

**RECRUITMENT INFORMATION PACK**

**PRINCIPAL SGS BERKELEY GREEN UTC**

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Sara-Jane Watkins, Chair, SGS Berkeley Green UTC Project Steering Group.

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SGS Academy Trust

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December 2016

Dear Applicant

Thank you for your interest in applying for the post of Principal at our new SGS Berkeley Green University Technical College (UTC).

We hope that after reading the information provided within this pack you will be encouraged to apply and are excited by our UTC and the ambitions for our pupils.

The SGS Berkeley Green UTC will open in September 2017. It will provide ground-breaking, genuinely innovative education for young people aged between 14 and 19 who are interested in either Advanced Manufacturing or Digital Technologies.

The UTC will be located at the Gloucestershire Science and Technology Part at Berkeley Green Gloucestershire. Amongst our key employer partners are Versarien, GE Aviation, Finmeccanica (Selex-ES) and GCHQ.

We are seeking a Principal who will be an enthusiastic promoter of our vision and education innovation, both to prospective students and their parents, as well as to employers.

If you would like an informal and confidential conversation about the post and/or the opportunity to visit the UTC in advance of submitting an application, please contact our Trust’s CEO Kevin Hamblin on 07789 438727 or at kevin.hamblin@sgscol.ac.uk.

The closing date for applications is noon on Friday, 16 December 2016 and interviews will take place week commencing 9 January 2017.

I look forward to receiving your application.

Yours faithfully

Valerie Bragg Sara-Jane Watkins

Chair of Trustees Chair of SGS Berkeley Green UTC Project Steering Group

**Principal SGS Berkeley Green UTC**

**Date**: Applications to be received by noon on Friday, 16 December 2016

**Salary**: £76,814 - £86,825

**Location**: Gloucestershire Science and Technology Park, Berkeley Green, Gloucestershire

**Contract type**: Full-Time

**Contract term:** Permanent

The Trustees of SGS Academy Trust are seeking to appoint a Principal to lead the SGS Berkeley Green UTC, a University Technical College specialising in Advanced Manufacturing and Digital Technologies, including Cyber Security, at Gloucestershire Science and Technology Park, Berkeley Green, Gloucestershire, for young people aged 14-19.

The UTC is planned to open in September 2017, in purpose built, state-of-the art buildings.

We provide children and young people with a broad and challenging curriculum delivered by high-quality teachers supported by leading experts from local employers.

We are located close to the SGS Engineering Skills Centre and University of Gloucestershire’s Cyber Security Centre, both at the Gloucestershire Science and Technology Park. Our curriculum will be designed to develop expertise and knowledge about our specialisms whilst providing students with an opportunity to access both the English Baccalaureate and the Technical Baccalaureate.

Building a new learning environment from scratch is not without its challenges - but the rewards are enormous!

We have an interim project team in place and we will look to you to appoint and lead the team of teachers and support staff and to establish the school on secure and firm foundations. Our ambition and commitment is to deliver an outstanding level of education and care.

***Are you attracted to the idea of being part of something to which you can make a significant and unique contribution?***

***Do you thrive when you have the ability to design and build your own professional environment rather than inheriting and maintaining what is already in existence?***

If so, and you are have a proven track record of outstanding leadership, we want to hear from you.

Please visit our website: [www.berkeleygreenutc.org.uk](http://www.berkeleygreenutc.org.uk) for more information about the UTC and how to apply.

For an informal and confidential discussion about the post please contact Kevin Hamblin, CEO, SGS Academy Trust on 07789 438727 or at kevin.hamblin@sgscol.ac.uk

Closing date: 12.00 noon on Friday 16, December 2016

Interviews: will be held week commencing 9 January 2017

*The SGS Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.*

**About the SGS Berkeley Green UTC**

SGS Berkeley Green UTC is being established to respond directly to the high demand from employers across the region and locality in the sectors of Advanced Engineering, Digital Technologies, and Cyber Security, for skills which are not being met currently within our schools. To date, over half the schools within a 45-minute radius of the UTC perform above average in inspection but underperform in terms of adding value between Key Stage 2 and Key Stage 5. Vocational provision is predominantly at Level 2, and is a weak offer generally.

Gloucestershire County Council welcomes the UTC as an attempt to respond to employer demand for better qualified and experienced young people entering their workforce and improving their competitiveness. Recent research for the successful GFirst LEP Growth Deal bid highlighted the case for greater investment in skills to support the higher than average demand for highly skilled jobs which are currently calculated to represent 46.6% of employment in Gloucestershire.

In their letter of support for the UTC, the County Council noted that the choice of digital technologies and advanced manufacturing reflects likely economic growth in the region, as the numbers of higher-level apprenticeships in the ICT sector remains too low for the skills gaps emerging. Gloucestershire has a strong manufacturing bias when compared regionally and nationally, 13% compared with 8% nationally of employment in this sector, but in the LEP research, 17% of manufacturing employers reported that they had members of staff with a skills gap. With employers leading the UTC, this presents them with a unique opportunity to address these concerns.

SGS Berkeley Green UTC will respond to the clearly-expressed demand, providing technical vocational education for 660 14 to 18 year olds and supporting progression to Higher Education, Employment, Apprenticeships, Higher Apprenticeships and Degree Apprenticeships.

SGS Berkeley Green UTC has been proposed by a partnership of South Gloucestershire and Stroud (SGS) College, the University of Gloucestershire, founding employer partners/sponsors – Versarien PLC; the Gloucestershire LEP, GFirst; 3DSL: GE Aviation and Finmeccanica (Selex-ES), and augmented by the support of 2 other LEPs (West of England and Worcestershire), two local MPs, one of whom is Neil Carmichael, Chair of the Education and Skills Select Committee, and our MEP, in response to key needs and skills gaps identified. Other partners include the Cyber Security Centre at Berkeley; Gloucestershire Engineering Training; Allcooper; National Cyber Skills Centre; Poeton; Delphi;

ABB Ltd.; QA Apprenticeships; and the West of England Aerospace Forum (WEAF).

SGS Berkeley Green UTC aims to develop its students into suitably qualified young people who have an excellent understanding of employer requirements. In this way, the UTC will assist young people leaving school to be better prepared for the world of work and lifelong learning, and so help fill the gap experienced by employers.

**Vision**

***To provide a unique, world-class education and training experience that will meet the needs of employers and provide highly relevant technical education, strong academic standards and life skills that will inspire students and raise aspiration levels, enabling all of our young people to enter an apprenticeship or higher apprenticeship, further or higher education or employment.***

SGS Berkeley Green UTC aims to offer excellence in a blend of academic, applied general and technical education, and to become another outstanding education provider to the stable of provision in Gloucestershire and South Gloucestershire as a whole.

Our vision for the UTC is that it will primarily provide practice-based education for all students, driven by employer requirements, leading to their progressing not only to training, but also to university, in our chosen specialisms of digital technologies, cyber security and advanced manufacturing.

The specialist provision at SGS Berkeley Green UTC, with pathways to further education, training and employment in the digital technologies, cyber security and advanced manufacturing industries, responds directly to demand as shown by both the regional drivers and the requirements of employers. It sits alongside a broad-based general education including English and mathematics, a modern foreign language, humanities and personal, social and health education.

A core element of the SGS Berkeley Green UTC’s vision is that of partnership. The partnering approach is central to the vision of success for the UTC, such as the one with SGS College, where the UTC will work closely with the adjacent SGS College’s GREEN Skills Centre, through a service level agreement, sharing student services and staff facilities, and providing flexible pathways of progression for all students.

**Ethos**

SGS Berkeley Green UTC will attract a comprehensive, all-ability intake, providing education for 14 to 19-year-old students, with two entry points, one at 14 years old (Year 10) and one at 16 years old (Year 12).

The hallmarks of SGS Berkeley Green UTC, defining its ethos, will be:

* a partnering approach to curriculum and pastoral delivery, effectively using our high calibre sponsors and partners to set high aspirations for our students, and to support our mentoring and coaching approach to learning;
* an overarching framework of work-ready skills education, including the development of students’ strong literacy and numeracy skills, as well as creativity, determination, risk taking, critical thinking, teamwork and problem solving, that will build their confidence, resilience and personal qualities so that they are able to become self-organised and motivated, able to make the most of their curriculum opportunities;
* a project-based, real world and practical pedagogical approach led by employer sponsors’ industrial experiences, and by our university partner’s expertise, using a carefully formulated blend of content and process to help students attain the highest possible outcomes, both academic and vocational, within our specialism;
* high performance in terms of student achievement, academic and technical performance, in an inclusive and gender-balanced environment;
* an integrated ICT strategy to support our brand of innovative blended learning, allowing seamless sharing and flexibility of approaches to delivery both inside SGS Berkeley Green UTC, and when in the partners’ workplaces;
* a strong reputation for excellence amongst parents, our feeder and partner schools, employers seeking to recruit, and universities;
* students able to progress seamlessly into the job market to lessen the skills shortages that employers experience, and to benefit from the opportunities that employers provide;
* students engaged and stimulated through a holistic curriculum that prepares them for life and work in modern Britain.

**Principles**

SGS Berkeley Green UTC is built on the following core principles:

* To place the student at the heart of all that SGS Berkeley Green UTC does;
* To value our students, recognising that they bring with them skills, knowledge and understanding that contribute to learning at SGS Berkeley Green UTC;
* To ensure that students have a holistic, broad and balanced learning experience;
* To provide our students with a world-class technical and scientific education using the latest equipment and technology used by industry;
* To utilise and place at the heart of the curriculum an employer and university partner approach to learning;
* To ensure that all students are individually supported to achieve their very best through a robust personalised learning approach, supported by personal and academic tutoring;
* To engage, stimulate and motivate our students through our project-based approach to learning;
* To provide our students with real world and work-focused learning approaches to deliver business-ready, resilient and focused young people ready to continue working and learning independently in modern Britain and further afield.

**About our Staff**

The SGS Trust recognises that our staff are key to our success. We look to recruit, retain and develop people who are professional and committed to our ambitions for our students.

**About the SGS Academy Trust**

The SGS Academy Trust (SGSAT) is a multi-academy trust, and is sponsored by one of the largest Further Education providers in the south west, South Gloucestershire and Stroud College.

The SGSAT was formed in January 2015 to sponsor its first school – The Forest High School, an 11-16 mainstream school in Cinderford, Gloucestershire. The Trust is also planning to open a Specialist Free School call SGS Pegasus in September 2017 for 4-18 year olds who are on the Autistic Spectrum.

**Our Vision:**

*SGSAT will support schools to improve pupil attainment and distance travelled through the provision and coordination of effective performance management and professional development/capacity building, continuous improvement and promoting best practice through peer support and knowledge exchange.*

*SGSAT will provide efficient, effective and coordinated non-curriculum services to each school to;*

* *drive down the costs of these services for each school,*
* *add value in the services they could access individually and*
* *ensure more budget is focused on student-facing services.*

**Our Values:**

*We provide an essential service for our communities and will act with honesty, respect, responsibility and care*.

**Our Mission:**

*The SGS Academy Trust will aim to focus on the development of the whole child by involving pupils, parents/carers, staff and the community in a supportive, aspirational and caring environment. We will positively promote and nurture the academic, moral, social, physical and creative growth of the children in our care*.



**Job Description**

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| **Job Title** | Principal |
| **Main Purpose of the role** |
| Crucial to the success of the SGS Berkeley Green UTC is the recruitment of a special person with a substantial leadership track record and a flair for leadership and management who will endorse our ethos and achieve our vision. The Principal will be committed to the highest achievement for all and be a creative and enthusiastic educationalist and a fantastic communicator for all stakeholders. He or she will lead through a management structure which will enable staff to develop to the best of their potential. We will be seeking a person who has * leadership experience in a high performing secondary school or college and
* the ability to think innovatively with respect to curriculum development, enabling the delivery of education for employment and the capability to promote with passion and vision the UTC to both key stakeholders and prospective students and their parents.
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| **Key Tasks/Responsibilities:** |
| The Principal’s main duties include:* providing outstanding leadership and strategic direction, ensuring the highest expectations and standards in teaching, learning, behaviour, employer and community engagement and cost-effective resource management
* articulating the vision through excellent communication for the UTC to students, parents, staff, stakeholders, employers and the public; advising the Governing Body on possible strategic direction and development and providing key information to Directors
* managing effective teaching and learning for all abilities
* ensuring that the curriculum and learning experience matchesthe aspirations of students and the needs of employers through direction of the Head of Employer Engagement
* liaising with partners for collaboration and shared delivery and joint opportunities
* promoting excellence, equality and high expectations of all students in both their accredited learning and extra-curricular activities; ensuring that students achieve more than they thought possible
* deploying resources to achieve the UTC’s aims, including the spiritual and emotional well-being, health and happiness of young people and embracing Britishness in all we do; ensuring effective use of the UTC’s resources
* evaluating performance effectively and identifying priorities for continuous improvement; raising the performance of the UTC to levels consistently above benchmarked performance
* carrying out day-to-day management, organisation and administration; providing direction for staff; monitoring and evaluating staff performance
* collaborating and leading in community initiatives securing the commitment of the wider community
* Creating a safe and productive learning environment that is engaging and fulfilling for all students and exploiting modern technologies and education initiatives to enhance achievement
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| **Role Dimensions** |
| * Leading the Senior Leadership team of 1.5 direct reports with responsibility for all staff which will be up to 51 FTE when the UTC is at full capacity
* Responsible for an annual budget of £4 million when the UTC is operating at capacity
* When the UTC is full, will have responsibility for the care and education of 660 full-time students
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| **Key Interfaces** |
| * The Board and the Governing Body of the Trust.
* Parents of students, both existing and prospective
* Local Engineering and Digital employers
* Gloucestershire County and South Gloucestershire Councils
* Head teachers of secondary schools in Gloucestershire, South Gloucestershire local authorities
* Senior Leadership teams of UTC partners, that is SGSAT, SGS Commercial Services, SGS College and University of Gloucestershire
* Baker Dearing Trust
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| **Person Specification**  |
| **Qualifications and Attainments** |
| Degree Equivalent | Essential |
| Teacher Qualification | Desirable |
| Management Qualification | Desirable |
| Essential is to identify an individual who demonstrates a commitment to technical and vocational education and who can build strong, effective partnerships with local employers, demonstrating empathy with their skills requirements whilst promoting how young people can develop the essential skills and expertise needed. Proven ability of raising standards for all students and ability to support their transition to and from the UTC is crucial, with experience of opening a new school or facility preferable.Desirable personal qualities and expertise are as follows.Experience:* Has held a senior leadership role in a high-performing secondary education/college establishment
* Expertise in curriculum planning, learning strategies, teaching and assessment, schools/performance improvement
* Able to use data effectively to monitor, evaluate and improve the quality of learning experience for students
* Demonstrates the ability to motivate students by raising aspirations, achievement and attitudes and recognises and celebrates their achievements
* Promotes inclusion for all students and safeguarding of vulnerable children and embraces the PREVENT agenda
* Experience of managing the effective transitions to and from school for learners

Leadership abilities:* Inspirational and motivate driving exceptional success through the endeavours of students, parents, employers and staff
* Strategic thinker able to develop and articulate vision, aims and ethos of the UTC to all key stakeholders: students, staff, parents, employers and the community
* Strong leadership capabilities, particularly in developing and communicating with a new team; motivating and encouraging all students, staff and other key stakeholders
* Consultative yet decisive approach
* Ability to ensure that Health and Safety is complied with and fully embraced across the whole of the UTC

Management and communication skills* Ability to embed confidence and positivity across  people with a broad range of backgrounds and personalities
* Good knowledge of and ability in opening new schools and planning school improvements
* Ability to evaluate performance, set challenging targets, identify improvement initiatives whilst ensuring effective professional development of staff to meet current and future requirements
* Motivational to enable change
* Good understanding of financial management
* Conversant with latest educational developments especially at secondary and post 16 level, with the ability to identify and lead the introduction of best practice
* Strong advocacy skills to promote effectively the SGS Berkeley Green UTC externally, gaining support from a wide range of stakeholders, especially local schools and employers

Personal qualities* Resilient
* Charismatic, with the ability to lead, motivate and inspire whilst empathetic to the needs of others
* Excellent communication skills with strong networking abilities across a wide range of partners, stakeholders, employers, staff, parents and students
* Target driven whilst able to cope and adapt to pressure
* Good listener and able to adapt to changing situations
* Enthusiastic and able to inspire others
* Possessing integrity, warmth and a good sense of humour
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| **Measurable Performance Standards for this Role** |
| The Principal will be responsible for the attainment of key performance indicators for the UTC.SGS Berkeley Green UTC will focus on a limited number of quantitative measures of success. These have been derived from the UTC’s stated goals. Attainment and Progress* SGS Berkeley Green UTC will achieve outcome measures for ‘Progress 8’ overall measure and ‘Attainment 8’ grades that are in the top 20% of similar schools in its first examination cohort (taken at the end of Year 2)
* All student outcomes at Key Stage 5 will demonstrate added value in the top 25% of similar schools
* Attainment targets to be set and achieved for each cohort relating to FFT’s Aspire 20 data set
* SGS Berkeley Green UTC will achieve outcome measures for English and Mathematics grades at GCSE/L2 qualifications which are in the top 20% of similar schools in its first examination cohort (taken at the end of Year 2)
* Performance in the top 20% of similar schools for those students taking fewer subjects or those taking Level 1 awards
* Progress during the first year of opening will demonstrate that students and the UTC are on track to achieve the above targets in the examinations taken at the end of its second year
* Attainment for looked-after CIC/FSM students, EAL students, and those with special needs, particularly in English and Maths: we aspire to raise the attainment levels for these students to the level of their peers. We aim to ensure that those students who attract the Pupil Premium will perform at least at 75% of the level of their peers in Year 1, and above national average for similar students in Year 2 onwards

Learning* No student falling more than a week behind with their studies

Teaching* Most teaching judged outstanding, and none requiring improvement by the end of the second year

Attendance* Percentage to be above national average benchmarks for each year group – at 96% or better
* Persistent absence levels to be below national average benchmarks for each year group

Admissions* SGS Berkeley Green UTC has a phased approach to achieving full capacity, with the aim of achieving full capacity by Year 4

Behaviour* Behaviour judged as Outstanding
* Fixed term exclusions to be well below local averages – we aim for zero permanent exclusions.

16-18* All 16-18 students will be in education, training and employment (either at the UTC or, through the UTC, supported and monitored elsewhere). That is, no UTC will become part of the NEET group

Post-18* All students at 18 will either move on to university, or employment or be in further training; that is, no leaver will become part of the NEET group
* We aspire to have 75% of sixth form graduates going into Higher Education and/or Higher Level Apprenticeships

Equipped to succeed* All students to leave SGS Berkeley Green UTC equipped with leadership & employability skills, with at least one qualification in these areas, plus technical knowledge and independent learning skills to equip them for the 21st century business environment
* All students to leave SGS Berkeley Green UTC having had the opportunity to consider their own values, and to develop values required to succeed in modern Britain

Future readiness* All students to leave SGS Berkeley Green UTC with a clear ‘game plan’ of their next steps to achieve their vision for their own future

Satisfaction levels* SGS Berkeley Green UTC is popular and over-subscribed
* Employers, parents and students are very satisfied by the UTC’s provision, communication protocols and outcomes
* The local community feel appropriately welcomed and involved with the UTC and its students.

Financial Performance* Sustainable financial position maintained and forecasted
* Ensuring proper use of government money
* Maximising the value added and securing sponsorship wherever is possible.
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| **Level of Disclosure and Barring (DBS) disclosure required** |
| Enhanced with barred list checks |
| **Author and Date** |
| **Clare Wilson November 2016** |
| **Job Evaluation *(for HR Completion)*** |
| **Score** |  | **Profile** |  | **Level** |  |

As the needs of the UTC change, so the above job profile, duties and location of the role within the UTC may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.