



JOB DESCRIPTION

POST TITLE: Principal & Chief Executive

LOCATION: Craven College, Skipton (Multi-site)

CONDITIONS: Senior Postholder

HOURS: as required

GRADE/SALARY: commensurate with AoC benchmarking salaries

RESPONSIBLE TO: Chair of Governors and the Governing Body

JOB DESCRIPTION

MAIN JOB PURPOSE

To be responsible to the Chair and Board of Governors for the leadership, management and sustainability of Craven College.

To provide strong, effective and aspirational leadership across the College ensuring that it fulfils its mission, strategic aims and ambitions as determined by the Board.

To lead the provision of outstanding learning, teaching and support which ensure high levels of learner success, setting a culture of high expectations and delivering excellent outcomes.

To grow student numbers and develop the College as an outstanding provider of further and higher education.

To ensure that the College's finances, estates and resources are efficiently and effectively managed.

To build and develop innovative and meaningful partnerships with businesses, training partners and community stakeholders, promoting the College as a key player in the local and regional skills agenda.

To identify the need for change and to lead the College collaboratively through it.

To attract and retain more students to take advantage of the opportunities at the College.

To act as the Accounting Officer, ensuring that the College fulfills its legal, statutory and regulatory requirements and carrying out the function of Principal & Chief Executive as set out in the Instrument and Articles of Government and the Financial Memorandum between the College and the Education Skills Funding Agency (ESFA).

PRINCIPAL & CHIEF EXECUTIVE – CRAVEN COLLEGE

JOB DESCRIPTION

1. STRATEGIC LEADERSHIP

- To work with the Board of Governors and other key stakeholders to create a shared vision and to deliver a strategic plan for the College;
- To make strategic development proposals to the Board of Governors on the educational character, mission and vision of the College
- To manage the implementation of College policy including curriculum, staffing, financial planning and management in accordance with the College's Financial Regulations, funding agency requirements and the Instrument and Articles to ensure the continued development and sustainability of the College
- To ensure that college strategies with appropriate business plans are in place and implemented effectively to secure a viable and sustainable College
- To develop strong, effective and harmonious working relationships with the Board of Governors, ensuring that Governors are informed and receive accurate, timely and appropriate information for strategic management and to support decision making
- To attend meetings of the Governing Board and its committees
- To provide inspiring and motivating leadership to promote a culture of partnership working to raise aspirations, realise ambitions and achieve outstanding success
- To ensure that the appropriate College policies and procedures are in place, applied and monitored, meeting all legal, statutory and regulatory requirements and to promote Equality and Diversity and good governance
- To be the lead ambassador for the College externally, enhancing its reach, reputation and influence, and ensuring that it is responsive to the needs of all stakeholders, especially local employers and the community.
- To represent and promote the College positively in public fora and through the media and other agencies to maintain and further enhance the public profile and position of the College within the community
- To develop effective networks inside and outside the College
- To anticipate the need for change and to be innovative in responding to it

2. STUDENTS AND QUALITY

- To lead the College's continuous quality improvement and assurance to establish Craven as an outstanding provider serving its local community
- To embed a culture of ambition, fostering high aspiration and promoting positive progression by learners at all levels
- To ensure effective strategies, including marketing, are in place for the recruitment, retention and success of students
- To ensure the development and delivery of a high quality, relevant and responsive curriculum which anticipates, stimulates and meets the changing demand from learners, employers and other stakeholders

- To promote innovation in curriculum design, delivery and teaching and learning, developing the employability and work-readiness of students
- To ensure that appropriate and challenging targets are set and agreed throughout the College and that performance against them is monitored
- To ensure an effective staff and learner voice in the College through the engagement of both groups in the development and improvement of the College
- To develop an outstanding and inclusive overall learner experience for all students, ensuring a rapid and effective response to relevant learner concerns along with effective pastoral services and guidance for students and the maintenance of student discipline
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and ensure that all staff and volunteers share this commitment.

3. STAFF LEADERSHIP

- To provide exemplary leadership for the senior management team to ensure that the College offers the highest quality of education and service and fosters a culture of excellence and innovation
- To promote good conduct and encourage commitment of staff, leading by example
- To have in place, and review as necessary, the organisational structures and management accountabilities to deliver the strategic plan and meet the current and future needs of the College
- To enable the talent, skills and potential of the staff in the College to be developed through appropriate policies and processes within a culture and environment of challenge, engagement and support
- To be responsible for the appointment, motivation, welfare, appraisal, professional development of staff and succession planning to meet changing organisational needs
- To lead, manage and motivate staff in line with the organisation and direction of the College, including the promotion and maintenance of good relations with staff, recognised trade unions and professional associations relevant to the College
- To be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation for the pay and conditions of staff

4. FINANCIAL AND RISK MANAGEMENT

- To act as the College's Accounting Officer and ensure timely and accurate preparation of estimates of income and expenditure
- To be responsible for overseeing robust planning and reporting of the College's financial position to secure financial resilience and sustainability
- To be accountable for the proper and effective operation of financial, planning and management controls such that the physical and financial resources are efficiently utilised, public funds are safeguarded and value for money achieved.

- To drive forward the College's estates strategy
- To have in place robust and responsive ICT, data, information and management systems to inform and monitor the delivery of strategic, financial and operational plans and which comply with statutory reporting requirements as necessary.
- To take overall responsibility for risk management, leading the risk management group and ensuring that appropriate and effective risk management strategies are in place, and that a comprehensive and regularly updated risk management register is maintained

This job description is not a definitive or exhaustive list of responsibilities and the Principal & Chief Executive may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with the Board of Governors.