

Sample Role: principal

This sample role profile is used by a high performing general further education (FE) college that has:

- met funding and learner number targets year on year, including annual growth in 16-18 learner numbers
- developed Centres of Vocational Excellence (CoVEs)
- diversified income streams
- responded well to local, regional and national priorities
- developed effective links with employers
- embraced change
- established partnership and collaborative working arrangements
- consistently maintained grade A financial health
- achieved Beacon status
- had a successful Ofsted inspection.

The college has achieved success through meeting the imperatives set out below.

purpose of role

The principal is expected to:

- discharge the function of principal as set out in the Articles of Government and the Financial Memorandum between the college and the Learning and Skills Council(LSC)
- provide leadership to the college in fulfilling its agreed mission and strategic goals
- provide a conduit between college management and the governing board through the development of effective working relationships with the chair of the board and the clerk manage the college effectively and efficiently in accordance with policies and direction from the governing board.

He or she is responsible to the governing board through the chair and should:

- lead and direct the college in the successful achievement of its vision, strategic aims and objectives
- create an ethos and culture of continuous improvement that will maximise the College's potential.

The role requires both visionary and focused leadership to develop the college as the major provider of lifelong learning, education and training for the community it serves. The principal will work in accordance with the Instruments and Articles of Government (I&A) and other relevant legislation and codes of practice.

tasks and responsibilities

The principal is also the chief executive and chief accounting officer and should ensure that all aspects of the college are managed effectively and efficiently.

key accountabilities

In respect of governance and management, the principal is required to:

- make proposals to the governing board about the educational character and vision of the college
- ensure that governors are regularly updated on progress regarding the fulfilment of the college's vision and aims and the achievement of its strategic plan in relation to those aims - and on significant internal and external issues and new developments likely to impact upon the college's future strategies and policies
- be responsible for the implementation of the policies set and decisions made by the governing board, and for reporting regularly upon their impact and consequences once implementation has been effected
- ensure that the college's strategic aims, objectives and targets and implementation of systems are congruent with its stated vision and targeted mission, and with its adopted policies, operating principles and regulations
- lead strategic planning processes within the framework set by the governing board, and in so doing oversee the collation, dissemination, monitoring, review and evaluation of the strategic plan within the timescales required by the governing board and external stakeholders
- make certain that the college fulfils the various statutory and other requirements of the Department for Education and Skills (DfES), the local, regional and national Learning and Skills Councils and other government agencies.

Regarding curriculum and business development, the principal should:

- determine the curriculum activities of the college and, after consultation with stakeholders, carry out its other activities within the framework of agreed policies and strategies
- encourage and support the development of curriculum to meet the needs of students, the community - including business and industry - government priorities, and other local needs.

In regard to quality management, the principal should:

- be active in the development of mutually supportive partnerships and collaborative working with the local community, other education providers, employers, professional bodies and appropriate government departments
- foster and strengthen these relationships and networks by representing the college, and promoting its needs, on local, regional and national committees
- develop a proactive and innovative culture in the college enabling it to adapt to external changes, respond to opportunities, maximise income

generation and maintain a position at the forefront of emerging post-14 education strategies and initiatives

- ensure that the college's internal quality assessment and assurance mechanisms are rigorous and effective
- engender continuous quality improvement through monitoring and evaluating standards and systems and ensuring they are implemented in time
- make sure that the college meets its deadlines to comply with the requirements for external quality assessment and inspection
- confirm that client and student focused systems are established and utilised
- be certain that clear procedures are adopted and consistently applied for the maintenance of student discipline and acceptable performance - in accordance with the Articles of Government and the college's quality assurance and equal opportunities policies
- show that the governing board is able to maintain an up-to-date and appropriate overview of academic development and outcomes in all areas of the curriculum.

Effective human resource management requires the principal to:

- provide dynamic leadership to create a culture that fosters inclusiveness and productive team working, rewards innovation and creativity and promotes continuous improvement
- ensure that all staff and third party providers are working efficiently and to take action if standards are not met
- oversee the implementation of effective and equitable procedures within the framework set by the governing board for recruitment, selection, appointment, grading, appraisal and discipline of all staff - and for the determination of the pay and conditions of service of staff other than those designated as senior post-holders and the clerk to the governing board
- provide opportunities for deployment within the college that enables staff to use and enhance their skills and maximise their potential for further development and progression, while ensuring an efficient use of resources.

Physical and financial resource management is properly achieved if the principal:

- takes personal responsibility (which may not be delegated) for the efficient operation of all financial planning and other management controls - and ensuring the best use of resources to safeguard public funds
- oversees the development and implementation of appropriate systems, according to college policy, for deploying public funds efficiently and for checking that such funds are being used for their intended purpose; ensuring that that the Financial Memorandum is adhered to and that the college's financial regulations are understood and complied with
- as chief accounting officer, guarantees an accurate preparation of estimated income and expenditure delivered on time to the governing board for consideration and approval.

- develop and maintain health and safety and security policies, strategies and mechanisms which meet legislative requirements and which provide a welcoming and safe learning and working environment in all college premises and campuses.

other duties

There is a range of other duties designed to maintain the viability and progress of the college, which are determined by the governing board in consultation with the principal.

The principal is also expected to champion equality and diversity throughout the college and to support this aim in the wider community.