**ABDO College – Job Description**

Job Title: - **Principal of ABDO College**

Reports to: - Board of Trustees

Responsibilities include but are not restricted to: -

* Approving and leading the programmes taught at ABDO College
* Coordinating the quality assurance processes for the programmes
* Producing annual reports for Canterbury Christ Church University, ABDO College Trustees and General Optical Council at appropriate intervals
* Responding to feedback from external examiner and assessors, regulatory body, employers and other relevant agencies
* Overseeing student progression throughout their programme of study
* Evaluating strategies and analysing results
* Leading periodic reviews/revalidation of all programmes
* Submitting proposals to CCCU and/or ABDO for any modifications required to existing programmes
* Consulting with academic staff on the delivery of modules and subjects and overseeing the planning, delivery and evaluation of these
* Coordinating the marking of student assessments and monitoring assessment procedures
* Consulting with staff in the teaching and technician and administration teams on delivery of the courses
* Ensuring effective liaison with external agencies, linked institutions, employers and work based supervisors
* Overall responsibility for all ABDO College staff
* Day to day management of academic staff, technician team leader and Head of Operations, including recruitment, performance management, development and support
* Monitoring the arrangements for academic and technician staff development
* Organising and attending appropriate course team meetings and external events as required
* Teaching for colleagues as infill or during staff sickness
* Other tasks as agreed with the College Trustees

Qualifications: -

* Must hold a PhD or MSc in order to progress the research aspiration for Dispensing Opticians
* Must hold a teaching qualification

Other requirements: -

* The Principal of ABDO College must be able to teach a range of subject areas, as the blended learning model means that only one year of students are at the college at any one time and cover may be required for any group of students
* The Principal must live locally, or be prepared to relocate, or live on-site or locally during the working week.