



WELCOMING APPLICATIONS: ASSISTANT PRINCIPAL

OVERVIEW	
Job title:	Assistant Principal
Responsible to:	Vice Principal
Responsible for:	Student support, college life, and student enrichment. Direct reports include the Student Support & Enrichment Officer and Resident Tutors.
Working alongside:	Residential Business Manager, Alumni & Communications Officer
Grade:	Grade 7 (St John's College Graded Pay Scale)
Salary FTE:	£40,247 per annum
Contract type:	Permanent, 0.8–1.0 FTE (final weighting of responsibilities will be adjusted accordingly)
Working arrangements:	Primarily based on-site at St John's College, Durham. Core office hours are 35 hours per week, Monday to Friday, typically 09:00–17:00, with pro rata adjustments for part-time roles. Evening and occasional weekend work is required to support key College events and activities.
Pension:	St John's College Group Pension Plan
Holidays:	27 days annual leave plus University customary days and bank holidays pro rata
Start date:	Monday 4 August 2025 or soon thereafter
Closing date for applications:	Sunday 15 June 2025 (23:59)
Interview date:	Tuesday 1 July 2025

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 270 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's.

The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. As the College was founded by the Church of England, the Principal operates across networks of not only the academic university but also the worldwide Anglican Church and other denominations. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.



JOB SUMMARY AND PURPOSE

The role of the Assistant Principal

The Assistant Principal supports the Vice Principal in the leadership and coordination of student services, support, and enrichment across the College. The postholder plays a key role in delivering an inclusive and positive student experience, in line with College strategic priorities.

This includes leading student-facing operations, working with student leaders, managing support processes and events, and contributing to College-wide planning and emergency response. The role offers variety, high engagement with the student community and the opportunity to shape how students flourish within the distinctive ethos of St John's.

KEY RESPONSIBILITIES

Management

- As a member of the College's middle management team, support the College Officers in fostering a vibrant and inclusive College community.
- Contribute to the College's operational planning and the implementation of strategic priorities.
- Line manage student support staff, with responsibility for recruitment, induction, training, development, performance management, and pastoral wellbeing. Provide functional leadership to other staff involved in delivering student services.
- Support the implementation of statutory, regulatory, and College policy requirements related to student support, wellbeing, and student services, under the guidance of the Vice Principal.
- Serve on the College Duty Officer rota (with training), providing an immediate response to operational, staff, or student emergencies and attending on-site within 30 minutes when required, during and outside normal working hours.
- Coordinate and oversee the delivery of College Duty procedures and training, working closely with Duty Officers and frontline staff.
- Represent the College on appropriate College and University committees and deputise for the Vice Principal as required.
- Act as Deputy Safeguarding Officer, contributing to the work of the Safeguarding Team and ensuring compliance with safeguarding, the Prevent Duty, and other relevant statutory frameworks.



College life and student services

- Lead the development and coordination of student enrichment initiatives across academic, cultural, wellbeing, and social domains, including responsibility for key College events.
- Oversee the provision of high-quality student support services, ensuring alignment with College values and responsiveness to the diverse needs of students.
- Act as the primary point of contact for postgraduate student support.
- Provide a professional and responsive service to a wide range of stakeholders, including current students, applicants, residents, and internal and external colleagues.
- Manage complaints, appeals, and student conduct matters in line with College and University procedures, including conducting investigations and presiding at disciplinary hearings. Ensure College processes remain up to date with relevant University policies.
- Coordinate College admissions and recruitment processes, including planning and leading student recruitment events such as Open Days.
- Work closely with staff and student representatives to coordinate pre-arrival and induction activities.
- Oversee the allocation and management of student accommodation, including the development and implementation of related policies.
- Build and maintain strong working relationships with the St John's Common Room and student leaders.
- Be an active and visible member of the College community, including working evenings and occasional weekends to support College events and initiatives.
- Undertake any other duties appropriate to the grade and role, as directed by the Vice Principal and College Officers.

PERSON SPECIFICATION

The Assistant Principal will be a friendly, motivated, and efficient individual with a passion to see students from diverse backgrounds progress academically, overcome challenges, and develop as mature, well-rounded individuals equipped to engage with difference. They will enjoy being part of a collegiate environment and actively support student enrichment and community life. The post-holder will be an effective communicator with a strong sense of professionalism and will be sympathetic to the College's Christian ethos.

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

A satisfactory DBS declaration is required at the time of taking up the post.



	Criteria	Essential	Desirable
1	Educated to degree level or equivalent experience	x	
2	Professional practitioner with knowledge and expertise in the delivery and development of services, events, and activities.	x	
3	Experience of implementing policies and procedures and supporting change and service improvements.	x	
4	Ability to work with a high-level of accuracy and attention to detail.	x	
5	Excellent communication skills including a high standard of written English and the ability to develop effective working relationships, both internally and externally.	x	
6	Experience of providing specialist advice, guidance and training to a range of customers and colleagues, including more senior colleagues.	x	
7	Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.	x	
8	Proven ability to coordinate complex or concurrent activities effectively, ensuring smooth delivery of operational and strategic priorities.	x	
9	Experience of supervising/managing a team and/or a line management qualification.	x	
10	Excellent organisational skills, with the ability to manage a varied workload, balance competing deadlines, and work independently and proactively.	x	
11	Ability to solve problems and decide on and plan appropriate solutions.	x	
12	Strong digital competence across a range of digital devices and apps including digital communication tools, Microsoft 365 applications and business systems.	x	
13	An excellent understanding of issues associated with confidentiality and information sharing.	x	
14	Willingness and availability to work outside standard office hours to support key College events and activities.	x	
15	Experience of working directly with students in a Higher Education context.		x
16	Experience of events management and coordination.		x
17	Experience of supporting people with complex needs.		x

APPLICATION PROCESS

This application should include:

- Letter of application indicating fulfilment of criteria
- CV
- Names, address, email and phone number of two referees (including current or most recent line manager).

Applications should be addressed to the Vice Principal, Dr Rebecca Bouveng, and submitted by email to rebecca.bouveng@durham.ac.uk by 23:59 on **15 June 2025**. Interviews will be held in person at St John's College on **Tuesday 1 July 2025**.