

Group Member:		Keighley College	
Job Title:		Assistant Principal	
Reports to:		Principal Keighley College	
Job Grade	Spot Point	Department	

ROLE SUMMARY:

The Assistant Principal provides senior leadership at Keighley College and deputises for the Principal as required, exercising decision-making authority and leadership presence. The role is responsible for the curriculum quality, performance and learner outcomes of their department, and contributes to whole-college strategy and operational leadership.

SPECIFIC ROLE RESPONSIBILITIES:

1. Deputise for the Principal of Keighley College as required, providing senior leadership presence, decision-making authority and operational oversight.
2. Play an active role within the Senior Leadership Team, contributing to strategic planning, inspection readiness and whole-college improvement.
3. Ensure the delivery of ambitious, inclusive and high-quality Department aligned to college strategic priorities and local, regional and national skills needs.
4. Lead the design, planning and implementation of a coherent curriculum, ensuring high-quality employer engagement, work experience, personal development, enrichment and employability.
5. Hold responsibility for Departmental performance, including recruitment, attendance, retention, achievement and progression outcomes, ensuring continuous improvement across all key performance indicators.
6. Ensure robust use of performance data, with accurate monitoring, transparent reporting and timely intervention to address underperformance and secure improved outcomes.
7. Lead effective performance management across teams, setting high expectations, ensuring accountability and supporting sustained improvement.
8. Contribute to the achievement of consolidated financial targets through effective curriculum planning, resource management and growth.
9. Develop and sustain strategic partnerships that enhance employer engagement, progression pathways and recruitment opportunities.
10. Represent the College externally with authority, promoting a positive reputation for Keighley College and influencing local education and skills developments within Bradford and the wider region.
11. Lead restorative and relational practices, fostering a supportive, aspirational and inclusive environment for learners and staff.
12. Provide visible leadership presence across campus, supporting day-to-day operational management and assisting the Principal as required.

CORE RESPONSIBILITIES:

1. To lead and manage a department and cost centre in line with the responsibilities of a Head of Department
2. To act as a role model to other leaders and managers across the provision
3. Support the Principal, to ensure that provision is innovatively developed to meet local, regional and national priorities and provides transitional progression pathways across all levels
4. Actively contribute to the development an exemplary culture that ensures the safeguarding of learners, wellbeing of colleagues and Health & Safety of all
5. Develop and lead strategies, partnerships and projects with the intent to support outstanding outcomes for students
6. Develop strong effective working relationships with key stakeholders to ensure that Printworks aligns to national priorities and has a strong reputation in the city and region.
7. Work with internal and external teams to maximise additional income through effective bidding and successfully project manage diverse income streams.
8. Lead, chair meetings, boards, panels and projects.
9. Work with internal and external teams to maximise additional income through effective bidding and successfully project manage diverse income streams.
10. Actively contribute to the commitment to safeguard learners within the departments, promote wellbeing of staff, students and visitors and ensure that there is a safety-first culture in the departments.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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Department	Keighley College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A/C
E	Q2. Level 5 teaching qualification. Post holders who also fulfil Heads of Department/School roles are also expected to commit to the Education and Training Foundation Professional Standards.	A/C
E	Q3. Relevant degree and/or professional level 6 qualification.	A/C
E	Q4. Relevant recognised professional attainments.	A/C
D	Q5. Masters or other relevant Postgraduate Qualification.	A/C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. An excellent understanding of quality assurance and improvement strategies	A/I
E	EK2. Able to demonstrate effective performance management of staff and high achievement/improvement in outcomes as a result	A/I
E	EK3. Thorough and up to date knowledge of Government policy in relation to education and training, including its funding and curriculum / qualification reforms	A/I
E	EK4. Expertise, knowledge and understanding of the FE and Skills sector	A/I
E	EK5. Evidence of leading a curriculum school/dept. to an Overall Effectiveness SAR Grade minimum 2 within the last two years	A/I
E	EK6. Proven experience of successfully analysing data to drive improvements	A/I/T
E	EK7. Proven experience of driving measurable quality improvements leading to high student satisfaction levels	A/I
E	EK8. Proven experience of developing demand led curricula and successfully driving growth	A/I
E	EK9. Proven experience of developing positive working professional relationships with a wide range of stakeholders, particularly at a senior level	A/I
E	EK10. Proven experience of successful administration and management of financial budgets on large scale	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SK1 Communicating with others Manages 'necessary' performance conversations with confidence.	A/I
E	SK2. Working with others Promotes initiatives that continually improve the student experience and all service provisions across the group.	A/I
E	SK3. Developing and leading others Fosters an inclusive working environment that promotes equality, fairness and respect.	A/I
E	SK4. Business Acumen Understands and effectively interprets own budget and financial plan	A/I
E	SK5. Decision, Making, Planning, Prioritisation Has a solution focused evidenced based approach to decision making.	A/I
E	SK6. Personal Accountability and inclusivity Fosters a culture of reviewing and improving current practice, using reflection to identify areas for development for self, colleagues and service provision.	A/I
E	SK7. Future Proofing Actively utilises LMI and technical data to ensure long-term sustainable plans in place, to support organisational growth.	A/I
E	SK8. innovation and Engagement Able 'to review current system and develop a process for continued innovation and improvement.	A/I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to relational practice approaches	I