



East Durham College

Job Description

Post Title: Principal/Chief Executive Officer

Location: Peterlee/Houghall Campus

Responsible to: Chair of the Governing Body

The role of the Principal and Chief Executive of East Durham College (the College) shall be to:

- Provide leadership and vision.
- Assist and advise the Governing Body in relation to its determination of the College's educational character and mission.
- Have overall responsibility for, and oversight of, all academic and curriculum matters concerning the College, in particular the core educational issues of student performance, teaching, and learning, and listening to the student voice.
- Oversee and direct appropriate use of funds and to undertake the role of Chief Accounting Officer.
- Embody and add value to the vision, mission, and sense of purpose of the College, whilst embodying our core values of **students, excellence, respectful and sustainability**.

Leadership and Management

The responsibilities of the Principal/Chief Executive are for: -

- Provide effective and inspiring leadership for the College, ensuring that all staff are working highly effectively in collaboration to achieve the highest levels of success for learners.
- Be a lead ambassador for the College developing a strong reputation and excellent key stakeholder relationships at influencing at local, regional, and national level.
- Demonstrate a commitment to the personal growth and development of staff and students at all levels, enabling them to develop the skills necessary to achieve outstanding outcomes.
- Assist and support the Governing Body in further developing the College's vision and strategy.
- Ensure that appropriate targets are set and agreed throughout the College in order to achieve the agreed strategic aims and objectives, that performance against these targets is monitored, and that the College meets the targets.
- Be visible, open, and accessible to staff, students and stakeholders ensuring strong internal and external communications.
- Lead and promote a culture of partnership working to raise aspirations and realise ambitions towards achieving outstanding success.
- Provide exemplary leadership of the College Leadership Group and be accountable for managing the College effectively and efficiently.
- Ensure the College fulfils its legal, statutory, and regulatory requirements from government, funding, and regulatory bodies.
- As the Chief Accounting Officer for the College, ensure that the Governing Body is advised if its actions or policies in line with the College's financial regulations and procedures, or with the Instrument & Articles of Government.

Strategy and Policy

The Principal and Chief Executive will: -

make proposals to the Governing Body about the College's position in the local landscape and develop a viable strategy and vision of the College that meets the community needs. This will include:

- The College Leadership team working closely with the Governing Body and its committees to support them making the maximum possible contribution to the success of the College.
- The College identifying the significant issues weighing up the risks and opportunities facing it in the medium-term and long-term future, and that it prepares an appropriate response.
- The articulation of this analysis into a Strategic Plan which clearly outlines the action the College must take in the environment in which it finds itself.
- Closely monitoring the College's progress against this plan and takes appropriate action as the plan develops.
- Identify partnerships and collaboration that can accelerate the College's growth.
- Ensuring that College policies, procedures, and practices, including those relating to safeguarding, and equality, diversity and inclusion are promoted and implemented.

Curriculum and Quality

The Principal and Chief Executive will have responsibility for: -

- Ensuring the delivery of a highly responsive curriculum which meets the needs of the local community, employers and stakeholders and is fit for purpose.
- Determine what the offer is to meet the community needs and deliver it.
- Promoting a culture of continuous improvement in the delivery of teaching and learning and the wider student experience.
- Ensuring the College has effective systems and processes to effectively monitor impact and success across all areas of activity.
- Attract and deliver on all the key income streams and keep the College's curriculum financially viable.
- The maintenance of student discipline and within the rules and procedures provided for in the instruments and articles of government, the suspension or expulsion of students on disciplinary grounds and the implementation of decisions to expel for students.

Resource Management

The Principal and Chief Executive will: -

act as the College's Chief Accounting Officer in accordance with the Articles of Government, to secure compliance with all rules and regulations and advise the Governing Body fully in accordance with the Financial Memorandum ensuring that:

- Annual estimates of income and expenditure are properly prepared for consideration and approval by the Governing Body
- The College acquires the maximum financial resources in a manner which is consistent with its stated values and aims.
- These resources are allocated and controlled in an equitable and open manner based upon criteria which are clearly stated, and which support the Strategic Plan.
- There is an effective strategy for diversifying potential income streams.
- All resources are used efficiently and effectively, and that the College continues to develop as a financially viable institution.
- College assets are effectively managed and, particularly the College estate is planned, developed, and operated to produce the maximum benefit to the College within the context of the Strategic Plan.
- All budgets and resources are managed within the estimates approved by the Governing Body.

- Information systems are in place to provide timely robust data to support the management of the College, and to ensure accurate and timely reporting to the Governing Body and external agencies.
- Corporate responsibility for Health, Safety and Wellbeing is embedded and that a safe and healthy environment for learners, staff and visitors to the College is promoted.

General

The Principal and Chief Executive will: -

- Undertake any personal development necessary to ensure effective performance in the role.
- Undertake any additional duties that the Corporation may require within the scope of the post.
- Be subject to an annual Performance Review within a framework agreed by the Governing Body. Targets will be set within the context of the College's Strategic Plan.
- Be committed to safeguarding and The Prevent Duty and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- The Job Description is current at the date shown and is a guide to the work the postholder will be required to undertake. In consultation with the postholder it may be amended from time to time by the Governing Body to meet changing circumstances.



East Durham College

Person Specification

Post Title: Principal/Chief Executive

Location: Willerby Grove, Peterlee

	Essential Criteria	Desirable Criteria	Assessed
Qualification(s)	<ul style="list-style-type: none"> • A degree or equivalent level qualification • Demonstrable evidence of relevant CPD that is commensurate with the level of role. 	<ul style="list-style-type: none"> • A teaching qualification • A professional or post graduate qualification 	<ul style="list-style-type: none"> • Application form • Certificates • Interview
Experience	<ul style="list-style-type: none"> • A minimum of 5 years senior leadership experience operating at strategic level in a similarly large and complex setting. • Experience of managing large, complex budgets combined with a proven track record of maintaining robust financial management systems in organisations of comparable size and scale (minimum £20 million budget). • Experience of developing, motivating, and managing effective, multi-disciplinary teams. • Awareness of regulatory inspection frameworks, accreditation, validation establishment and processes. • Experience of developing successful partnerships with a wide range of external organisations, including local authorities, employers, local businesses, academic institutions, professional bodies and 		<ul style="list-style-type: none"> • Application form • Interview

	Essential Criteria	Desirable Criteria	Assessed
	<p>government departments and agencies, amongst others.</p> <ul style="list-style-type: none"> Experience of delivering and agreeing strategy with a Board at an organisational level and the proven ability to formulate and deliver objectives and ensure the agreed strategy is achieved. 		
Knowledge	<ul style="list-style-type: none"> Knowledge of public procurement and project management. A broad understanding of the FE sector with the ability to lead the College through a period of change in relation to qualification reform. Knowledge of current landscape in relation to Education and Skills and an understanding of risks and opportunities within the FE sector. Knowledge of OFSTED and experience of managing a college through this process. 	<ul style="list-style-type: none"> Knowledge of the complex funding structure within the FE sector. 	<ul style="list-style-type: none"> Application form Interview
Skills	<ul style="list-style-type: none"> Ability to balance risk and opportunity for growth and diversification. Effective leadership and management of people evidenced through leading change and organisational improvement with demonstration of integrity in all engagements. Excellent negotiating, influencing and communication skills dealing with diverse and sensitive issues, evidenced through extensive stakeholder engagement and a track record of building strategic relationships and partnerships with a wide range of stakeholders, both internally and externally. 		<ul style="list-style-type: none"> Application form Interview

	Essential Criteria	Desirable Criteria	Assessed
<i>Other relevant attributes</i>	<ul style="list-style-type: none"> • A strong commitment to quality and aspiration to deliver excellence. • Evidence of how to cultivate employee engagement and performance. • Ability to uphold and set the values of the organisation ensuring the College is an inclusive place to study and work for all. • A commitment to collaboration and partnerships. • The ability to motivate and enthuse others. • Excellent judgement and the ability to balance risks and opportunities. • Excellent analytical, problem solving, negotiating and decision-making skills. • Personal integrity and honesty. • The ability to perform under pressure. • The ability to successfully manage a range of complex tasks. • Emotionally intelligent and resilient. • Ability to cope with constant change and ambiguity. • A commitment to ensuring College is a safe environment and all statutory requirements are met in relation to safeguarding and the Prevent Duty, and Health and Safety. 		<ul style="list-style-type: none"> • Application form • Interview