

PRINCIPAL AND CHIEF EXECUTIVE

JOB DESCRIPTION



★★★★★ WINNER OF FE COLLEGE OF THE YEAR 2018 ★★★★★

★★★★★ JUDGED OUTSTANDING BY OFSTED ★★★★★

Job Title:

Principal and Chief Executive

Salary:

£110,000 - £120,000 per annum (dependant on qualifications and experience)

Terms and Conditions:

35 days' holiday plus public holidays

Reports to:

Fareham College Corporation Chair

Budget:

£14.4m

Staff headcount:

285
(FTE) 228.55

Students:

Total number of Learners: 3,800, which includes the following:

FE Students: 1,500

HE Students: HE Students - 250 HE (includes any sort of L4+ course)

Apprenticeships: 1,000

1. Roles and Responsibilities

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

- provide leadership and vision
- assist and advise Fareham College Corporation (the Corporation) 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

The College Principal will also be pivotal in establishing Fareham College as a prime provider of education, supporting and promoting the relationship between the College and its stakeholders. Functionally, the Principal will have the lead responsibility for ensuring continued development and growth of the College's provision across Study programmes, Apprenticeships, Full-cost activity and HE, reflecting the College's prominence in terms of scale and the contribution of the College's provision to regional regeneration and development.

Above all, the Principal will embody and add value to the vision, mission and sense of purpose of the College, whilst embodying our core values of **RESPECT**, **INNOVATE** and **EXCEL**.



2. Leadership and Management

The Principal and Chief Executive will:

- provide effective and inspiring leadership for the College, ensuring that all staff are working 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 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 Corporation 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 Senior Management Team 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 Corporation is advised if its actions or policies are incompatible with the financial memorandum, with the College's financial regulations and procedures, or with the Instrument & Articles of Government

3. Corporate Strategy and Policy

The Principal and Chief Executive will:

make proposals to the Corporation about the educational character, activities and vision of the College and to implement the policies and decisions of the Corporation. This will include:

- the SMT working closely with the Corporation and its committees to support them making the maximum possible contribution to the success of the College
- the College identifying the major issues 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
- ensuring that College policies, procedures and practices, including those relating to safeguarding, and equality and diversity are promoted and implemented

4. Teaching, Students, Curriculum and Quality

The Principal and Chief Executive will:

in consultation with the Corporation sub-committee responsible for Teaching, Students, Curriculum and Quality determine the College's academic activities and ensure the development and operation of systems for review, monitoring and evaluation of all the College's activities in such a way as to secure continual quality improvement and guarantee equitable treatment for all students and staff. This will include:

- ensuring that all aspects in relation to the well-being and safety of visitors, staff and students remain paramount in the culture of the College

- promoting and facilitating the innovation and development of the curriculum
- continuing the development of relevant and appropriate student support services, including information, advice, guidance and counselling to support the curriculum provision
- supporting the effective operation of all student-related systems including the maintenance of student discipline and, in accordance with the Articles of Government, the suspension or expulsion of students on disciplinary grounds and implementing decisions to expel on academic grounds
- ensuring that there are mechanisms in place for effective dialogue with learners, and to consult actively and engage with learners in a positive way

5. Corporate 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 Corporation fully in accordance with the Financial Memorandum ensuring that:

- annual estimates of income and expenditure are properly prepared for consideration and approval by the Corporation
- the College acquires the maximum financial resources in a manner which is consistent with its stated 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 Corporation
- 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 Corporation 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

6. External Relations

The Principal and Chief Executive will:

ensure that the College maintains existing regional, national and international partnerships that are currently in place with other educational organisations, local authorities, funding agencies, employers, feeder schools, universities, community organisations, as well as forging the development of new relationships with other prospective partners.

7. 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 Corporation. Targets will be set within the context of the College's Strategic Plan. The postholder will also undertake appropriate reviews with other senior staff

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 Corporation to meet changing circumstances.

Safeguarding and Promoting Welfare of Children.

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Fareham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder must be aware of the College's policies, which safeguard and promote the welfare of children, and adhere to their guidelines.

Person Specification

Qualifications

- Teaching qualification
- First degree
- Relevant higher degree or professional qualification
- Evidence of continuing professional development

Knowledge and Experience

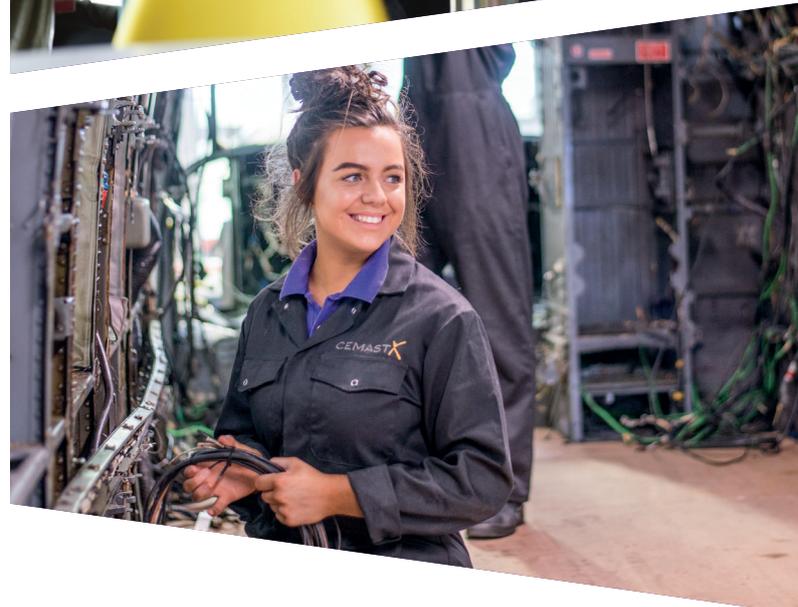
- Substantial and successful experience of managing at a senior level including promoting and managing change
- Extensive knowledge and experience of the sector and the issues and challenges
- Proven track record of success
- Experience of working with a wide range of strategic stakeholders
- Experience of representing further education organisations at local, regional or national levels

Leadership and Management Skills

- Highly effective communication skills that promote confidence and integrity; a highly skilled presenter able to convey complex ideas and inspire a range of internal and external audiences
- Experience of high-level financial management and the ability to work with financial information for decision-making purposes
- Inclusive and visible leadership, which inspires staff to improve
- Experience of successfully developing, agreeing, implementing and reviewing strategic plans
- Excellent understanding of the strategic and operational value of technology in leading, managing and delivering the College's strategic priorities
- The ability and experience of developing and leading significant organisational change and improvement
- A proven ability in large project management
- A track record in successfully developing new opportunities to strengthen the financial position of organisations
- Ambassadorial skills and the effective management of organisational reputation
- Ability and experience in successfully leading and managing a variety of teams
- Experience of curriculum planning and quality improvement with a sound knowledge of quality systems and experience of achieving significant improvements in provision
- Ability and experience of developing and implementing initiatives, which have had a positive impact on Equality, Diversity and Inclusion

Personal attributes/skills

- An enthusiastic and inspirational leader with presence and gravitas.
- A deep commitment to improvement and excellence.
- An awareness and understanding of the importance of political perspicacity
- 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.
- Persistent and tenacious.
- Emotionally intelligent and resilient.
- Ability to cope with constant change and ambiguity.



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