
Job Description for Vice Principal (NCP)

Reporting to: Principal

Based at: New College Pontefract

Paid on: NCLT Leadership Spine, Points L14-L18 (£82,141-£90,313) Starting point to be agreed in line with the skills and experience of the successful candidate.

Full time, full year.

Start date: Autumn 2026

The College wishes to appoint an enthusiastic, ambitious and committed individual to the role of Vice Principal to enable the college to remain an outstanding provider of post-16 education. The postholder will work closely with all members of the college Senior Leadership Team.

The Vice Principal will provide significant deputisation for the Principal. They will provide important operational assistance to the Principal in addition to strategic leadership of a number of important areas of the college's provision. The key areas of responsibility will be decided based on the skills and experience of the successful candidate and to complement the existing team.

This is an exciting opportunity for an existing senior leader to take their career to the next level. The successful candidate will have the drive and initiative to support the achievement of the college's strategic goals and implement the Trust's vision.

OVERALL PURPOSE OF THE POST

- To work as part of the Senior Leadership Team to contribute to the achievement of the college vision and ethos to continue to be recognised as an outstanding provider of post-16 education both locally and nationally.
- Main responsibilities will be agreed once appointed.

MAIN DUTIES

Leadership and Management of People

- Take on senior link line management responsibilities for a number of schools.
- Deputising for other members of the senior team, including the Principal, as appropriate and required.
- Providing a visible presence to support staff, students, parents and the local community as required.
- Carrying out performance management of key leaders.

General / Core Duties

- To actively participate as a member of the Senior Leadership Team, in the contribution towards and oversight of the strategic direction and leadership of the college.
- To significantly contribute to and enact the vision and values of the college and the Trust.
- To provide pastoral support with regards to the college Intervention Procedures.

- Report to the Advisory Group and, if applicable, the Trust Board of Directors, on areas for which the post holder has responsibility, at the request of the Principal, CEO or respective chairs.
- To take on any additional responsibilities and duties, commensurate with the post, as directed by the Principal.
- To ensure awareness, promotion of and compliance with, all college policies including Health and Safety, Safeguarding and Equality and Diversity.
- Actively support and attend college events.
- Line manage two Assistant Principals.

Teaching and Learning

- To work with the Senior Leadership Team and other college staff to bring about a continuous improvement in the quality of teaching and learning to ensure excellent outcomes for students and take appropriate action where shortcomings are identified.
- Helping to develop policies and procedures as well as managing systems to ensure excellent student behaviour for learning.
- Along with other members of the senior team, support Progress Tutors and subject staff in tackling more difficult student behavior and in enacting the higher levels of the Student Intervention Procedures.
- Fulfill a negotiated teaching commitment and be an excellent classroom practitioner.

Accountability

- Advising and reporting to the Principal as required.
- To perform other duties determined in discussion with the Principal.
- Contribute towards the college's Self Assessment Report and Quality Improvement Plan.
- Developing close productive and purposeful relationships between the college, key stakeholders and the local community.

Additional Information

- The role has an expectation of 10 additional days to be worked outside of term time as directed by the Principal.
- The postholder may be required to work outside of normal college hours on occasion (e.g. to attend meetings, etc), with due notice.
- The postholder may be required to take on any additional responsibilities and duties, as required and as directed by the Principal/CEO.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the College/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the College as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/College's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Vice Principal

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of senior leadership in an educational setting • Demonstrable experience of improving student outcomes • Confident user of Level 3 progress outcome data • An excellent classroom practitioner • Understanding of effective teaching and learning and how to promote them • Evidence of raising achievement • Experience of performance management • Success in managing change in a school/college environment • Successful record of curriculum leadership 	<ul style="list-style-type: none"> • Experience of leadership within sixth form colleges
Education and Training	<ul style="list-style-type: none"> • Qualified to degree level 	<ul style="list-style-type: none"> • Recent and relevant CPD
Special Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of the proposed changes to Level 3 qualifications as a result of the Government's Qualification Reform • Good understanding of Level 3 outcome data, especially value-added performance data • Good awareness of issues impacting on teaching and learning in the 16 – 19 age range • An understanding of working at senior level in a Trust which sets the vision and the strategy • Clarity of vision and a philosophy centred upon the individual student's value and potential • Evidence of success in leading a team initiative in education • Ability to analyse data effectively to improve performance • Ability to encourage, motivate and lead staff • Positive, open and approachable style of management • Awareness of key issues for colleges • Ability to think strategically 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Authentic and human leadership style • Positive approach to change and continuous improvement • Excellent communication skills and ability to work collaboratively and build strong partnerships • Ability to prioritise and manage own time effectively • Excellent organisational skills • Sound judgement and consistency even when under pressure • Commitment to the highest possible standards of achievement for students and staff • Flexibility in approach to work • A passion to deliver equal opportunities in all aspects of the role 	