

**JOB TITLE:** Chief Executive and Principal

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**JOB PURPOSE:**

The Chief Executive and Principal will serve as Chief Accounting Officer of Dudley College of Technology and as a director of its subsidiary companies including Transformational Technologies Partnership Limited (TTPL) which operates the Black Country and Marches Institute of Technology. The Chief Executive and Principal will also ensure the College's effective sponsorship of Dudley Academies Trust.

The Chief Executive and Principal is responsible for the quality of all of the College's educational provision and for ensuring that the strategic plan is delivered in full, impact targets are achieved, and the ongoing financial health of the college is assured.

A key element of the Chief Executive and Principal's role will be to take the lead in ensuring the College delivers excellent and highly regarded technical education and training locally, regionally and nationally, ensuring that the College, its subsidiaries and Dudley Academies Trust respond effectively to the needs of the ever changing landscape of the education and skills sector.

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**DUTIES AND RESPONSIBILITIES:**

**I Leadership**

- I.1 make proposals to the Corporation regarding the educational character, activities, and mission of the College, developing an ambitious vision with which to inspire and motivate through the development of a 3-5 year strategic plan, annual operational development plan and annual assessment of the college's strategic impact.
- I.2 ensure that the Corporation is fully engaged in all strategic decisions which affect the mission and character of the College.
- I.3 as the Chief Accounting Officer for the College and its subsidiaries, ensure that the College's operations and policies are wholly compatible with legal and statutory requirements and that the Corporation is fully informed in these matters.
- I.4 take an active and leading role in the development of continuing education provision across the local areas and region.
- I.5 provide effective leadership, mentoring and management of the Vice Principal, Chief Financial Officer and other senior staff as required by the Corporation.

- 1.6 ensure the dissemination of information about, and examples of, best practice in the sector as well as of information on relevant national, local and international policy developments.
- 1.7 ensure that the Corporation as the sole member of the wholly owned subsidiary TTPL has full oversight of the company's activities in relation to the operation of the Black Country and Marches Institute of Technology.
- 1.8 play a leading role as a director of the company TTPL, in developing the character and ensuring the success of the Black Country and Marches Institute of Technology.
- 1.9 as Chief Executive and Principal of the sponsoring organisation to Dudley Academies Trust, support the Chief Executive and the Chair of the Trust in ensuring the Trust delivers its strategic plan in full.

## **2 Students**

- 2.1 oversee the effective strategies for the recruitment of students.
- 2.2 ensure high quality arrangements for teaching, learning and student support.
- 2.3 strive to make the College an inclusive, student-centred organisation and an effective learning environment for all College users.
- 2.4 ensure that there are appropriate arrangements for the maintenance of student discipline.
- 2.5 ensure effective arrangements are in place to ensure that students are safe, protected from extremism and that their health and wellbeing are promoted at all times.
- 2.6 ensure that the College complies fully with its statutory duties in respect of Keeping Children Safe in Education, Safeguarding and the Prevent strategy.

## **3 Staff**

- 3.1 make appropriate arrangements for the appointment of staff.
- 3.2 provide management and leadership of staff which will ensure that the College discharges all its legal responsibilities and that good employee relations are maintained and developed.
- 3.3 promote discipline and good conduct and encourage commitment of staff, leading by example.
- 3.4 contribute to the training of staff to ensure the effective implementation of policies and systems agreed by the executive leadership team.
- 3.5 develop an ethos of teamwork throughout the College and its subsidiaries.

## **4 Policies**

- 4.1 support the executive leadership team in the development, implementation and monitoring of College plans and policies.
- 4.2 ensure procedures for effective review of policies and procedures which involve the Corporation, staff, students and other College users.

## **5 Finance and Management Information**

- 5.1 make arrangements for the preparation of annual estimates of income and expenditure and the management of budgets and resources for the College and its subsidiaries.
- 5.2 demonstrate prudent and effective budgetary management.
- 5.3 ensure that there is proper and effective operation of financial, planning and management controls of the College and its subsidiaries.
- 5.4 ensure that information systems are in place which provide robust data to support the management of the whole College.
- 5.5 ensure that systems are in place to provide assurance of compliance and integrity of all College data.

## **6 Performance management and quality improvement**

- 6.1 lead the senior leadership team to ensure that the College offers the highest quality of service and fosters a culture of excellence and innovation.
- 6.2 ensure that appropriate targets are set and agreed throughout the College, that performance against them is monitored and that the College meets or exceeds them.
- 6.3 lead the senior leadership team in the production and monitoring of the annual operational development plan and the annual assessment of the college's strategic impact.
- 6.4 ensure the College is well prepared to meet the requirements of the current Ofsted framework and other regulatory bodies' requirements.
- 6.5 make certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves.

## **7 Partnerships and Reputation**

- 7.1 seek out development opportunities for the College, including business and community partnerships.
- 7.2 ensure that the College participates effectively in local, regional and national partnerships including (but not limited to) Colleges West Midlands, Local Skills Improvement Plan partners, Association of Colleges and its portfolio groups, the

West Midlands Combined Authority and Dudley Metropolitan Borough Council's Forging the Future executive.

- 7.3 develop a constructive relationship with the Education & Skills Funding Agency and other agencies.
- 7.4 respond effectively to national or regional Government led initiatives relating to further education including (but not limited to) curriculum reform, apprenticeship delivery, technical higher education opportunities and the devolution of adult education funding.
- 7.5 ensure that the College's reputation is upheld through effective management of public relations, and through open and transparent communications with staff, students, stakeholders and the wider public.
- 7.6 contribute to the development and maintenance of effective communication within and beyond the College and act as an ambassador for the College and an advocate of its interests.
- 7.7 oversee the maintenance and development of the College's partnerships with Higher Education institutions to meet the higher education needs of learners.
- 7.8 develop effective partnerships with local employers to provide a wide range of education and training opportunities.
- 7.9 on behalf of the Corporation as the sole member of the wholly owned subsidiary and as a director of TTPL, ensure that the Black Country and Marches Institute of Technology is effectively represented and promoted in local, regional and national forums.
- 7.10 support the Chief Executive of Dudley Academies Trust to ensure that the Trust is effectively represented and promoted in local, regional and national forums.

## **8 Health and Safety**

- 8.1 ensure that the College's health and safety policy is implemented.

## **9 Flexibility**

- 9.1 adopt and promote flexible working methods to meet the changing needs of the College.

## **10 Equality, Diversity and Inclusion**

- 10.1 adopt and encourage a positive attitude towards equality, diversity and inclusion in the College.

## **11 Professional Standards**

- 11.1 develop and maintain quality standards appropriate to the post.

## 11.2 promote a culture of integrity and transparency in the College.

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### Standard for all Jobs

- To perform services not only for the College but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support College objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the College and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the College Equality, Diversity and Inclusion policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the College in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the College.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Corporation.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document or a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the College.

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Prepared by: Chair of the Corporation

Date: March 2024

Name of post holder (*please print*): \_\_\_\_\_

Signed by post holder: \_\_\_\_\_

Date:

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**JOB TITLE:** Chief Executive Officer

CRITERIA	E	D	Method of Assessment
<b><u>Formal Qualifications</u></b> 1. Degree. 2. Qualification in Educational Leadership. 3. Leadership and Management qualification. 4. Master's Degree. 5. Principals qualifying programme or equivalent.	✓  ✓  ✓	✓  ✓  ✓	App Form App Form App Form App Form App Form
<b><u>Experience</u></b> 1 Minimum of 3 years significant experience of successful leadership in further education. 2 Experience of managing the curriculum. 3 Experience of managing staff in a manner that empowers them and encourages continuous professional development. 4 Experience of collaborative working and engagement with a College's wider community. 5 Experience of effective liaison with a Governing body. 6 Knowledge and understanding of the principles and practice of effective teaching and learning. 7 Evidence of knowledge and understanding of further education curriculum and change. 8 Secure understanding of analysing performance data and how it can be used effectively to inform college improvement. 9 Experience of establishing positive links with stakeholders and how to best cultivate these.	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓		App Form/Int  App Form/Int  App Form/Int  App Form/Int  App Form/Int  App Form/Int  App Form/Int  App Form/Int
<b><u>Skills and Abilities</u></b> 1 Ability to generate and share a vision. 2 Ability to promote the College's aims positively and use effective strategies to monitor engagement, motivation and morale. 3 Ability to develop good relationships within a team. 4 Ability to establish and develop close relationships with parents, governors, employers and the community. 5 Excellent communication skills to a variety of audiences. 6 Excellent judgement and analytical problem solving skills.	✓ ✓  ✓  ✓  ✓  ✓		App Form/Int App Form/Int  Int  Int  App Form/Int  Int

7	Ability to motivate self and others.	✓		Int
8	Ability to remain calm under pressure.	✓		Int
9	Ability to adapt to change and be innovative in approach.	✓		Int
<b>Safeguarding</b>				
1	Must be suitable to work with young people and vulnerable adults.	✓		App Form/Int/ Checks
<b>Training</b>				
1	Evidence of recent professional development.	✓		App Form
2	Full driving licence.		✓	App Form

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro Teach
	Check = Disclosure and barring service	

Our mission: outstanding technical and professional learning which raises aspirations, develops skills, and changes lives.

DUDLEY COLLEGE OF TECHNOLOGY OPERATES A NO SMOKING POLICY