RNN Group Recruitment

Deputy Chief Executive & Deputy Principal
**Deputy Chief Executive & Deputy Principal for the RNN Group**  
**Salary:** c. £90K to £95K  
**Based at Rotherham College town centre campus with travel across the RNN Group**  
**37 hours per week, Permanent**

The RNN Group’s main goal is to be an outstanding education and training provider, serving the needs of all our communities across the Sheffield City Region and North Nottinghamshire.

One of the biggest further education groups in the north of England, with a £42m annual income and 1,200 staff training more than 14,000 people each year, we boast three colleges, our new £10.5m HE centre UCR and the employer focused RNN Training division.

Following the mergers which created the Group, we now want to be recognised as one of the key organisations supporting the economic development of the wider region. To help us achieve this central ambition we are seeking to appoint a highly motivated, innovative and dynamic Deputy Chief Executive & Deputy Principal to join our talented Executive Team.

This pivotal role will ensure that the RNN Group provides all its learners with a high-quality education, within a safe and supportive environment that puts them on a secure path to future success.

Supporting the CEO & Principal in providing inspirational leadership, you will be responsible for the strategic management, development and performance of all aspects of the curriculum across the Group, ensuring that quality assurance and quality improvement measures achieve the best possible outcomes for learners.

Establishing an organisational “students first” culture, you will ensure that learning, teaching, assessment and the overall student experience are of the highest possible quality. You will also ensure that the planning, development and delivery of all aspects of the curriculum is efficient, effective and sustainable, supporting the Group’s long-term financial strength.

The growth and development of Higher Education and Skills is a key strategic aim and through effective liaison and partnership work you will ensure that targeted growth in both student numbers and HE income is achieved.

In return you will receive a competitive remuneration package which includes generous annual leave entitlement and an excellent pension.

The RNN Group has been awarded the Investors in Diversity standard and we welcome applications from everyone, regardless of age, gender, ethnicity, sexuality, faith or disability. As part of our commitment to safeguarding, all new employees will be required to undertake an enhanced DBS check.

**Closing date: 1st July 2019**  
**Interviews: 10th and 11th July 2019**

To apply: Protocol have been appointed as our professional advisor on this assignment. For an informal and confidential discussion please contact David Beynon on 07970 042334/0115 9111287. To apply please send your CV and covering letter to dbeynon@protocol.co.uk.
Deputy Chief Executive/Deputy Principal for the RNN Group Role Description

Overview

The Deputy Chief Executive/Deputy Principal (DCEDP) is a critical role within the Organisation, working in conjunction with the Chief Executive & Principal in ensuring the RNN Group fulfils its legal, statutory and regulatory requirements.

As the DCEDP, your role is to support the CEO & Principal as set out in the Instrument and Articles of Government and the Financial Memorandum between the RNN Group and the Education Skills Funding Agency (ESFA).

The overall purpose of this role is to support the CEO & Principal in providing rigorous, considered and inspirational leadership that will lead to our students achieving outstanding performance.

Reporting to the CEO & Principal, and working closely with the Executive Team, the DCEDP is responsible for:

- The strategic management, development and performance of all aspects of the curriculum across the group.
- Ensuring that the quality assurance and quality improvement measures achieve the best possible outcomes for learners.
- Operating effectively as part of the Executive Team, deputising in the absence of the CEO & Principal and representing the College at external and internal events.

Purpose

To ensure that RNN Group provides all of its learners with a high-quality education that is delivered within a safe and supportive environment and that puts them on a secure path to future success.

In particular, work closely with the CEO & Principal to:

- Ensure that learning, teaching, assessment and the overall student experience are of the highest possible quality.
- Establish a constructive and collaborative organisational “students first” culture.
- Ensure that the planning, development and delivery of all aspects of the curriculum supports the RNN Group having long term financial strength, becoming more efficient, effective and sustainable.
- Develop the RNN Group so it is seen as one of the region’s main, outstanding and positive institutions that further supports the development of the region.
Reporting

Reports to: the Chief Executive Officer & Principal

Direct Reports:
1. Assistant Principal: Curriculum Planning, Performance and Delivery
2. Assistant Principal: Quality and Learner Experience
3. Assistant Principal: Student Support and Safeguarding
4. Assistant Principal: English, Mathematics and Independent Learning
5. Director of Apprenticeships
6. Director of Higher Education and Skills

Key Responsibilities and Duties

Strategy and governance

Work closely with the Chief Executive Officer & Principal to:

• Establish an RNN Group Vision and Strategy that is centred on the overall successful student experience, and to develop, implement and monitor plans to ensure that strategic objectives are met in a timely way.
• Review the RNN Group’s strategy as circumstances dictate and at least on a 3-yearly cycle.
• Lead on the educational character of the Group, supporting and advising the Chief Executive Officer & Principal and the Governing Body to set and make occasional changes to that educational character.
• Set and take the necessary steps to achieve planned and high standards of educational provision, monitor performance against standards and report to Governors with rigorous actions for improvement.
• Identify and develop plans to mitigate risk and capitalise on new opportunities to ensure the Group remains in line with local and regional changes whilst maintaining high standards.
• Ensure the long-term financial integrity of the Group.
• Develop a sustainable long-term income-generation strategy which results in the Group becoming less reliant on funding from ESFA.
Learning, teaching and assessment

- Undertake the role of nominee in all Ofsted inspections and monitoring visits.
- Drive the required quality improvements to sustain the Group’s performance for Ofsted ratings of good and ultimately outstanding.
- Be a champion of excellence in teaching and learning and challenge practices that are failing to support learners.
- Secure excellence in learning, teaching assessment, guidance, and learner support.
- Establish a relevant and inclusive curriculum that is accessible to learners of all abilities.
- Oversee the Group’s safeguarding policies, in collaboration with the lead governor for safeguarding.
- Ensure high standards of student attendance and behaviour.
- Oversee the production of timely, accurate and well-evidenced self-assessment reports, quality improvement plans and other quality assurance documents.

Higher Education (HE) and Skills

- Be the strategic lead for HE and Skills, ensuring that the year-on-year targeted growth in both student numbers and HE income is achieved.
- Further develop, enhance and improve the Higher Education and Skills curriculum offer across the group through effective liaison and partnership working with partner HE institutions, local and regional organisations and employers.
- Develop internal and external promotion of new and existing provision in conjunction with Marketing.
- Undertake a leading role in the inspection, review and monitoring of the Group’s HE provision, leading the Group to a successful QAA review and high Teaching Excellence Framework rating.
- Ensure academic standards are maintained and further developed so that the University Centre Rotherham (UCR) and the Group’s other HE centres are recognised as centres of high quality education and training.
- Oversee the production of timely, accurate and well-evidenced Self-Evaluation Documents (SED), student surveys, quality reviews, monitoring reports, quality improvement plans and other quality assurance documents.

Organisational culture

- Lead, enthuse, empower, sustain the aspirations of the Senior Leadership Team, and motivate all staff consistently to work at a high standard.
- Develop and maintain a credible and convincing vision for the future, which is articulated in strategic plans and communications.
- Promote a constructive and collaborative working environment and a culture which puts students first and which motivates staff.
Finance and resources

Act as Deputy Accounting Officer for the Group and working alongside the Chief Executive Officer and Principal to:

- Oversee the Group’s relationships with its lenders, and with its main funders.
- Ensure that the Group complies with the terms of the RNN Group’s financial regulations, and with the requirements of all funding and loan agreements, and covenants.
- Certify financial forecasts as required by the funding authorities; sign and date the annual Financial Statements.
- Secure value for money and ensure that there is efficient and effective financial planning, management and reporting, and that budgets are properly managed.
- Secure growth in and diversification of the Group’s income.
- Anticipate and adapt to changes in the overall funding landscape, explore implications for the Group and instigate appropriate adjustments to the Group’s strategy and plans.

Efficiency and effectiveness

- Run the curriculum in an efficient, effective and sustainable way, consistently with the RNN Group’s Vision, Values, Standards of good governance and Legal obligations.
- Ensure that the Group’s human, financial and physical resources are used efficiently in delivering an effective curriculum.
- Ensure the effective operation of relevant systems of performance management, quality assurance, and quality improvement.
- Ensure that the Group’s curriculum performance and operations are regularly reviewed in the light of future needs and that this forms part of the overall planning process.
- Ensure that there is a safe and healthy environment for all learners, staff, contractors, and visitors.
- Support the maintenance and development of efficient and effective management systems, information systems, and processes and practices to support planning and decision-making.
- Support the maintenance and development of the Group’s physical resources.
- Support the operation of the Group’s subsidiary companies, including undertaking company director duties.
External engagement

Work closely with the Chief Executive Officer and Principal to

- Maintain and further develop the Group’s relationships with ESFA, DFE, the FE Commissioner and other appropriate agencies.
- Shape the Group’s work with, responsiveness to, and representation within partner organisations.
- Enhance the reputation of the Group, locally, regionally, nationally, and internationally.
- Ensure that the Group’s strategy, activities, and economic impact in the city and region are well understood by stakeholders.
- Work locally, regionally and nationally to influence policy about academic, professional and technical learning.
- Contribute and act as an ambassador within the key partnerships and groups of which the RNN Group is an active participant including AoC, Collab Group, the Rotherham City Partnership, the Chamber of Commerce and Industry and the LEP (as examples).

Other duties

- Maintain and update knowledge and skills in line with legislation and the needs of the role.
- Take part in continuous professional development to ensure that both thinking and skills are developed to help position the Group well for the future.
- Undertake any additional training or development identified through the performance management process.
- Undertake any other reasonable duties, as required by the Governing Body, and as a result of periodic review of this role description.

Requirement for flexibility and updating of the role description

This job description describes the current role but recognises that responsibilities and duties will evolve in response to changes in the Group’s circumstances and the environment. Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Person Specification

Overall requirements of the role

The RNN Group is looking for a Deputy Chief Executive/Deputy Principal with the ability to move an organisation from one which has experienced two mergers within a short time scale to one that achieves a grade of Good or Outstanding within the next two years, one where we are seen as the employer of choice and one where our learners excel.

To achieve that we need a Deputy Chief Executive/Deputy Principal who has a clear and convincing approach to the job that inspires staff, learner and stakeholders; gaining their trust and who has the skills, experience, intelligence, wisdom and drive to make it happen.
# Deputy Chief Executive/Deputy Principal for the RNN Group

## Role Specification

<table>
<thead>
<tr>
<th>AF-Application Form</th>
<th>I–Interview</th>
<th>R–Reference</th>
<th>CQ–Certificate of Qualification</th>
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<tbody>
<tr>
<td><strong>Personal Skills Characteristics</strong></td>
<td>Essential</td>
<td>Desirable</td>
<td>Method of assessment</td>
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## 1. Knowledge and Experience

<table>
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<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
<th>Shortlisting Criteria</th>
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<tbody>
<tr>
<td><strong>A proven track record of leading the planning, development and delivery of a broad and successful curriculum offer within a College (or similar organisation)</strong></td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td><strong>Evidence of raising student outcomes whilst providing a high quality student experience and close involvement in achieving Ofsted judgements of Good or better and successful QAA and TEF outcomes</strong></td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td><strong>Good commercial skills to identify, prioritise and maximise opportunities to ensure growth without losing the core identify of the RNN Group and the quality of the provision.</strong></td>
<td>✓</td>
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<td><strong>Extensive successful experience in a curriculum-focused leadership role in a large further education college where there is a focus on putting students first.</strong></td>
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<td><strong>A track record in financial management, planning and control in a large complex organisation.</strong></td>
<td>✓</td>
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<td><strong>A track record of effectively dealing with key senior stakeholders at a strategic level from local authorities, employers, academic institutions, professional bodies, government departments and funding bodies.</strong></td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td><strong>Experience of initiating and successfully supporting significant physical, logistical and cultural change with a track record of achieving positive planned outcomes.</strong></td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td><strong>Experience of establishing, motivating, developing and managing the performance of an effective and highly professional staff and multi-disciplinary teams where there is a culture of meeting and exceeding targets.</strong></td>
<td>✓</td>
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<tr>
<td><strong>A track record of successfully operating as a highly visible ambassador and public face of an organisation, undertaking a number of diverse external communication requirements.</strong></td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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## 2. Qualifications

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<tr>
<th>Qualification</th>
<th>Requirement</th>
<th>AP, CQ</th>
<th>Verified</th>
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<tbody>
<tr>
<td>Honours degree or equivalent with a record of continuous professional development</td>
<td>✓</td>
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<td>A post-graduate qualification</td>
<td>✓</td>
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<td>A recognised teaching qualification</td>
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<td>English &amp; Maths at level 2 or equivalent</td>
<td>✓</td>
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## 3. Practical and Intellectual Skills / Knowledge / Abilities

<table>
<thead>
<tr>
<th>Skill / Knowledge / Ability</th>
<th>Requirement</th>
<th>AF, I</th>
<th>Verified</th>
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<tbody>
<tr>
<td>A strong intellect combined with innovation and creativity in thinking, able to absorb and probe information quickly in order to debate and challenge complex issues</td>
<td>✓</td>
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<td>Demonstrable ability to build strong relationships with partners across the education, public, private and voluntary sectors</td>
<td>✓</td>
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<td>First class negotiation and influencing skills with the presence and credibility to represent the Group in a range of settings</td>
<td>✓</td>
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<td>Demonstrate political awareness and the capacity to navigate flexibly with stakeholders</td>
<td>✓</td>
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<tr>
<td>Comprehensive understanding of FE- and HE-related regulatory, quality assurance, inspection and safeguarding requirements, and FE- and HE-related accreditation and course validation processes</td>
<td>✓</td>
<td>I</td>
<td></td>
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<tr>
<td>A full understanding of the FE sector’s overall policy and funding environment.</td>
<td>✓</td>
<td>AF, I</td>
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<td>Understanding of and competence in working with Governors to secure excellent governance</td>
<td>✓</td>
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<td>Ability to analyse data and to draw appropriate inferences from it, and to use these to bring about improvement</td>
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## 4. Disposition / Attitude

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<tr>
<th>Requirement</th>
<th>AF</th>
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<tbody>
<tr>
<td>A strong inspirational leader who has the robustness, the unwavering commitment and the tenacity required to meet the needs of this demanding post.</td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
</tr>
<tr>
<td>Excellent communication and interpersonal skills, combined with presence and credibility to undertake a key leadership role within the Group and to play a local, regional, national and international leadership role.</td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td>The personal stature, integrity, resilience and standing to undertake a key leadership role in a high-profile public body that is, subject to public scrutiny and the commitment that inspires trust and confidence.</td>
<td>✓</td>
<td>AF, I</td>
<td>✓</td>
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<tr>
<td>A commitment to the Group’s mission and values and to meeting the needs of the learners, employers and communities that the Group serves</td>
<td>✓</td>
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<td>The ability to inspire people to think and act differently and to challenge established ways of doing things combined with the authority and commitment that inspires trust and confidence.</td>
<td>✓</td>
<td>I</td>
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<td>Ability to delegate, and to lead, motivate, challenge, develop and manage the performance of a team, and to ensure that team members do the same.</td>
<td>✓</td>
<td>I</td>
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<td>A commitment to quality and an aspiration to deliver excellence.</td>
<td>✓</td>
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<td>Drive, resilience and a natural desire to work collaboratively.</td>
<td>✓</td>
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## 5. Other

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<tr>
<th>Requirement</th>
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<tr>
<td>Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.</td>
<td>✓</td>
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<tr>
<td>Be committed to the Group’s Equality and Diversity agenda.</td>
<td>✓</td>
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### Terms and Conditions

**Salary**: c. £90K to £95K

**Holiday entitlement.** 35 working days in each holiday year (1st September to 31st August) plus bank holidays. You will be entitled to, up to, an additional 5 days on days when the Group’s activities are suspended in the interests of efficiency.

**Other benefits.** Teachers’ pension scheme, or the Local Government South Yorkshire pension scheme as appropriate; occupational sick pay and a mileage allowance for travel between sites.