



Assistant Principal for Student Experience and Inclusion

Reporting to:	Vice Principal of Curriculum and Quality
Working Hours:	Full time (37.5 hours per week)
Salary:	Up to £65,000
Annual leave	30 electable days, 8 statutory days and efficiency closure days at Christmas

Job purpose

The Assistant Principal for Student Experience and Inclusion will lead and manage a number of key cross-college delivery teams to deliver an outstanding experience for all students which results in the acquisition of a unique set of behaviours, attitudes and skills, enabling them to flourish whilst here and succeed upon leaving college.

The role will oversee the provision of inclusive, individualised learning support and development to ensure students fulfil their potential and realise their career aims and ambitions. The postholder will also oversee the college's outstanding safeguarding and wellbeing service and in doing so assume the status of Deputy Designated Safeguarding Lead.

The role will provide strategic leadership in the development of these high quality, holistic support services for students, ensuring relevant resources, policies and strategic development plans reduce barriers, promote equity and enable all students to thrive at our college.

1. Strategic focus

a. Devise and implement a college wide strategy for student experience and inclusion in response to the change in context to young people and government policy.
b. Lead the continuous review and development of a holistic, wrap around support service which is tailored to the needs of individual students across study programmes, apprenticeships and adult provision.
c. Maintain strong partnership with external agencies, employers, sector groups and community organisations to enhance relevant opportunities and services for students.
d. Set and monitor annual performance targets relating to Inclusive Learning and Development, Safeguarding, students' personal development and Careers advice and guidance.
e. Work with curriculum directors and managers across the college to ensure that our inclusive ethos is fully embedded within curriculum intent, development plans and progression pathways.

2. Leadership and Management

a. Provide motivational and inspiring leadership to all teams across the college.
b. Build a culture of high-performance, student-centred practice and continuous improvement.
c. Inspire and set the vision for your teams as part of the college vision and strategic objectives, demonstrating ownership, accountability and utilisation of team members' strengths, skills and knowledge.
d. Support staff development, training, CPD relating to safeguarding, participation and development, mental health and inclusive practice.
e. Ensure all staff uphold college values, safeguarding practice and professional standards.
f. Manage budgets and resources effectively.
g. Work with the Director of MIS, to ensure that college systems enable the timely capture of relevant detailed information regarding all learners including the early identification of students' needs.
h. Ensure a data informed, individualised approach is taken in the provision of highly effective learner support and development.
i. Undertake wider college management responsibilities, including acting as Duty Manager when required.

3. Inclusive practice

a. Provide oversight of the development and implementation of the college's inclusive learning and development programme for all students with SEND and LLDD.
b. Ensure robust diagnostic assessment, targeted support, and effective collaboration with curriculum areas.
c. With the Director of Quality, lead the development and implementation of CPD for all teaching staff, to ensure inclusive teaching and learning practices are fully embedded in all lessons.

4. Personal development and safeguarding

a. Lead the strategic development of the college's participation and development programmes for all study types including study programmes, HE and Apprentices.
b. Lead the continued development and enhancement of the College's career strategy to ensure it raises the ambition of students and provides clear progression, ensuring that careers and work experience strategies are fully embedded within the Aspire Higher programme.
c. Working with the student personal development manager, ensure that all students receive high quality career advice and guidance in line with the Gatsby benchmarks.
d. Oversee the development and implementation of the student engagement strategy to ensure that our whole student body is at the heart of the college's decision making.
e. Act as Deputy Designated Safeguarding Lead, ensuring compliant and robust safeguarding processes.
f. As Deputy Designated Safeguarding Lead, ensure the relevant systems, data and reporting are fully utilised to monitor the impact of the college's safeguarding procedures and activities on students.
g. Oversee the development of all college wide work experience related policies and procedures and implement monitoring and assurance processes to ensure compliance.

h. Perform one of the lead roles in the successful implementation of the college's behaviour management policy.
i. Working with the Student Personal Development manager, to ensure that the college has a high-quality varied enrichment offer which enables students to develop beyond their qualifications
i. Working with the Safeguarding and wellbeing manager and personal development manager, design and implement a students' wellbeing strategy and resources ensuring this offer enables students to remain in learning and be successful.

5. Quality

a. Produce and oversee SAR and QIPs for all areas under responsibility.
b. Ensure consistently high standards across welfare, support, safeguarding, enrichment, tutorial and learner experience functions.
c. Monitor data dashboards, safeguarding data, attendance, progression and learner voice reports.
d. Implement parent and stakeholder engagement strategies to support improvement and transparency.

6. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a relevant degree and / or a professional qualification.
Previous managerial experience of SEND or inclusion in an educational setting
Experience of driving and achieving excellent student experience.
Knowledge and understanding of current and national issues in relation to SEND, the SEND Code of Practice and the Government White Paper.

Proven experience of effectively managing, developing and supporting staff to deliver consistently high standards.
Held previous management position in an education context, able to establish credibility and build cross college accountability.
Excellent communication skills with a proven ability to negotiate, influence and present to a wide range of audiences, presenting complex scenarios in plain simple language.
Ability to take difficult decisions and to instigate change in a positive and realistic way.
Excellent interpersonal skills and emotional intelligence necessary to lead and motivate a committed and highly skilled team of staff.
Capacity to work under pressure whilst retaining a calm disposition and a track record of managing and prioritising a substantial workload and meeting deadlines.
In-depth awareness and understanding of current and future trends and developments in post-16 education and training.
Demonstrates a commitment to your own personal development.
Demonstrate flexibility, reliability and a passion for the college ethos.
Hold a SENCO qualification.

Desirable criteria for the post
Hold a management qualification.
Hold a safeguarding qualification.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your manager. Annual leave is managed via iTrent (the college payroll and HR portal).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes

life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the principal.