



JOB DESCRIPTION

POST TITLE	:	Vice Principal for Students
SALARY	:	£84,822 - £89,981 per annum
RESPONSIBLE TO	:	Deputy Principal
CLOSING DATE	:	5.00pm Monday 27 April 2026
INTERVIEW DATE	:	Wednesday 6 May 2026

Main Purpose of the Post

The Vice Principal for Students is a senior leader responsible for shaping and delivering an exceptional inclusive student experience across the College. The role has senior leadership responsibility for inclusion, safeguarding and wellbeing, student services, student experience, behaviour and attitudes, bursary and financial support, and the wider personal development curriculum.

The postholder works collaboratively with other Senior Leaders to ensure that all functions related to the learner journey—from enrolment to progression—are aligned, efficient, compliant, and deliver exceptional outcomes for all learner groups.

Main Responsibilities

- Provide strategic leadership of the College's student experience, ensuring a seamless, high-quality journey for all learners.
- Work in close partnership with other senior leaders to align pastoral, support, academic, and enrichment experiences.
- Lead a whole-College approach to behaviour, attendance, personal development, and learner voice.
- Drive continuous improvement and innovation in the student experience.
- Promote an inclusive, supportive and collaborative working environment in the College that creates a culture which empowers and inspires colleagues to excellence and curiosity in relation to curriculum that meets future skills needs.
- Act as Strategic Lead for Safeguarding, ensuring robust, proactive safeguarding arrangements across the College.
- Oversee and provide leadership and guidance to the Designated Safeguarding Lead (DSL) and safeguarding team.
- Ensure compliance with statutory duties, including KCSIE, Prevent, and safer recruitment.
- Provide leadership and guidance for safeguarding audits, case reviews, annual reporting, and governor updates.

- Lead the strategic direction for inclusion, ensuring equitable access, participation, and outcomes for all learners.
- Strategically lead High Needs and SEND provision, ensuring compliance with statutory frameworks and strong partnership working with local authorities.
- Identify, monitor, and close gaps for disadvantaged or under-represented groups.
- Provide Senior leadership for pastoral support, mental health, counselling, welfare, and advice services.
- Oversee comprehensive support for vulnerable learners.
- Provide leadership and oversight for 16–19 Bursary Fund, Free College Meals, Vulnerable Bursaries, Discretionary Bursary, ALS Fund, and Hardship Funds. Lead improvements in bursary accessibility and impact.
- Ensure compliance with DfE requirements.
- Lead the College's behaviour and attendance strategies.
- Oversee intervention processes, risk assessments, and conduct procedures.
- Oversee student voice structures and ensure feedback informs decision-making.
- Lead enrichment, employability, work-related learning, and cultural capital activity.
- Lead safeguarding, inclusion, behaviour, and student experience contributions to SAR, QIP, and strategic plans.
- Analyse data to identify risks and improvement priorities.
- Line-manage Heads of Safeguarding, Inclusion and Student Experience.
- Strategically Lead training for safeguarding, inclusion, EDI, and support services.
- Build partnerships with Local Authorities, social care, police, health services, CAMHS, and community organisations.
- Represent the College in regional safeguarding, wellbeing, SEND, and student experience networks.

HOURS:

Your hours of work will be those required to meet the needs of the College, but will not be less than 37 per week. A flexible approach to the working hours is required, in line with the needs of the College, including travel within and outside the local area.

PERSON SPECIFICATION

POST: Vice Principal for Students

**Essential/
Desirable**

**To be
identified by:**

Qualifications and Experience			
1	A degree or equivalent professional qualification	E	Application form
2	Teaching qualification	E	Application form
3	Strong senior leadership in FE or education	D	Application form
4	Experience in safeguarding, inclusion and student support	E	Application form
5	Strong partnership experience with local authorities, health and social care	E	Application form
6	Excellent communication, data analysis and strategic leadership	E	Application form
7	Designated Safeguarding Lead	D	Application form

Leadership and Relationship Management			
1	Proven ability to inspire, motivate and develop high-performing teams	E	Application form/Interview
2	Exceptional communication and interpersonal skills with the ability to build trust, credibility and collaboration at every level.	E	Application form/Interview
3	Demonstrated success in managing relationships with internal stakeholders - fostering shared ownership of goals and maintaining alignment across departments.	E	Application form/Interview
4	Ability to balance strategic thinking with hands-on leadership and delivery.	E	Application form/Interview
5	Strong negotiation and influencing skills, able to manage competing priorities with professionalism and clarity.	E	Application form/Interview

Personal Attributes			
1	Authentic, confident and approachable leadership style.	E	Interview
2	Passionate about education, innovation and impact.	E	Interview
3	Collaborative, proactive and solutions-focused.	E	Interview
4	Committed to equality, diversity and inclusion in all aspects of work.	E	Interview
5	A genuine ambassador for Burnley College's values and mission.	E	Interview

Standard College Requirements			
1	Commitment to College's Single Equality and Health & Safety Policies.	E	Interview
2	The College is committed to safeguarding	E	Application Form/Interview/DBS/References
3	Regular and Reliable Service (the College does not wish to appoint Health Assessment individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*