

citygatewaycollege.org.uk

**CITY GATEWAY COLLEGE**

**CANDIDATE INFORMATION PACK**

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**Welcome**

Thank you for your interest in City Gateway College, an exciting organisation facing many unique challenges and opportunities. We aim to inspire and nurture the next generation of enterprising citizens, and are looking for highly skilled, resilient, and visionary practitioners to join us on this journey. This is more than a job to us; it is a choice to get involved in real situations, knowing that what we do each day can make a real difference to the lives of young people in East London. We value diversity and look to recruit people who can bring a broad range of skills and experiences. If you are passionate about working with young people holistically to achieve sustained, positive outcomes in work and life, we welcome your application.

**Role: Assistant Principal x 2**

**Background of City Gateway College**

City Gateway College (CGC) is an outstanding 14-19 provider with a solid track record of impacting young people's lives through education, work-related learning and personal development. Having originally been established as an alternative provision, we have recently repositioned ourselves as an enterprise specialist college.

Remaining rooted in the mission and ethos of City Gateway Trust, the local charity that founded the college in 2012, we aim to prepare and progress young people aged 14-19 into sustained education or employment. Our programmes consist of a Key Stage 4 Alternative Provision for students who have struggled to thrive in mainstream education, and a Key Stage 5 college for 16-19 year olds aspiring to a work-related learning route. Many of our students face significant barriers to education and employment and our delivery model seeks to address these barriers. A broad range of training and outreach projects continue to be offered by City Gateway Trust for women, children and young adults aged 19-24.

CGC’s provision has an intensively staffed pastoral model, with all students offered one to one coaching and progression support.

**Context of the role**

At City Gateway College, we operate a small school model with a holistic and inclusive approach to learning, and an emphasis on personal development. Students follow a vocational pathway, core curriculum subjects, and a dynamic programme of enterprise and citizenship activities that develop their transferable skills and fuel their ambitions.

This summer saw a strong set of results across KS4 and KS5, with significant improvements in English and maths. By appointing an Assistant Principal, we aim to build on this success and to develop a robust and dynamic core offer that will equip our students for future success.

We are looking for an inspirational Assistant Principal with strong leadership and outstanding management skills to join our senior leadership team and work under our Associate Principal. The ideal candidate will have a teaching specialism in either of these subjects: Maths, Sport, Business Studies, Media, Humanities or Hair and Beauty.

The successful candidate will be a resilient self-starter who will foster a spirit of both innovation and excellence in his/her team. He/She will have excellent interpersonal and organisational skills, and be able to transform the learning experiences of even the most disengaged students.

If you have some departmental leadership experience, as well as a track record of working successfully with disengaged or disadvantaged students, this could be the role for you. You will be an ambitious and highly skilled practitioner who has the expertise to oversee and develop a small and enthusiastic group of staff who are predominantly at the early stages of their careers.

In addition, we are keen to appoint someone who is as passionate as we are about helping students to acquire essential work related numeracy and literacy skills, and has the vision to embed both across the organisation.

Whilst the work will be challenging, the benefits of working in a small-scale, alternative environment will be attractive to candidates who have a hands-on, creative approach to teaching.

**Job description for Assistant Principal**

**Line manager:**

The post holder will report to the Associate Principal

**Core responsibilities and duties:**

* To fulfil the professional responsibilities of a teacher
* To ensure effective relationships with all stakeholders
* To lead and manage the Curriculum
* To assist in the development of the Curriculum staff
* To assist the college leadership

**Associated responsibilities and activities:**

**1. Professional Responsibilities**

* + To support the college’s aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Principal
  + To teach students within the college
  + To lead and develop the faculty through management of the team
  + To provide strategic leadership and operational management at a whole college level
  + To carry out such other associated duties as are reasonably assigned by the Principal

1. **Relationships**
   * The post holder is responsible and accountable to the Principal
   * The post holder reports to the Associate Principal
   * The post holder supervises the teaching and associate colleagues allocated to work in the faculty
   * The post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school’s aim to improve the quality of teaching and learning
2. **Particular Responsibilities**

## Curriculum

* + To raise standards of student attainment and achievement within the faculty
  + To be accountable for student progress within the faculty
  + To give leadership to the faculty and to be responsible for the planning, effective implementation and regular review of the curriculum
  + To co-ordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment to ensure students are taught in a demanding and inspiring way;
  + To work as part of the Leadership Team to ensure that whole school developments are incorporated in the work of the faculty;
  + To plan, implement and monitor effective self-evaluation and improvement planning according to the policy of the college
  + To liaise with other faculties in order to establish and maintain curricular cohesion and enrichment opportunities and to work with all relevant colleagues to ensure a fully inclusive provision
  + To enable faculty colleagues to keep abreast of new developments and to keep the Principal and Leadership Team advised of these.

## Management

* + To advise the Principal and the Leadership Team on the aims, policies and procedures of the faculty, and the resources that are required to implement faculty aims
  + To regularly liaise with the Leadership Team, to chair regular faculty meetings, and to represent the faculty at other meetings convened by the Principal
  + To maintain efficient and effective control of the faculty’s budget
  + To promote the effective use of the faculty’s rooms, facilities and equipment, proper maintenance of the materials and fabric of the faculty, and the observance of relevant health and safety regulations
  + To ensure that faculty areas present a stimulating environment
  + To assist the Principal and/or the Leadership Team in the preparation of reports relating to the work of the faculty, including the progress of students, and to make contributions to materials published about the college. This may include the analysis of data or the collation of evidence
  + To ensure that appropriate arrangements are in place when faculty colleagues are absent
  + To lead, organise and evaluate monitoring of teaching and learning in the faculty in line with whole college policy
  + To allocate students to teaching groups within the faculty according to college policy in consultation with members of the faculty and to provide up-to-date staff teaching group lists
  + To be responsible for the conduct and behaviour of students within the faculty and to support colleagues within the faculty, liaising with parents and carers as appropriate
  + To establish and oversee faculty examination policy and both internal and external assessment procedures with the agreement of the Leadership Team
  + To oversee student subject reports and reporting at Student Review Days
  + To oversee the work of all members of the faculty, including homework, marking, assessment and evaluation

## **Staff Development**

* + To assist in the selection for appointment and in the further professional development and training of colleagues in the faculty, including those responsibilities associated with the induction and assessment of new and newly qualified members of staff
  + To support faculty colleagues in matters of student welfare and discipline and to develop appropriate support strategies and referral systems in accordance with general college policy
  + To support the work and professional development of trainee teachers where responsibility for initial training arrangements have been agreed
  + To carry out the annual cycle of appraisal in accordance with college policy, agreeing and monitoring targets as team leader for the faculty

1. **College Leadership**
   * Contributing to the well-being and development of the college including the supervision of students, the guidance of teachers, and consultation with the Leadership Team and other senior colleagues as appropriate
   * Leadership of a significant number of staff in accordance with college policy
   * To participate fully in the day to day management of the college, including relevant SLT meetings, assemblies, meetings with parents, duties, representing the college at functions and events, plus any other management responsibility commensurate with a role on the Leadership pay scale
   * Taking on an additional whole college responsibility in negotiation with the Principal
   * To carry out any other reasonable duties as may from time to time be requested by the Principal

***This job description may be amended at any time by agreement, but in any case will be reviewed annually.***

**Person Specification: Assistant Principal**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| Education and  Qualifications | • A good honours degree in a relevant subject, PGCE and QTS.  • Ability to teach & Manage in any of the following areas Maths, Sport, Business Studies, Media, Humanities or Hair & Beauty |  | Application form.  References. |
| Relevant experience | A successful record of:   * working in a challenging educational context * contributing to decision-making and leading initiatives * leading teams and participating as a team member * setting high standards to staff and students by personal example * contributing to raising academic standards * setting targets for students and monitoring student performance * setting targets for own work, for the work of colleagues and reviewing progress/outcomes * dealing with day-to-day issues while remaining focused on longer-term goals * professional development | Successful experience of Middle or Departmental Leadership | Application form.  References. |
| Special knowledge and  skills | Able to demonstrate s/he can:   * lead and inspire others * work on their own initiative and be part of a team * see tasks, plans and ideas through to completion * think strategically but have an ‘eye for detail’ * undertake complex, problem solving tasks such as data analysis * assimilate information quickly and prepare helpful summaries * use emotional intelligence to manage change effectively * develop links and access resources * use ICT solutions effectively and with confidence | Evidence of the innovative deployment of technology in  improving learning outcomes | Application form.  At interview.  References. |
| Attitudes | Able to demonstrate:   * they value the education of every student as equally important * a commitment to equal opportunities * a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues * be committed to high quality in all aspects of their work * experience as an outstanding teacher * the ability to maintain strong relationships with students and parents. |  | At interview.  References. |
| Personal qualities | * creative and imaginative * efficient * ambitious * committed to improving standards * an effective lead motivator * good sense of humour * genuine concern for others * decisive, determined and self-confident * integrity, trusted, honest and open * empowers, delegates, develops potential * accessible and approachable * clarifies boundaries, keeps others informed and involves others in decision making * encourages critical and strategic thinking * intellectual tenacity and resilience * excellent attendance and punctuality |  | At interview.  References. |