

Candidate Information Pack

VICE PRINCIPAL – TEACHING, LEARNING AND STUDENT ACHIEVEMENT



**‘...an excellent culture and ethos that is strongly focused on
developing the craft of teaching and supporting learners to succeed.’
(Ofsted 2016)**

April 2017

Dear Applicant,

Thank you very much for taking an interest in the post of Vice Principal (Teaching, Learning and Student Achievement). This opportunity arises as a consequence of my promotion to the position of Principal following the decision by Kevin Watson, the current Principal, to retire at the end of the academic year. The successful candidate will be working with myself, the two other Vice Principals and the College Management Team to ensure the continued success of Leyton Sixth Form College through the changes and challenges of the coming years. It will be our mission to uphold, and improve, the educational standards of the college and to support and defend its distinct ethos and culture; thereby providing an environment in which our students can continue to flourish personally, academically and socially.

Based on my experiences over the last four years there are, I believe, several good reasons for applying for this post.

Firstly, having a substantial role in maintaining and improving the quality of teaching and learning, overseeing and developing the College curriculum and ensuring that teachers and departments are effectively resourced and supported will provide you with a range of intellectually stimulating and professionally rewarding tasks.

Secondly, you will be working at a successful establishment which has been judged 'good' in all three of the last inspections and which has continued to go from strength to strength in terms of the teaching and learning environment, wider student experience, results and popularity. To be part of that success and yet to ensure that we don't stand still in these testing times and that we continue to strive for excellence in all we do should provide plenty of scope to develop your own ideas, approaches and initiatives.

Thirdly, you will find that doing the job should be highly enjoyable. As a senior management team we work very hard and we are genuinely and relentlessly committed to teaching and learning and a belief in educational opportunity as a means of bringing about individual fulfilment and social progress. At the same time, we preserve a sense of humour, optimism and irreverence even in the face of often perplexing government policies and increasingly stringent funding methodologies.

We are not necessarily looking for someone who has done it all before. The right attitude and outlook, aptitude and enthusiasm, and a willingness to work hard and learn quickly are likely to be as important as experience. There may also be an opportunity, once appointed, to help reshape the SLT and its distribution of responsibilities in order to best utilise existing skills and to develop areas of particular interest. I do not envisage major variations from how we work currently but we will be able to fine tune roles as appropriate.

If, in the light of the details included in the information pack, you judge that this could be the post and the College for you, we look forward to receiving your application.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'G. Burbridge', with a stylized, wavy line extending from the end.

Gill Burbridge
Principal Designate

Job Description

Job Title:	Vice Principal – Teaching, Learning and Student Achievement.
Job Purpose:	To ensure high quality teaching, learning and student outcomes across all areas of the curriculum
Salary:	£73,258 - £78,046 per annum

Responsibilities:

1. In conjunction with the other members of the Senior Leadership Team, make a full and effective contribution to the strategic leadership of the college.
2. Champion, across all curriculum areas, the principles set out in the College's Ten Key Features.
3. Line-manage Curriculum Managers, meeting with them singly and collectively and ensuring that the quality of teaching and learning and student outcomes are not less than good in any Programme Area.
4. Review, periodically, the curriculum offer to ensure its continuing relevance and attractiveness to students.
5. Identify and allocate the range of resources required to support excellence across the curriculum.
 - staffing levels
 - rooms
 - equipment and resources
6. Co-ordinate the rooming and timetabling of lessons.
7. In liaison with the College Information and Examinations area, make judicious use of data to inform curriculum-related decisions and initiatives.
8. Oversee the implementation of Programme Area action plans, arising out of self-assessment.
9. Facilitate the successful internal progression of students from one level to another.
10. Undertake lesson observations and run staff development sessions which promote high expectations, contribute to the promotion of the 'professional' student and seek to effect improvement in teaching, learning and student achievement.
11. Line-manage the STEM and E- learning Coordinators, ensuring that cross college initiatives are effectively planned and evaluated.
12. Promote the principles of equality and diversity as outlined in the college's Single Equality Scheme.
13. Undertake any staff development relevant to the needs of the post and as identified through staff review.

14. Keep abreast of, and respond whenever necessary to, changes in educational policy and funding.
15. Comply with health and safety regulations.
16. Deputise for the Principal when required to do so.
17. Act as college duty officer when so designated.

Carry out, as required, any other duties commensurate with the grade and general responsibilities of the post.

Person Specification

Vice Principal – Teaching, Learning and Student Achievement.

This person specification describes the experience and characteristics of the person we would expect to apply for this position. The information you provide in response to the salient points in the information letter to candidates and the headings in this document will play an important part in the shortlisting process. Applicants should use excellent written communication skills to demonstrate evidence of following:

Leading Teaching and Learning - a clear focus on the quality of provision in all areas of teaching and learning

- Demonstration of impacting positively on innovation, development and improvement
- Achievement of positive learning outcomes, resulting in greater student success

Employing, Leading and Developing People and Self - evidence of effective student-centred leadership

- Success in achieving staff accountability for excellent teaching, learning and student attainment
- Demonstrable contribution to the professional development of staff to improve teaching and learning

Managing Operations and Resources – a focus on accountability, responsibility and risk

- Success in challenging performance and allocation of resources to influence and achieve positive outcomes
- Effective awareness of how local and national factors may impact on the college

Strategy, Vision and Planning for the Future – demonstration of applying knowledge and understanding of wider educational issues

- Effective analysis of data to inform college-wide decisions
- Appreciation of the 'wider educational landscape' to anticipate and translate strategic plans into operational successes

OTHER KEY REQUIREMENTS

Qualifications & Training

- Degree/post graduate qualification
- Teaching qualification, e.g. PGCE
- Evidence of participation in effective CPD

Knowledge & Understanding

- Thorough knowledge of teaching, learning and assessment, current developments in the curriculum (secondary and post-16) and the principles of funding and self-assessment in a complex organisation
- Demonstration of current knowledge and interest in wider educational arena
- Understanding of how organisations work and the principles of effective leadership
- An understanding of and/or interest in the areas of responsibility in the job description

Experience, Skills, Abilities & Aptitudes

- Strong track record as a successful teacher and manager
- Evidence of being responsible for successful external validation processes
- Evidence of successful leadership and development in a curriculum or pastoral area
- Transferable skills to manage areas outside of immediate sphere of expertise
- Evidence of successfully raising student achievement
- Direct experience of the effective organisation and development of at least one of the chief areas of responsibility

Values and Personal Qualities

- Demonstration of vision and creativity to provide solutions to problems
- Clear understanding and empathy for the needs of students and staff
- Commitment to collegiate and consultative management style
- Enthusiasm, energy and a capacity for hard-work
- A positive attitude and a willingness to learn in the areas where you may be less knowledgeable
- Sense of humour and an awareness that nobody's perfect

Line Management

- Evidence of successful line management of a curriculum or pastoral area(s)
- Demonstration of making effective contributions at middle/senior management level

General

For all senior appointments, commitment to the following is expected:

- Safeguarding and promoting the welfare of children, young people and vulnerable adults
- Working with a diverse staff and student body in the interests of equality & diversity
- Participation in continuing professional development and partnership collaboration
- Maintaining high levels of health and safety in the workplace

Application Process

The application form should be completed and submitted by the specified closing date. A curriculum vitae is not needed and, as with most employment processes, will not be used for short-listing if it is supplied.

Please note that the personal statement section of the form is a crucial element of the application process. The statement must be succinct but specific and must refer to the following three points:

- a clear explanation as to why you are applying to this college at this time – why is this the right role for you
- how your previous experience prepares you for the role of Vice Principal of a sixth form college and, specifically, this one
- what you can bring to the future development of Leyton Sixth Form College and to the attainment of its strategic aims.

Whilst you should mention successes and accomplishments in your career to date, these are only relevant in so far as they shed explicit light on your capacity to contribute positively to the progress of LSC. A mere list of past achievements is unlikely to impress.

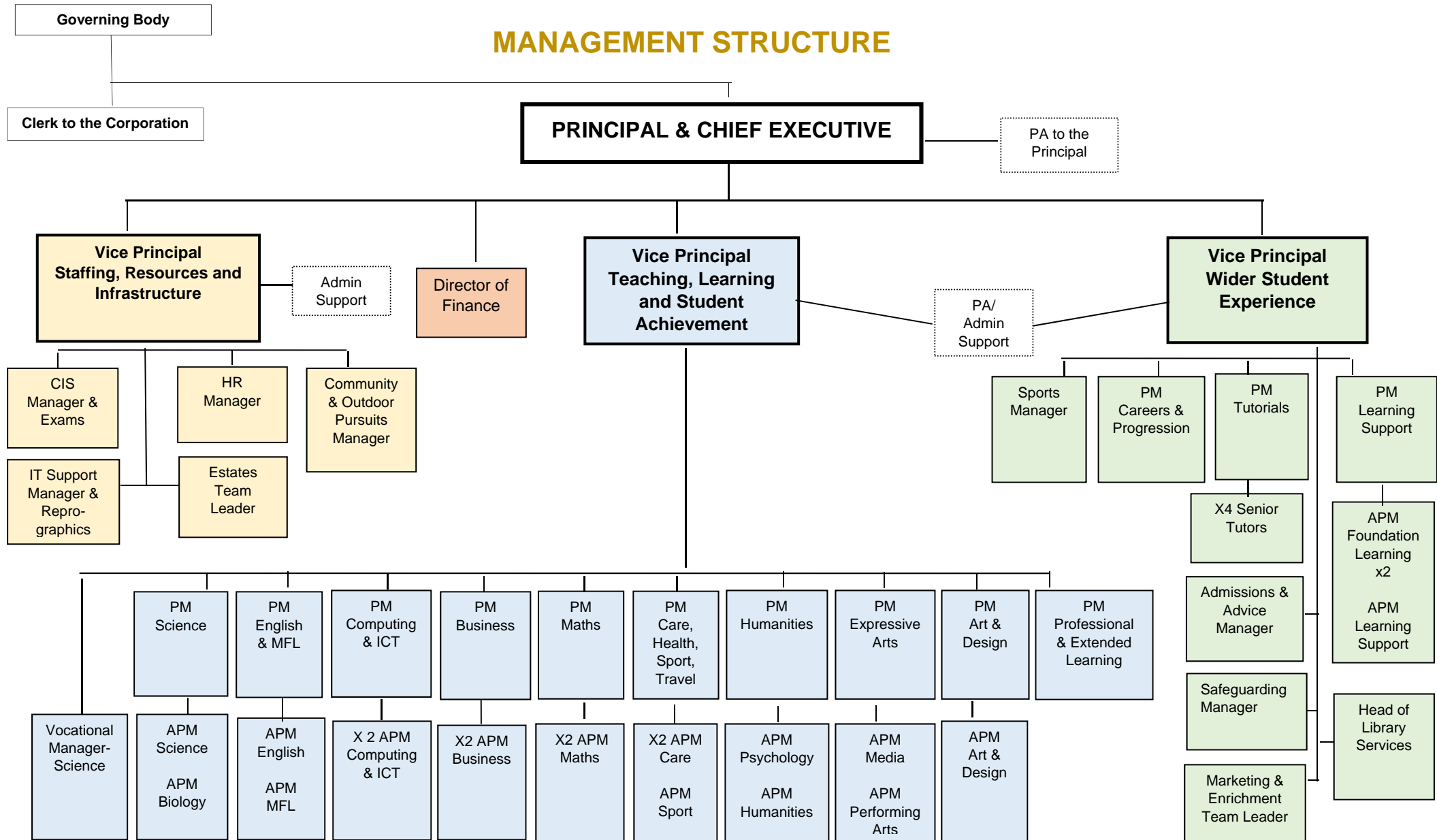
The deadline for applications for this role is **Monday 8th May 2017**.

Completed application forms should be emailed to jobs@leyton.ac.uk.

Shortlisted candidates will be contacted during the week commencing 15th May 2017 and given further instructions.

The selection process will take place on **Monday 22nd May 2017**. If necessary, candidates who are successful from this stage, may be invited for a further interview on the morning of Tuesday 23rd May 2017.

MANAGEMENT STRUCTURE



PM = Programme Manager
APM = Assistant Programme Manager