

MID KENT COLLEGE OF HIGHER AND FURTHER EDUCATION JOB DESCRIPTION

Job Title: **PRINCIPAL**

Job Purpose: To provide leadership and direction, ensuring that the College achieves its Strategic Aims and Objectives and meets its legal and ethical obligations through effective and efficient management. To adopt measures that enables the College to develop its relations with the local community and maintain its role at the leading edge of education provision within Kent.

Responsible to: The Chief Executive of Mid Kent College

Responsible for : The overall day to day management of the College, including the development and implementation of its strategic curriculum planning processes, the management of quality and standards and the organisation of its internal structures and administration .

Key Accountabilities

1. Provide professional advice to the Corporation on such matters as the development of the educational character and mission of the College, acting in accordance with the Instruments and Articles of Government and other relevant legislation and codes of practice.
2. Work with the Governing Body and the Chief Executive to ensure that the College's operational objectives, plans and procedures are consistent with the Corporation's strategic intent and be responsible for their implementation, monitoring and delivery.
3. Play a full role in the work of the Corporation and its Committees as appropriate ensuring that the College maintains good relationships with the key stakeholders in the region and nationally where appropriate including links with employers, other academic institutions and professional bodies.
4. Determine the nature and pattern of the institution's academic activities, ensuring the needs of students and local community are

- met, whilst maintaining financial prudence and appropriate use of funds and resources.
5. Encourage and support the development of a curriculum geared to meet the needs of and to attract a wide range of individuals and external organisations.
 6. Pursue the improvement of the College's teaching and learning to ensure that the quality of provision reaches the highest attainable levels consistent with the College's mission and ethos.
 7. Create a physical and social environment appropriate for the teaching and learning aims of the College and an organisational culture in which students can thrive that supports the values approved by the Corporation.
 8. Lead and manage the Senior Leadership Team providing clear, firm and motivational support for all staff, working in collaboration to achieve positive outcomes.
 9. Foster positive and effective internal and external communications and ensure that staff and students are informed of developments and decisions of the Corporation, Executive Group and Senior Leadership Team.
 10. Ensure that clear procedures are adopted and consistently applied for the maintenance of student discipline, within the rules and procedures provided within the Articles of Government and the disciplinary codes agreed by the Governing Body.
 11. Direct the activities of the College so as to provide equality of opportunity in all that it does and to focus its activities on ensuring that students are recruited to learning programmes which enable them to realise their full potential and maximise their achievements.
 12. Undertake such other duties as the Corporation may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College.

Skills and Abilities

1. First degree and evidence of relevant and significant continued personal and professional development.
2. Extensive knowledge of current developments in Further and Higher Education
3. In-depth understanding of the organisation, regulation, financing and environment of post-16 education, its role within the education service as a whole and the contributions which it makes to local communities and the regional and national economy.
4. Clear and persuasive communication skills, capable of acting as an 'ambassador' for the College and of addressing a wide range of internal and external audiences and groups through the use of excellent written and verbal communication skills.
5. Excellent negotiation and influencing skills with personal credibility to support and carry the College position.
6. Strategic, innovative and creative thinker and leader, able to motivate and inspire confidence in others.
7. Experience of establishing and maintaining a good reputation and a high profile with partners, delivering shared objectives and targets.
8. Open and sympathetic personal leadership style which engenders confidence and respect, motivates and encourages a team approach through timely and clear decisions.
9. Sound business acumen and a critical understanding of the FE/HE curriculum and of current methodologies for learning, learner support, quality assurance, resources generation and allocation.
10. Resilient and energetic in pursuing and developing new initiatives and partnerships, demonstrating good analytical skills that minimize risk whilst maximizing opportunities.