

# Job Description



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## Vice Principal Operations - Sense College

**Responsible to:** Head of Sense College

**Location:** Sense College, Hampton, Peterborough

**Hours:** 37.5 hours per week, plus additional hours to meet the needs of the post.

### Description of Role

1. To provide day to day operational management and leadership for part of the portfolio of Sense College Centres, supporting the strategic priorities for growth as highlighted in Sense 2019-2022 strategy.
2. To be responsible for the operational delivery of both education and adult social care funded provision across Sense College sites in your area of responsibility.
3. To support the Executive Principal, Head of College and college senior management team in delivering Outstanding provision within the Ofsted regulatory framework for our education funded learners.
4. To support the Executive Principal, Head of College and college senior management team in the effective delivery of Sense's Outcomes for Everyone Framework for our adult social care and health funded provision.
5. To work with the Executive Principal and Head of College (HoC) in the further development of growth across both the adult social care (ASC) and education funded provisions across college sites as appropriate to role. The specific locations will be mainly in the East Midlands / Eastern / West Midlands geographical areas and currently are as above.

### Specific Responsibilities

#### 1. Operational Leadership

- a. Contribute to the corporate leadership of Sense through actively contributing to the Sense Leadership Team and sharing responsibility for overall organisational



performance.

b. Lead and manage the efficient and effective deployment of staff and resources to ensure

Sense College Centres meet financial and growth targets whilst ensuring the college delivers innovative and effective services.

c. Develop and support effective collaborative working with regulatory and funding bodies, mainstream and specialist providers and key players in the disability sector within a defined geographical area.

d. Lead and support the HoC as appropriate in the further development of the support teams delivering education and adult social care provision, ensuring they meet all Key Performance Indicators (KPIs) appropriate to their role.

e. Lead and encourage critical analysis and problem-solving among Education Service Managers and teams. Lead and support development of devolved managerial skills within the college management team, encouraging devolved levels of decision making as appropriate.

f. Where appropriate, support the Executive Principal, Head of College and Clerk to the Governing Body in ensuring that governors receive timely and appropriate information to enable them to maintain effective oversight of college provision.

## **2. College Provision and Transitions**

a. To support the HoC with monitoring the effectiveness of line managed education teams as appropriate, ensuring performance management information is submitted timeously.

b. Work collaboratively with the Head of College, Education Programme Manager, Education Service Managers and Transition Officers to ensure young people and their parents/carers access the appropriate assessments and statutory processes to ensure that transition out of Sense College is a positive experience for our young people. To further assist the Head of College and Head of Performance Management and College Improvement (HOPCI) with destinations reporting.

c. Provide focussed support to enable staff within the college teams to work effectively with the increasingly complex needs of the changing cohort of supported persons.

d. To ensure staff have the professional and organisational development to have a beneficial impact for the people we support. To support the HoC where appropriate in the development of the college education teams.

## **3. Operational and Financial compliance**



- a. Lead the college site teams within your area of responsibility towards achieving strategic college and organisational objectives, including actions required towards local authority quality assurance readiness (e.g. corporate audits for ASC provision and local authority quality assurance work).
- b. Support the Executive Principal, Head of College and college senior management team through undertaking regular reviews of college education and adult social care budget performance, along with planning for future education and adult social care staff resource needs.
- c. Work jointly with the Executive Principal, Head of College and HOPCI to ensure that effective performance management and quality assurance systems are embedded throughout Sense College provision
- d. Work collaboratively with the Executive Principal and Head of College to write accurate and timely report contributions to the agreed aspects of the annual Sense College Ofsted self-assessment report as coordinated by the HOPCI.
- e. Manage the efficient and effective deployment of staff and resources to secure high quality opportunities, education, care and welfare for the people we support.
- f. Effectively oversee budgets for Sense centres within your area of responsibility, implement. Monitor income and expenditure in line with Sense policies and procedures.
- g. Manage the implementation of delivery of Sense Outcomes for Everyone Framework across adult social care funded provision in the college.
- h. Support Sense leadership in the implementation of corporate strategy across college, helping to ensure that the best possible outcomes are achieved in both adult social care and education provisions.

#### **4. Continuous Development and Supporting Excellence**

- a. Ensure young people and adults accessing our provision receive excellent education, care and support during their time at college so they can achieve high quality positive outcomes in all aspects of their development.
- b. Work collaboratively with the Sense College Senior Management Team to ensure high quality college services are delivered within an ethos of continuous improvement and within the Sense / Sense College Quality Process Cycle Framework
- c. Lead the college teams in the delivery of consistently high quality opportunities that achieve positive outcomes for all supported persons across Sense College provision.



- d. Lead on ensuring that support teams have the professional support needed to deliver high-quality outcomes and that all staff management processes, including the Sense My Performance Plan appraisals and supervisions, are undertaken in a timely manner.
- e. Work with college senior management teams, corporate colleagues, education service managers and staff, to make processes within services as person centred and as efficient as possible, minimising unnecessary paperwork and processes whilst maintaining a consistency of approach across the college.
- f. Report on performance outcomes and strategies for quality improvement as required by the Executive Principal, Head of College and members of the college senior management team.
- g. Work with the college Head of Performance Management and College Improvement to contribute to college development projects

#### **5. Innovation in the operation, delivery and growth of services**

- a. To lead in the further development and maintenance of relationships with key external professionals in the disability field to support Sense development opportunities.
- b. Work in collaboration with Sense colleagues and the college senior management team in the areas of innovation, marketing, growth and quality and compliance team; supporting and developing excellence and innovation in working with the people we support.

#### **6. Contribution to the corporate leadership of Sense**

- a. Actively engage in and contribute to the corporate leadership of Sense, through the Leadership team, helping to ensure that Sense strategic objectives and decisions are well informed, clear, implemented on time and within budget and working on Operational Directorate projects and corporate activities as requested.
- b. Promote the Sense image, brand and reputation to internal and external audiences, demonstrating a willingness and ability to work with and learn from others.
- c. Develop and maintain effective relationships with all Sense stakeholders including the people we support, families and advocates, commissioners and other funding authority representatives, regulators and inspectors, education and healthcare professionals and members of the public.

#### **7. Other responsibilities**

- a. Develop and manage a personal work programme that enables you to keep your



continuing professional development current and informs the key areas of your responsibility.

b. Operating in a management culture that is performance based but is also supportive and which includes coaching at all levels.

c. Ensure that all learners and people we support are treated with dignity and respect at all times.

d. Ensure robust and effective policies and procedures are in place for the safeguarding of vulnerable adults and young people, overseeing your centres contribution to Sense College Safeguarding and Prevent strategy within the context of the overall Sense Safeguarding policies and procedures.

e. Comply with all Sense policies and procedures and actively promote the principles of equality and diversity, working in a manner that maintains a safe, healthy and supportive environment for staff volunteers and the people we support.

f. Undertake any other duties commensurate with the grade and nature of the post.

**Revised through consultation by the Executive Principal February 2019  
Finalised through Sense College Consistency and Sustainability consultation by  
Executive Principal, April 2019**

**Updated by Pat Dyson, Executive Principal, September 2019**



# Person Specification

## Vice Principal Operations

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/or are things that you could be trained to do.

<b>Education and Training</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Educated to degree level or equivalent in a relevant discipline	Evidence of continuing professional development at academic level in one or more relevant area(s) e.g. Special Education Needs; Multisensory Impairment, Profound and Multiple Learning Disabilities
Level 5 Teaching Qualification or equivalent or willingness to achieve	Higher level qualification e.g. Deafblind Diploma, PMLD or similar relating to learners with SEND

<b>Achievements, Experience, Skills &amp; Abilities</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Successful track record at middle / senior management level in the specialist post 16 education sector working within the Ofsted Further Education and Skills regulatory framework.	Understanding of the delivery parameters of specialist post 16 education within a large charitable organisation
Experience of working in the specialist education sector with people with sensory impairment and complex needs.	
At least 2 years` experience of teaching learners with S.E.N.D	
Experience of building, motivating and leading highly effective geographically dispersed multi-disciplinary staff teams	
Experience of leading and managing strategic and operational change with	



successful outcomes	
Experience of developing excellent working relationships between internal directorates and stakeholders	
Demonstrable record of developing and delivering services within the changing education and social care funding constraints.	
Proven ability in ensuring processes and practices are in place that safeguard vulnerable people	
Demonstrable experience of effective business planning and delivery of services	
Strong commitment to Sense's vision and values and advocating for the people we support	
Skilled in establishing, influencing, negotiating and building sustainable working relationships both internal and external to Sense.	
Excellent communicator able to provide leadership and direction to staff at all levels in the organisation.	
Excellent written communication skills with strong attention to detail.	
Able to plan, prioritise and deliver to tight timescales, responding flexibly and positively to change and work effectively under pressure	
Encourages decisions to be taken at the lowest level possible, providing clear boundaries, support and advice without abdicating overall accountability.	
Demonstrates a responsible approach to decision making, and assessment and management of organisational risk.	
Demonstrable ability to interrogate and interpret financial and management information, combined with experience of successfully managing significant multiple cost centre budgets within income and expenditure targets	
Able and willing to travel regularly across	



Sense College geographical sites and occasionally on a national basis including overnight stays	
Full Driving Licence	
Comprehensive I.T. skills in Microsoft Packages	