



Assignment Brief

Assistant Principal – Student Support, Safeguarding and Inclusion

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PRIVATE & CONFIDENTIAL
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D O D D P A R T N E R S

— B O A R D & E X E C U T I V E S E A R C H —

Trafford & Stockport College Group

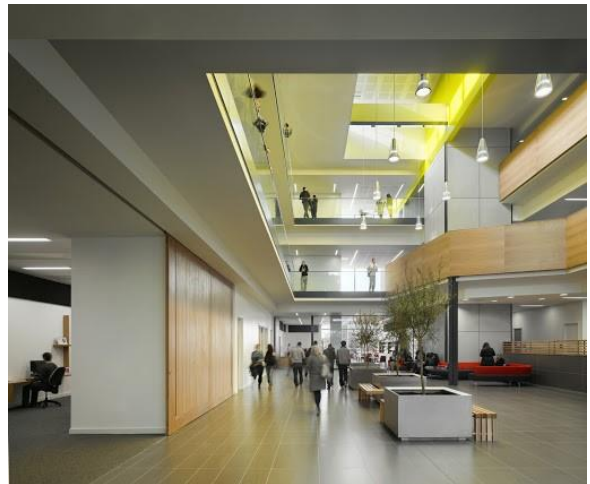
The **Trafford & Stockport College Group (TSCG)** as it stands today has been nearly 15 years in the making. In 2007, North Trafford and South Trafford College merged into one college for the borough, Trafford College. In 2018, Stockport College merged with Trafford College to form ~The Trafford College Group. Then, in May 2021, Cheadle and Marple Sixth Form College joined The Trafford College Group (T/O £50m+) to create an institution serving the educational needs of young people, adults and businesses extensively across the boroughs of Stockport and Trafford. In January 2024 the Group became the Trafford & Stockport College Group.

Environment

TSCG provides a broad curriculum offer, meeting the needs of many student groups across the local area and wider sub-region. This offer includes academic, adult education, apprenticeships, commercial programmes, higher education, and vocational / technical courses. Student numbers consist of around 5,500 young people, over 4000 adults, around 1500 apprentices and over 500 higher education students.

Over recent years, TSCG has rationalised and consolidated its education provision within Trafford, which also retains a high-quality reputation within the local area. Provision is located at the Altrincham Campus (primarily 16-18 academic and vocational) and the Stretford Campus (16-18 technical, adult, apprenticeships and higher education).

Additionally, TSCG operates three main campus sites within the borough of Stockport. These consist of Stockport College (16-18 vocational / technical, adult, apprenticeships and higher education), The Cheadle College (16-18 academic / vocational and adult education) and Marple Sixth Form College (16-18 academic and vocational). Across the offer there are also nearly 600 students with EHCPs and over 300 students with High Needs. Since the merger with Stockport College in 2018, TSCG has invested over £23m in the redevelopment of the Stockport College campus into a sector leading facility, further enhancing the quality of education and student outcomes across the region, and investing £27m in a new campus at The Cheadle College by July 2025, creating new industry standard facilities and access to the latest technology to support student success.



Approach

We have high ambitions for the Group, for our staff and for our students, and we set the bar high in terms of student success and the quality of our educational offer. To achieve our high ambitions, we have developed purposefully as a 'learning college' and one that is highly resourceful and receptive to change. The development of our staff in terms of sharing good practice, carrying out action research and being innovative in the way we review our successes has been an integral part of our journey and will continue to be so. Our approach in putting staff development and research at the heart of our operational strategy will also ensure that we continue to grow and attract the best staff and our local community to our college.

We will continue to drive change through developing a culture of support and challenge; making local autonomy within an overarching group framework an integral part of the way we do things and the fabric of our college. Setting our aspirational bar high also requires the organisation to ensure that it is as supportive as it is demanding in terms of the quality of our work. Organisations where innovation thrives and challenges are met, are those that have a no-blame and enabling culture, one that encourages adaptation, change and the piloting of new approaches, in full knowledge that some will not succeed.

Strategic Priorities

Our strategic priorities are to:

- Provide outstanding, high quality and enjoyable teaching, learning and assessment opportunities for learners.
- Grow the College through high value transformational relationships with employers and businesses that enhance curriculum delivery as well as increasing our commercial and apprenticeship provision.
- Develop and attract a highly skilled workforce – recruit talented staff and support further development through comprehensive continuing professional development opportunities.

Vision & Values

Our Purpose - Unlocking Potential, Fostering Success

Our Vision - To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

Our Mission - To provide the highest quality of education and training to all our students and employers through an inclusive and career focused curriculum.

Our Values

- **Ambitious:** We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.
- **Resilient:** We believe that every challenge is an opportunity to learn, develop and become stronger.
- **Collaborative:** We work together, support one another, share ideas, and encourage success.
- **Inclusive:** We value individual differences and creating an environment where everyone has the same opportunities
- **Respectful:** We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

Key facts:

- Works within excess of (1,100) large, medium and small businesses, delivering apprenticeships, work based learning and commercial skills delivery.
- Is the second largest college group in Greater Manchester and fifth largest in the Northwest.
- In November 2022, the college was rated as a 'Good Provider' by Ofsted.
- Leading UK college at the recent Worldskills national finals, underpinning the **Group's** drive towards excellence, whilst underlining their commitment to developing the ambitions and technical skills of all students.
- Significant investments in delivering a sustainable future for the region through their 'Green Technologies Hub' opened by Andy Burnham in February 2024.

Trafford & Stockport

- Situated at the heart of the UK's largest city-based economy outside of London, a devolved city-region with a strategy focused on making Greater Manchester 'one of the best places in the world'.
- Home to 520,000 people combined: almost as many as the City of Manchester.
- Residents have the highest average wages of anywhere in Greater Manchester and are the best qualified: over half of Trafford residents and 43% of Stockport residents are qualified to NVQ level 4 or above, well above the national average of 38%.
- Set to see economic growth that outstrips the Greater Manchester average, driven by professional/scientific activities, financial and insurance and admin/support services roles.
- Also contains neighbourhoods that are amongst the most deprived in England.

For more information about the Trafford & Stockport College Group please visit <https://tscg.ac.uk/>

Job Specification

Job Title:	Assistant Principal – Student Support, Safeguarding and Inclusion
Accountable To:	Deputy Principal
Responsible for:	Student Pastoral and Welfare Support Additional Learning Support Safeguarding SEND/High Needs Inclusion & Progression Curriculum

Purpose

- To lead all aspects of an outstanding student support and welfare provision for students across the Group linked to their student journey.
- To undertake strategic leadership of timely and appropriate student support for all types of provision including Additional Learning Support and safeguarding services.
- To lead the strategy and development of students' behaviours and attitudes for all types of provision.
- To lead a highly aspirational, learner centric, accessible and responsive Inclusion and Progression curriculum.
- To be the Designated Safeguarding Officer and take the lead on safeguarding arrangements for the Group including responsibilities in respect of the Prevent Duty.
- To lead and develop initiatives so that students are able to thrive and engage in both academic and vocational learning to achieve their highest potential whilst developing their personal effectiveness and employability skills.
- To develop and foster relationships with partners and stakeholders to ensure the delivery of outstanding student support, welfare and learning support, leading to very high rates of retention, achievement, and progression.
- To participate as a member of the Group Leadership Team and contribute to the overall management and development of the Group.

Key Areas of Accountability

- Delivery of objectives, milestone targets and risk management for Student Support, Safeguarding and Inclusion, supporting strategic and operational plans.
- Driving recruitment and innovation across the Inclusion and Progression curriculum to meet agreed growth targets and meet local, regional and national needs.
- Driving continuous improvement in student performance measures across the College including retention, achievement, attainment, value-added and destinations – as well as narrowing performance gaps between different groups of students especially those from disadvantaged backgrounds or experiencing challenging circumstances.
- Ensuring the College meets all statutory requirements in respect of safeguarding, student support and welfare & SEND/EHCP/High Needs, as demonstrated through any internal and external assurance processes (including Ofsted).
- Ensuring that all students access a high-quality Induction and Tutorial offer and receive timely identification and support of their learning needs.
- Development of the Group's local offer and curriculum plan for students with additional support needs including, but not limited to, those with EHCP, Looked After Children, students with mental health support needs and High Needs.
- Ensuring effective arrangements are in place for subcontracting / partnerships and that outcomes for learners / quality of provision is in line with agreed KPIs.

Key Areas of Responsibility

- Lead a culture of continuous improvement across the Group that enables learners to thrive throughout their time in college, succeed and progress into further learning / employment.
- Develop and implement strategies across the Group to raise standards and the performance of different groups of learners.
- Develop services and provision to meet national and local objectives in terms of personal development, behaviour and welfare.
- Effectively lead the Group's Safeguarding and PREVENT strategies.
- Ensure that the Inclusion and Progression Curriculum is of high quality and leads to high attainment and progress outcomes.
- Lead the planning and implementation of highly effective and impactful student support and welfare provision across the Group.
- Lead the development of effective strategies to support vulnerable students such as those with Educational Health Care Plans, Additional Learning Support needs, High Needs, Looked after Children and those in receipt of free school meals.
- Lead the development and implementation of an effective strategy to support student mental health and wellbeing.
- Lead the strategy and implementation of Discretionary Payments processes – Student Bursary, Adult Loans Bursary, Free College Meals etc, ensuring effective use of resources to support learners effectively.
- Successfully develop and implement the Group's strategy for student development of professional behaviour and attitudes and values to enable their progression and success.
- Ensure effective oversight of the development and delivery of student induction and tutorial programmes.
- Ensure that quality assurance / improvement and student support functions continue to narrow recruitment and achievement gaps between different groups of students.
- Lead and implement strategies to support learner improvement including learner performance, conduct and behaviour.
- Effectively lead the Group's approach to parental engagement, including the annual cycle of reports to parents, parents' evenings and the parent survey.
- Work successfully with the relevant teams to maximise funding for all students in receipt of any learning support.
- Drive a model of stakeholder relationship management with relevant external agencies that builds the reputation of TSCG.
- Deliver the effective operation of all financial planning and other management controls needed to ensure the efficient utilisation of the physical and financial resources.
- To contribute to the curriculum plan, staffing requirements, targets and staff development plan within the annual business planning cycle.
- Ensure that the management of student data complies with GDPR legislation.
- Provide reports to the Board of the Corporation and Leadership Team on a timely basis.
- To produce appropriate policies and advice on the main areas of responsibility.

Management and Leadership of People

- Promote the Group values through your personal leadership style and behaviours.
- Lead transformational change throughout the Group in order to deliver high quality learner outcomes.
- Successfully motivate and coach staff to achieve, improve and develop to their full potential, in order to improve learner and organisational outcomes.
- Carry out high quality appraisals ensuring appropriate objectives are set, training needs are identified, effective feedback is given, and underperformance is addressed.
- Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
- To ensure that effective communication takes place across teams, good practice is shared, problems are raised and solutions identified.

- Successfully lead and coach your managers to ensure that the different areas are well led, managed and successful at delivering agreed outcomes.
- To be involved in the employee disciplinary process as required.
- To act as a duty manager and participate in a duty rota.
- Any other duties that your line manager may instruct you to carry out in line with the role.

Physical/Financial Resources:

- Successfully manage budgets in order to deliver projects and outcomes within agreed budgets.
- To work with Heads of Studies to contribute to financial planning in the context of staff, accommodation utilisation and resources.
- Successfully deliver income targets and ensure that Group activities maximise cost efficiency and income.
- Ensure that all areas of responsibility meet Health and safety requirements, undertake appropriate health and safety risk assessments and report any issues to the Health and Safety advisor as required.
- Any other duties that your line manager may instruct you to carry out in line with the role.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the Group.
- Ensure effective strategies are in place to narrow any recruitment and performance gaps between different groups of students.
- Monitoring and reporting on recruitment and performance of students with particular needs, for example, Looked After Children, students with disabilities, students in receipt of ALS, students with an EHCP.
- The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the Group.
- To ensure that all health and safety requirements are effectively in place in respect of work experience and enrichment arrangements including trips and visits.
- To undertake their duties and responsibilities in full accordance with the Group's Health and Safety Policy and Procedures.

Safeguarding:

- Operate as the senior responsible officer for Safeguarding and Prevent, ensuring the Group complies with all statutory guidance and regulations.
- Ensure that staff complete any mandatory training and are fully competent in the application
- Effectively lead on Safeguarding, Prevent and embedding British Values across the Group's curriculum activities.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
- The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.

Person Specification

Qualifications

- A relevant Degree and/or equivalent professional qualification.
- A level 5 teaching qualification or equivalent.
- Evidence of continuing personal and professional development.

Essential Experience

- Successfully leading and managing Safeguarding, Student Support and Welfare in the FE sector.
- Successfully leading an Inclusion/Progression curriculum and Alternative Provision in FE.
- Experience of delivering improvements and leading an outstanding pastoral team and inclusion team within a further education context.
- Experience of teaching in the FE Sector.
- Successful experience in fostering relationships with employers and external partners.
- Relevant experience in creating quality systems to ensure stakeholder satisfaction.
- Experience of FE funding systems and requirements.
- Experience of Additional Learner Support and Pastoral Support systems and how these can enhance learner outcomes.

Skills and Competencies

- The ability to drive improvements in teaching, learning and assessment.
- The ability to develop effective strategy to develop learners personally and improve their outcomes.
- The ability to translate strategic aims into effective operational plans that drive high quality outcomes for learners.
- The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance.
- Excellent communication and interpersonal skills with an ability to be clear, to engage people and achieve buy-in.
- The ability to motivate, inspire and influence a large and diverse workforce to perform at their best by example and persuasion.
- Ability to lead major change and development as demonstrated by performance in previous positions.
- Self-confidence and the ability to challenge performance tenaciously and positively influence operational performance.
- A demonstrable commitment to safeguarding and promoting the welfare of children and vulnerable adults.
- An understanding of current and future trends and developments in post 16 education and training.
- Provides a clear vision for teams.
- Communicates how staff can best contribute to the achievement of that vision.
- Reaches sound judgements after careful and systematic evaluation of the facts.
- Demonstrates an ability to achieve and focus on outcomes despite constraints or obstacles.
- Promotes positive recognition of differences, mutual respect and merit-based opportunity.
- Is committed to listening to others and striving for continuous improvement.
- Is achievement and outcomes focused.
- Is self-motivating and enthusiastic.
- Ability to work flexibly, often outside normal working hours.
- Willingness to travel nationally and internationally on Group business.

Terms

Remuneration

The salary will be £70,000 - £80,000 dependent on experience.

Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

Relocation

The college will pay an allowance of up to £8,000 for relocation costs, if required.

Pension Scheme

The holder of this post will have access to the Greater Manchester Pension Fund.

Checks

All appointments are subject to satisfactory pre-employment references and DBS clearance.

How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of the Trafford & Stockport College Group. If you wish to apply for this position, please supply the following:

- A covering letter (maximum two sides) highlighting your suitability and how you meet the criteria in the Person Specification, together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at contactus@doddpartners.com at your earliest convenience, referencing assignment DP3115.
- We close for application **12th August 2024** and will complete the process selection by the end of August 2024.

Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on **07545 431 848** or **01244 738450**. Alternatively, email: [johndodd@doddpartners.com](mailto: johndodd@doddpartners.com)