

JOB DESCRIPTION

Job Title:	Deputy Principal
Department:	Academic
Manager:	Principal
Hours:	21 hours per week
Salary:	£33,000 per annum (£55K FTE)
Contract:	Initial 1 year fixed term contract with a view to extension or transition to permanent contract thereafter
Location:	London with regular travel to Kent campus (cost of travel to be expensed)

Job summary:

The Deputy Principal will work closely with the Principal in developing and implementing BCNO's academic strategy and operational plans and policies; as well as identifying and developing new academic opportunities in the UK and internationally.

In particular, the Deputy Principal will play a pivotal role on academic operational and management matters ensuring teaching excellence, successful learning and achievement of full potential of all students.

The Deputy Principal will champion the philosophy of BCNO, acting as an ambassador to enhance its reputation at home and abroad through the promotion of good practice in education and osteopathy ensuring that such practice is promulgated throughout the institution.

Key responsibilities:

- Responsible for day-to-day operational activity affecting faculty.
- Drive forward performance in teaching and learning by overseeing the Personal and Professional Development Review process and Faculty Development Day to increase capacity and capability for outstanding teaching
- Lead on addressing and improving teaching standards and behaviours
- Deputise for Principal as required in acting as liaison partner between BCNO and external institutions such as iO, GOsC, validating universities, OfS.
- Provide support and development to the Principal, ensuring stakeholder engagement

and improvements in (current and potential) faculty and student communication, as part of an overall communication strategy

- Work with the Programme Leads in the development, implementation and review of action plans in respect of student surveys, including those for international students.
- Work closely with the Principal to manage the key aspects of the quality life cycle with regard to records and reporting compliance, teaching and learning services, quality and standards, regulatory provision, student performance and intervention strategies to assure each student maximises their learning experience and potential.
- Line management and development of:
 - Programme Lead (RQ daytime)
 - Programme Lead (Modified Attendance)
 - Heads of Clinic (London and Kent)
- Responsible for the development and management of a set of effective, compliant and streamlined regulations, policies, processes and procedures.
- Participate in student fitness to practice/study processes.
- Actively participate in student admissions' interview process.
- Any other duties that are relevant to this level of role.

Key relationships:

- Principal
- Senior Management Team
- Faculty
- Students
- Validating universities
- GOsC
- OfS

Committee attendance:

- Academic Governance Committee
- Business Management Group
- Academic Board
- Programme Committees – RQ and non-RQ
- Faculty Experience Group (Chair)

Signature of role holder:

Name of role holder:

Date:

PERSON SPECIFICATION – Deputy Principal		
	Essential	Desirable
Education, Experience & Knowledge		
Degree educated and preferably with a post-graduate qualification	X	
Minimum 5 years' experience of working within higher education at a senior management level	X	
Experience of course development in higher education		X
Experience of line management in higher education	X	
Good working knowledge of MS Office suite	X	
Personal Skills & Attributes Required		
<ul style="list-style-type: none"> • Strong leadership skills and actively maintains a positive, encouraging work environment • Leads and supports team to ensure delivery of goals • Uses sound judgment to make good decisions based on information gathered and analysed. • Interacts with people effectively. Able and willing to share and receive information. • Supports group decisions and puts group goals ahead of own goals • Sets and maintains high performance standards • Pays close attention to detail, accuracy and completeness • Displays energy and enthusiasm in approaching the job • Maintains high level of productivity and self-direction. • Identifies cause and effect relationships. • Adapts to changing work environments, work priorities and organizational needs. • Listens actively. • Maintains confidentiality and meets own commitments. • Adheres to organisational policies and procedures. • Generates ideas for improvement, takes advantage of opportunities and suggests innovations. • Identifies talent and supports development of individuals • Adopts an approach of continuous improvement 		