

# PRINCIPAL & CHIEF EXECUTIVE

**Location: Skipton, North Yorkshire**

**Salary: 'Competitive Rate'**

**Reporting to: Chair and the Board of Governors**

## PURPOSE

Reporting to the Chair and the Board of Governors, to provide value-driven and exceptional leadership and management so that the College achieves its vision, mission, strategic aims and ambitions.

With the support of Governors, to develop and implement a strategy to ensure that the College grows by providing outstanding teaching and learning and evidence-based curriculum design.

To manage the College's finances, estates and other resources efficiently and effectively.

To build effective and meaningful partnerships and networks with key stakeholders, businesses and the local community, including contributing to the regional skills agenda.

To be the Principal, Chief Executive and Accounting Officer for the College, ensuring that the College fulfils its legal, statutory and regulatory requirements as set out in the Instrument and Articles of Government and the Financial Memorandum between the College and the Education Skills Funding Agency and in line with the reclassification of colleges.

## JOB DESCRIPTION

### 1. STRATEGIC LEADERSHIP

- To build effective and collegiate working relationships with governors and key stakeholders in order to create and successfully implement a shared vision and strategic plan for the College.
- To provide inspiring and motivational leadership to raise aspirations, realise ambitions and achieve outstanding performance, by
  - developing the educational character, vision, mission and values of the College
  - creating and successfully implementing challenging and forward-thinking business plans
  - managing resources (staffing and finances) and curriculum in accordance with Financial Regulations, funding agency requirements and the Instrument and Articles of Government
  - preparing and presenting accurate and timely reports and information to Governors to aid decision making
  - implementing and monitoring appropriate policies and procedures to meet all regulatory requirements and good governance

- To act as the lead ambassador for the College to enhance its profile and position within the community and to develop its reach, reputation and influence with stakeholders; in particular, local employers and the business community and funders such as the West Yorkshire and North Yorkshire Combined Authorities and the ESFA.
- As the Accounting Officer for the College, to instil a College-wide culture of probity and ensure that the Corporation is advised if its action or policies are incompatible with the financial memorandum, with the College's financial regulations and procedures or with the Instruments and Articles of Government.

## **2. TEACHING, STUDENTS AND QUALITY**

- To continue the development and delivery of a high quality, relevant and responsive curriculum which inspires, anticipates and meets the needs of students, employers and other stakeholders
- To promote best practice and innovation in curriculum design and delivery, and teaching and learning; setting appropriate and challenging targets including making optimum use of new technologies in order to attract and retain learners and enable them to achieve their full potential.
- To lead the College's process for continuous and effective quality improvement and assurance.
- To provide students with a range of platforms to express their views, and ensure that the learner voice is used to support both the improvement of the learner experience and the development of the College.
- To develop an outstanding and inclusive learner experience, including responding effectively to learner concerns, providing comprehensive pastoral services and enrichment activities, and maintaining high standards of student behaviour.
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults at all times.

## **3. EXTERNAL RELATIONSHIPS**

- To build effective relationships with key stakeholders across the region and local area, including all skills alliances, employers and businesses to ensure that the College is proactive and responsive to the skills agenda – both now and in the future.
- To promote and enhance the reputation, profile and interests of the College through the creation and maintenance of partnerships that bring new opportunities for learners, staff and the local community, and enable growth in revenue and income streams.
- To be an effective ambassador for the College, ensuring that it is represented at local, regional and national level promoting its interests and building upon its reputation and influence.

## **4. STAFF LEADERSHIP**

- To provide clear leadership and direction for all staff within the College, so that all levels of management are effective in two-way communication and feedback and timely, meaningful and challenging performance management. Invest in staff development so that colleagues have appropriate resources, motivation and skills to deliver consistently high standards.
- To develop the College's Human Resources Strategy

- To lead by example, promoting and instilling the College's values, behaviours and standards of conduct in staff and students, and creating a culture of excellence and accountability.
- To ensure that organisational structures and management accountabilities are effective and will deliver the strategic plan and meet the current and future needs of the College.
- To be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal and the determination of pay and conditions of employment for staff, within the Corporation's frameworks.
- To promote and maintain effective employee relations, working effectively with staff, unions and professional associations.

## 5. FINANCIAL AND RISK MANAGEMENT

- As the College's Accounting Officer, to ensure timely and accurate preparation of estimates of income and expenditure, managing the College's financial position to secure value for money, and financial resilience and sustainability, and ensuring compliance with the ONS reclassification of colleges as public bodies.
- To be accountable for financial planning and management controls so that the College's financial and physical resources are utilised effectively and efficiently, providing value for money – and that public funds are safeguarded.
- To develop the College's estates strategy.
- To ensure that robust and responsive ICT, data and information management systems are in place to inform and monitor the delivery of strategic, financial and operation plans which comply with statutory reporting requirements.
- To be responsible for risk management, developing and monitoring the risk register and putting in place effective risk management strategies.
- To take overall responsibility for ensuring that appropriate policies and procedures are in place to ensure compliance with the College's statutory obligations as both an education provider and an employer and a recipient of public funds. This encompasses, for example, Health and Safety, GDPR, Safeguarding, Equality and Diversity legislation as well as Financial Reporting arrangements.

## 6. GENERAL

- To undertake any personal development necessary to ensure effective performance in the role
- To 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 similar appropriate reviews with other senior staff.

**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.**