

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Assistant Principal – Engineering , Air & Space	<b>Post Number:</b>	LC1184P
<b>Daily Supervision:</b>	Vice Principal	<b>Grade:</b>	Assistant Principal Scale 1-3
<b>Department:</b>	Group Executive Leadership Team	<b>Last Updated:</b>	August 2024

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

1. To lead and inspire on the achievement of Lincoln College's strategic priorities, future aims and the delivery of the strategic and operational requirements of the college's Engineering and Air and Space portfolio.
2. To have specific responsibility for leading the Assistant Principal (AP) – Engineering and ASI area staff and students across all funding lines.
3. To take responsibility for the co-ordination, development and quality assurance as AP – Engineering and ASI.
4. To ensure delivery of extraordinary LAT across the AP – Engineering and ASI area in line with the college LAT Strategy.
5. To ensure regulatory compliance across the Engineering and ASI portfolio for all provision type.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide clear and effective leadership of AP – Engineering and ASI specifically:
  - a. To ensure delivery of extraordinary LAT in line with the College LAT Strategy.
  - b. To develop an AP – Engineering and ASI curriculum annual plan including SP, Apprentices, AEB, HE and FC where appropriate.
  - c. To be responsible for the effective utilisation of staff in line with college policies.
  - d. To ensure provision of appropriate data required for college records and systems.
  - e. To be responsible for monitoring quality and standards within the AP - Engineering and ASI in liaison with AP Quality & Student Experience.
2. To proactively seek out Sector development opportunities and actively support the work of other Directorates across college.
3. To represent the AP – Engineering and ASI with local stakeholders, creating employer engagement board for their curriculum areas and develop effective links between education, employer, civic, education and community groups.
4. To be responsible for the overall management of the college Engineering and ASI budgets, employer engagement, student and commercial targets.
5. To deliver increased output in terms of class sizes, curriculum/commercial interaction and staff utilisation ensuring value for money and resource efficiency across the AP - Engineering and ASI area.
6. To ensure effective resource distribution and monitoring by utilising team and/or individual objectives, targets and measures as part of the College performance review process.
7. To line manage Curriculum Lead (CL) staff as required and to develop them through appraisal, performance management and training.
8. To lead and support colleagues involved in any review of Engineering and ASI and manage inspection arrangements.
9. To be responsible for the development, delivery and evaluation of the college Access and Participation Plan in line with the strategic priorities of the Office for Students.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
12. To maintain quality standards appropriate to the post.
13. To conform with the Health and Safety requirements relevant to the post.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

Knowledge		PSM
1	Educated to Degree level.	A/I
2	Possession of a Management Qualification.	A/I
3	A thorough understanding of the current & future issues that will impact upon the curriculum in its external and internal environment.	A/I

Skills/Abilities - Interpersonal		PSM
4	Excellent communication skills (written and oral).	A/I
5	The ability to form, maintain & develop productive relationships with key stakeholders at local level.	A/I
6	The ability to form, maintain & develop productive relationships with peers.	A/I
7	The ability to effectively delegate & manage the performance of others.	A/I
8	The ability to demonstrate the key values & behaviours of the Group.	A/I

Experience		PSM
9	Previous experience in the education sector.	A/I
10	Significant management experience in the education sector.	A/I
11	Experience of curriculum planning and strategy development	A/I
12	Sound financial strategy, planning & management.	A/I
13	Previous line management experience of multiple curriculum areas.	A/I

Work Related Circumstances		PSM
14	Possession of a full driving licence and the ability to undertake business travel.	A/I
15	The ability and willingness to undertake relevant staff development.	A/I

Skills/Abilities - Other		PSM
16	Evidence of 'championing' the Equality and Diversity agenda	A/I
17	Evidence of 'championing' the Health and Wellbeing agenda	A/I
18	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
19	A commitment to Health and Safety in the workplace	A/I

<b>Prepared By:</b>	Vice Principal
<b>Date:</b>	July 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

