that performance against these targets is monitored and that relevant activities are implemented to meet or exceed the targets.
7	To act as the College's Chief Accounting Officer to secure compliance with all rules and regulations, submit annual budgets to the Corporation for approval and ensure proper management of resources in line with the approved budget.
8	To ensure that College assets are effectively managed, and the College estate is planned, developed and operated to produce the maximum benefit to the College within the context of the strategic aims.
9	To ensure that the College maintains existing local, regional, and national strategic partnerships with other educational organisations, local authorities, funding agencies, employers, schools, universities and community organisations, as well as forging new relationships with prospective partners to support the College's strategic aims.
10	To build links with local and national government to and foster an innovative, flexible, and responsive attitude towards changes in the external policy environment with the aim of maintaining the College at the forefront of education and training.
11	To anticipate changes in the funding landscape and explore, mitigate, and exploit implications for the College in order to maintain good financial health.
12	To carry out the responsibilities of the Principal as defined in the Norwich City College of Further and Higher Education's Instruments and Articles of Government.

General Responsibilities	
1	<p>To carry out responsibilities, commensurate with your position, as defined within the following College policies and procedures:</p> <ul style="list-style-type: none"> • Safeguarding • Equity, Diversity and Inclusion • Health, Safety & Welfare • Data Protection • Risk Management
2	To undertake any other similar duties of this level as required by the Corporation.

Our Ways of Working at City College Norwich	
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	CEO Principal	Location	Ipswich Road, Norwich
Department	College Leadership Team	Grade	
Reports to	Chair of Governors	Post Reference	

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	
1. Level 2 English and Maths.	A
2. Degree or Professional Qualification.	A
3. Higher degree or qualification in education or management.	A
Experience	
1. Significant experience of effective inspirational leadership in the education sector, working within a senior leadership team to achieve outstanding outcomes.	A, I, T
2. Experience of effective strategic planning within a complex environment.	A, I
3. Evidence of working effectively and collaboratively with a wide range of partner organisations, employers, and other key stakeholders to meet strategic aims.	A, I
4. Proven experience of leading and managing large and complex organisational changes e.g., restructures and mergers.	A, I
5. Evidence of successful financial management.	A, I, T
6. Experience of leading and managing teams and services across a number of sites.	A, I, T
7. Successful track record of being a public face of an organisation and representing it at local, regional and national level.	A, I
8. Experience of leading an organisation through a regulatory inspection such as Ofsted.	A, I
9. Proven track record of effective staff performance management and the development of high performing, collaborative teams.	A, I
Skills, Knowledge and Level of Competency	
1. Aspirational and inspirational as a leader with the ability to influence and lead by example.	A, I, T
2. Sound knowledge of regulatory, funding, finance and inspection frameworks and processes related to further and higher education.	A, I, T
3. High achieving, with high expectations of self and others.	A, I, T
4. Ambitious and innovative with the ability to challenge and introduce new ways of working.	A, I, T
5. Excellent communication and interpersonal skills.	A, I, T

6. Clear understanding of the changing national policy context in relation to education, learning and skills and its impact on the College.	A, I, T
7. Understanding of the legal and governance framework of an FE College.	A, I, T
8. 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 an FE College.	A, I, T
9. Strong business skills with the ability to embrace opportunities to enhance the College's reputation, brand, and status, maximise income generation and create new income streams.	A, I, T
10. Ability to proactively promote a culture with, equality, equity, diversity, and inclusion at its heart.	A, I, T
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work.	I, T
2. Creative, imaginative, and entrepreneurial thinker.	I, T
3. Tenacious and resilient approach to work.	I, T
4. Enjoys working collaboratively and seeking collaborative opportunities.	I, T
5. Committed to student success and supporting students to fulfil their potential.	I, T
6. Continuously improving and commitment to own personal and professional development.	A, I
Other (e.g., constraints)	
1. Ability to regularly undertake work outside of normal office hours.	I

Prepared by:	Director of HR Services	Date	March 2022
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