



JOB DESCRIPTION

POST TITLE : PRINCIPAL

The Principal is the Chief Executive of the College and a member of the Corporation.

Executive functions

The Principal is one of four Senior Postholders, reporting directly to the Chair of Governors. The executive functions of the Senior Postholders are specified in the Terms of Reference for the College Executive.

Individual responsibilities

- implementation of the College Mission and Strategic Plan determined by the Board of Governors;
- briefing the Corporation and College Management on national issues;
- advising Corporation Committees of which the Principal is a member;
- any functions delegated by the Corporation;
- management of the budget and resources;
- the selection for appointment of all members of staff, other than Senior Postholders and, where the Clerk is to be appointed as a member of staff, the Clerk in the role of a member of staff;
- the delegation of powers within the College;
- co-ordination of College policy;
- the final sanction in matters of discipline;
- determining the relationships with external agencies and the diplomatic strategy of the College, in accordance with the Strategic Plan.

Corporate responsibilities

- working with Senior Postholders and the Corporation to formulate the College policy and strategies for its delivery;
- working with Senior Postholders to establish priorities within the College and to determine quality systems for approval by the Board;
- in conjunction with Senior Postholders, sharing of corporate responsibility for quality assurance in the College;
- working with Senior Postholders and Senior Management to ensure that curricular, student support, personnel, finance and developmental functions are carried out in line with College policies;
- working with the Vice-Principals and Premises staff to ensure the security of all College users.

Administrative responsibilities

- chairing the Senior Management Team and College Management group;
- chairing the Local Joint Committee;
- consulting with the Assistant Principal (Finance) and the Vice-Principal (Staffing, Student Support & Guidance) on financial strategy.

External functions

- representing the College on national, regional and local bodies;
- co-ordinating the College's response to local and national events;
- communicating with members of the press.

Contractual commitments

The Principal's Contract is based on the Model Contract for Senior Postholders of Sixth Form Colleges.

Reporting to

The Chair of Governors

Supervision of

Senior Postholders
Senior Support Staff

