Peter Symonds College Job Description

Job title: **Assistant Principal** (Systems, Services and DPO)

Responsible to: The Principal

Direct Line Management: Head of IT Services, Head of Information Services, Exams Manager, Head of Marketing and Admissions and Resources Manager.

Main purpose of the job

- To provide strategic leadership and operational management across College systems, IT infrastructure, management information (MIS), examination processes, data protection, and marketing/admissions systems.
- To ensure data accuracy, statutory funding compliance, robust technical resources, and smooth student recruitment and assessment workflows across the institution.

Main duties and key responsibilities

The following is typical of the duties and responsibilities of the post holder. It is not exhaustive and other duties and responsibilities appropriate to the post may be required by the College.

Management Information Systems (MIS) & Funding Data:

- Maintain overall responsibility for the MIS department, line managing the Head of Information Services.
- Ensure management information relating to funding is accurate, timely, and fully compliant with DfE requirements.
- Develop and deliver accurate dashboard data and management information for College staff and Managers.
- Oversee digital infrastructure security and data protection protocols to safeguard College systems, ensure compliance with cybersecurity standards, and mitigate cyber threats.

IT & Web Services Strategy:

- Develop comprehensive Web services and IT strategies that advance College systems and educational technology resources.
- Provide strategic oversight of IT infrastructure, ensuring high service standards for sixth form and AHED provision.
- Oversee annual IT works programmes to achieve value for money.
- Line manage the Head of IT Services.

Data Protection & Statutory Compliance:

- Lead the development and implementation of the College's information governance framework, ensuring compliance with relevant data protection legislation, information rights requirements and regulatory guidance.
- Oversee the management, retention, archiving and secure disposal of records and information, ensuring that appropriate policies, procedures and retention schedules are in place and followed.
- Monitor and advise on data protection risks, including undertaking or overseeing Data Protection Impact Assessments (DPIAs), maintaining records of processing activities and advising on the lawful use and sharing of personal data.
- Oversee the reporting and management of personal data breaches, including assessing risks, coordinating investigations and ensuring that notifications to the Information Commissioner's Office (ICO) and affected individuals are made where legally required.
- Develop and deliver staff training and guidance to promote awareness of data protection, information security, confidentiality and FOI obligations across the College.
- Monitor compliance with information governance policies and procedures, undertaking audits, identifying areas for improvement and reporting risks and recommendations to senior leaders and relevant governance committees.
- Develop, review and maintain information governance policies and procedures, ensuring they remain current, effective and aligned with legislative and regulatory requirements.
- Oversee the College's arrangements for responding to information rights requests, including FOI requests, Subject Access Requests (SARs) and other applicable individual rights requests, ensuring responses are accurate, timely and compliant with statutory requirements.

Examinations & Assessment Management:

- Line manage the Head of Exams, ensuring secure, efficient, compliant and cost effective administration of all internal and external examination and assessment processes.
- Guarantee strict compliance with awarding body and regulatory requirements.

Marketing, Admissions & Enrolment Systems:

- Line manage the Head of Marketing and Admissions.
- Develop and implement the College marketing strategy to meet student admissions targets.
- Plan, monitor, and refine College systems and processes for student recruitment, enrolment, and induction.
- Lead on liaison with partner schools.

Resources

- Line manage the Resources Manager to ensure the effective operation of the Resources and Reception service.

Other

- Prioritise the safeguarding of all students and participate in training on safeguarding matters.
- As directed by the Principal, complete disciplinary and complaints investigations.
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Any other duties as reasonably allocated by the Principal.

Person specification

Criteria	Essential	Desirable
Qualifications	Good honours degree or equivalent Qualified teacher status Evidence of continuing professional development	
Experience	Experience of teaching level 3 in a sixth form or FE college Experience of having led, or made a significant contribution to, the success of a school or college through its leadership, student outcomes and ethos Experience of leading curriculum initiatives using the latest technologies to support learning Experience of policy writing Proven track record of successfully line managing, coaching, and developing departmental heads and multidisciplinary teams Experience of supporting staff to optimise attainment and progress of students Excellent organisational skills Well-developed interpersonal and communication skills Strong understanding of how data analytics and MIS reporting drive institutional decision-making and operational efficiency Track record of managing a substantial workload and meeting deadlines Vision and values aligned with the College's high aspirations and high expectations Resilience and motivation to lead the College through day-to-day challenges while maintaining a clear strategic vision and direction A deep commitment to the safeguarding	Management experience at a senior, strategic level in a sixth form college Experience working in the sixth form or FE sector Experience leading student recruitment, admissions workflows, and partner school liaison. Understanding and/or experience of UK data protection legislation, ICO reporting requirements, DPIAs, and information rights management (SARs/FOI). Knowledge of modern IT infrastructure, cloud architectures, EdTech, and cybersecurity frameworks (e.g., Cyber Essentials). Knowledge of Sixth Form and Adult/Higher Education (AHED) funding methodologies and statutory data returns (e.g., ILR).

	and wellbeing of all students Personal enthusiasm and commitment to leadership aimed at making a positive difference to young people and raising standards Personal and professional integrity, including modelling values and vision Evidence of commitment to and understanding of collective responsibility Successful experience of managing the demands of external accountability frameworks. An understanding of post-16 transition, and the KS4 and post-16 curriculum landscape Commitment to working with others to secure the best outcomes for students Skilful management and understanding of how to inspire and secure strong relationships with colleagues, families, Governors and a wide range of other external relationships	