



Job Description – Vice Principal (Student Experience and Governance)

Role Title: Vice Principal (Student Experience and Governance)

Reporting to: Principal/CEO

Salary: Attractive; Commensurate with experience

Location: London campuses, with considerable time spent at other Academy sites.

Job Context

The Vice Principal (Student Experience and Governance) plays a crucial role in providing leadership and support in the administration and management of the British Academy of Jewellery (BAJ). This position involves working closely with the Principal to ensure the effective governance of the Academy, fostering a positive student experience, and contributing to the overall development and success of the students and staff.

The role will provide leadership of the highest quality for activities which support the student experience and assure academic quality at BAJ. It will develop and accelerate work to enhance key aspects of quality assurance and student support with a view to ensuring that our students receive a consistently excellent education and a rewarding and enriching experience.

The postholder will also represent the Academy externally raising its profile and market exposure. The post is predominantly based at London campuses but there will be a requirement to carry out duties at other Academy sites as necessary, and to undertake meetings at and visits to other relevant external organisations and partners.

Purpose of Job

To contribute to the delivery of outstanding student experience leading to positive outcomes and to provide executive leadership of higher and further education at British Academy of Jewellery, driving growth and innovation.

Principle Duties

1. To lead on all issues relating to student administration, student support and wellbeing, compliance and governance, developing the Academy's strategic thinking to ensure we remain guardians of the standard, and grow and deliver a skilled workforce to meet the UK's productivity and employability agendas.
2. To advise and guide the Board and Executive Team on changes to and opportunities across higher and further education, higher technical and professional education as they relate to student administration and support and compliance and governance.
3. To effectively line manage the Academic Registry and Student Services teams through their respective Heads as direct reports.
4. To lead activities related to the enhancement of the student experience, supporting the development of those support this.
5. To oversee all issues surrounding the governance of the Academy, including ensuring that the Academy meets the best practice in oversight and governance of its activities by the Board of Governors
6. To effectively contribute to the strategic business planning and performance monitoring processes.
7. To ensure best practice is followed across all areas of responsibility ensuring full compliance with Academy systems, processes and expectations, all of which contribute to an exemplary customer experience.
8. To prepare effective reports and papers for both governance and Academy meetings and committees.
9. To work with the Executive Team and Academy curriculum areas to support growth and drive an enterprise culture across the Academy environment
10. To ensure that the requirements and conditions of registration from regulatory and funding bodies, validating and awarding partners are met and that all staff who teach are aware of their responsibilities to maintain these
11. To prepare the Academy for Degree Awarding Powers application through effective monitoring and development to ensure a culture of continuous improvement and innovation.
12. To contribute to maintaining and developing successful outcomes of the Academy which contribute to the Academy's reputation across all sectors of business and the community.



13. To ensure robust risk management and control systems are in place within the post holder's area of responsibility.
14. To provide positive leadership by creating a dynamic, supportive and innovative environment which encourages commitment to the Academy and its exceptionally high levels of performance.
15. As a member of the Academy's Executive team, to contribute to the development and implementation of the Academy's overall strategic aims and objectives leading on key initiatives appropriate to the role.
16. To deputise for the Principal / Chief Executive as required.

General Responsibilities

1. To promote the Mission, Vision, and Values of the British Academy of Jewellery.
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days etc.
3. To engage with the line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs.
5. To conform with the Health and Safety requirements relevant to the post
6. The post involves commitment to working outside the normal Academy hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel between other business sites within London and across the UK.
7. The post holder will be expected to work closely with Group central services and personnel.

Variation in the Role

Given the dynamic nature of the role and structure at the Academy, it must be accepted that, as the Academy's scope of work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.



Equality and Diversity

The Academy is committed to equality and diversity for all members of society. The Academy will take action to discharge this responsibility but many of the actions will rely on individual staff members at the Academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity.

This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the Academy with an all-inclusive approach that celebrates differences.

Commitment to Safeguarding Vulnerable Groups

The Academy is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Vice Principal (Student Experience and Governance)

Assessed by Key:

A Application Form
I Interview
P Presentation
O On the job

Knowledge and Experience	Assessed by	Essential	Desirable
Undergraduate degree qualification	A	√	
Relevant Postgraduate qualification	A		√
Evidence of continuous professional development	A	√	
Significant senior management experience in an education institution that offers HE provision	A	√	
Previous track record of effective management of one or more of student support and wellbeing, student administration or compliance and governance in either HE or FE	A	√	
Proven track record of managing others successfully	A,I	√	
Knowledge of current issues in Higher and Further Education	I,P	√	
Proven track records of undertaking projects/work outside the “normal” sphere of work e.g., activities that span the organisation.	I,O	√	
Detailed understanding of the regulatory, governance and compliance frameworks for either HE or FE in the UK	I,P	√	
Skills			
Proven capacity to work innovatively and independently	I	√	
Leadership and motivational skills	I	√	
Ability to lead teams and prioritise the work of others	I	√	
Ability to think and act strategically and laterally	A,I	√	
Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership	I,O	√	
Ability to manage complexity and diversity	I,O	√	
First class oral and written presentation skills	I,P	√	

BAJ

Ability to work in collaboration with partner organisations, the community and other stakeholders	I,O	√	
Tenacity, flexibility and the ability to work under pressure	I,O	√	
Personal and professional integrity	I,O	√	
Suitable to work with young and vulnerable adults	I,O	√	