



Scarborough
Sixth Form College

Appointment of the Principal

**Candidate
Briefing Pack**





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Welcome from the Chair of S6F

Welcome from Steven Oldridge, Chair of Corporation

Thank you very much for your interest in the position of Principal of Scarborough Sixth Form College. Your time and effort is appreciated.

Our College has a mission to provide excellent service to its community, based in Scarborough, but drawing from students along the Yorkshire Coast and into the hinterland toward York and Hull.

Our current Principal, Marcus Towse, has been in post since the start of January 2013, and was previously Vice Principal from 2007. Over that time, the College has navigated austerity and funding constraints to retain excellent financial health with good cash reserves. It has taken great steps to widen its curriculum and improve its results. At the last short inspection by Ofsted in 2016 we were confirmed as Good, but were on the cusp of Outstanding. There are numerous challenges and opportunities as we face the future, but our ambition to be outstanding, and to be excellent in all we do, is paramount.

The College has a very strong reputation in its community, and you will find at the College a very talented and hard-working staff team, who are very proud of our deserved reputation, and determined to build on this. As Governors we recognise that at the heart of the College's success are staff who are committed to the highest standards of professional practice in order to provide the best experience for students. The ethos of the College - honest and self-critical, but supportive - is very precious to us.

Maintaining sound finances is a necessity of the role. But, above all, what matters to us is the quality of the student experience, the good teaching and effective support that underpins this. The person we appoint must have a passion for the education of our students, and the commitment to raise both their aspirations and achievement. Our new Principal will provide strong leadership for our College in challenging times and be the right person to lead the College to the next stage in its development.

To help you make the right decision we also offer you the opportunity to find out more about the College from Marcus, the current Principal. He can be contacted by phone 01723 365032 or by email m.towse@s6f.org.uk.

We very much look forward to receiving your application.
Yours sincerely



Steven Oldridge
Chair of Corporation



The Role of Principal

Our College is Good (and close to Outstanding) with excellent value-added, and outstanding financial health. We now offer a great opportunity for an ambitious and determined person to lead the College, from September 2018, moving it forward to become one of the best.

Already with substantial experience of management and senior leadership in education, you will have the skills and ambition to lead the College to excellence, through development and drive of the College team, and sustain its strong financial health in challenging times.

The College mission is “to provide excellent service to our community by achieving outstanding educational progress and adding value to the personal and social skills of all of our students”. Our community includes learners with a wide range of prior attainment, and it has been important that we attract both learners of the highest ability and aspiration, and learners with less confidence or more restricted ambition. Many of our students progress to Higher Education, and a significant number will be the first family members to have been to university.

Although you will need a high level of data fluency, with good planning and communication skills, the key to success in this role will be your ability to work with, and motivate, a diverse range of people toward clear aims through actions for improvement. You will have a very clear vision and sense of strategic purpose underpinning the evolution of the College, but you will also be able to respond effectively to a variety of day-to-day operational issues.

The new Principal will take forward a strong College, recently confirmed as Good by Ofsted in a Short Inspection in September 2016. Progress made by students at the College is very good, and we are one of the top-performing Colleges nationally for value-added at both A level and BTEC level 3. But we are not complacent, and our Self-Assessment report and Development Plan is very honest and clear about areas for improvement.

The College is in a strong position financially, with good cash reserves, having responded effectively to control costs and meet the challenges of funding constraint. It has also responded well to learner needs, and developed its curriculum provision, helping to maintain and diversify revenue. Out of the current Area Review, which endorsed our financial viability, we expect to engage in closer partnership and planning with local post-16 partners, such as Scarborough TEC and Coventry University Scarborough. It also works collaboratively with other local sixth form Colleges.



Key duties of the Principal include:

- to act as leader of the senior team, and the whole College, determining overall aims and priorities
- to act as a Governor, and work with the Governing Body to achieve the strategic aims of the College
- to play a leading role in shaping College strategy to meet external challenges
- to sustain a culture of high expectations and outcomes, and promote College values
- to take overall responsibility for the attainment of excellence in educational outcomes and the learning experiences of our students
- to oversee the development of the College curriculum provision to meet the needs of the our community
- to liaise with external partners and agencies, develop the College's external profile and act as the figurehead of the College
- to ensure financial and resource management is robust, and the College takes effective action to maintain its financial health
- to lead the College's management of risk
- to ensure the College is a safe environment, and learners are safe

Fuller details of the post requirements are provided in the Job Description and Person Specification.



The College

Scarborough Sixth Form College is an open-access College, which provides general education primarily for 16-19 year olds in the area. We provide courses for over 1000 students drawn largely from five local schools. Students also join us from independent schools, from 11-18 schools and we also recruit some mature students onto daytime and evening provision. As a standalone Sixth Form College we are financed directly by central government primarily through the Education and Skills Funding Agency and we take responsibility for our own expenditure and budgets. The governing body is responsible for the strategic direction of the College and for overseeing its activities. Governors have a wide range of skills and experience which enables them to provide good support and challenge.

The majority of our students are full-time, and follow Advanced (level 3) courses from which most progress onto Higher Education. We currently offer 28 different subjects at AS and A level. The College has developed a very successful vocationally-related provision in a range of BTEC Nationals and some 40% of our students now follow a study programme on which a BTEC is the main component. There is also a one-year Level 2 programme (our "Progression Year") consisting of GCSEs in Maths, English and Science plus a range of BTEC Firsts. Achievement at the College is high, and above national benchmarks, with very good positive value-added overall. The College recently had a Short Inspection in September 2016 and was confirmed as a Good provider. In truth, the College is close to Outstanding, and it is a realistic ambition for this to be achieved soon. Overall, the College deserves its strong reputation in the local community.

Enrichment activities form an important part of a student's education and we have high up-take of the Extended Project, the Duke of Edinburgh Gold Award and various sport teams and activities. In addition, our work placement programme is growing, and many students benefit from curriculum trips, visits, speakers, or input from local employers. The College was awarded the Sixth Form College Association Community Impact Award in 2017 for its outstanding Sports Leadership programme.

The College works closely with other partners in education and skills. We have very strong supportive relationships with 11-16 partner schools and our local University and we are increasingly engaged with local employers, and helping to meet the needs of the local economy, as well as serving the ambitions of the many students for whom the College acts as a gateway to Higher Education.

Backed by our strong reputation, and seeking to develop income streams, the College has recently set up an Apprenticeship Unit and we will deliver our first apprenticeships during 2018.



Following the Area Review we have a framework agreement for collaborative planning with our local Further Education College. The College is also a member of the NorVIC Sixth Form Colleges Federation, which is a grouping of fifteen colleges in the north east. This provides the opportunity for extensive networking and staff development at all levels with colleagues from other sixth form colleges.

Overall we have a comprehensive in-service education and training programme and are committed to helping members of staff develop their personal and professional knowledge and expertise. We are currently working with local schools to develop the Teaching School Alliance as one key strategy of the substantial government support for the North Yorkshire Coast's Opportunity Area.

The College enjoys good teaching facilities enhanced by up to date IT resources. It is set in attractive grounds on the outskirts of the town. The buildings have been developed and refurbished to meet the needs of a modern Sixth Form College with about £5 million being invested in the last few years.

For further information on the College, please visit our website www.s6f.org.uk to download our on-line prospectus and most recent Ofsted report.



S6F Mission and Values

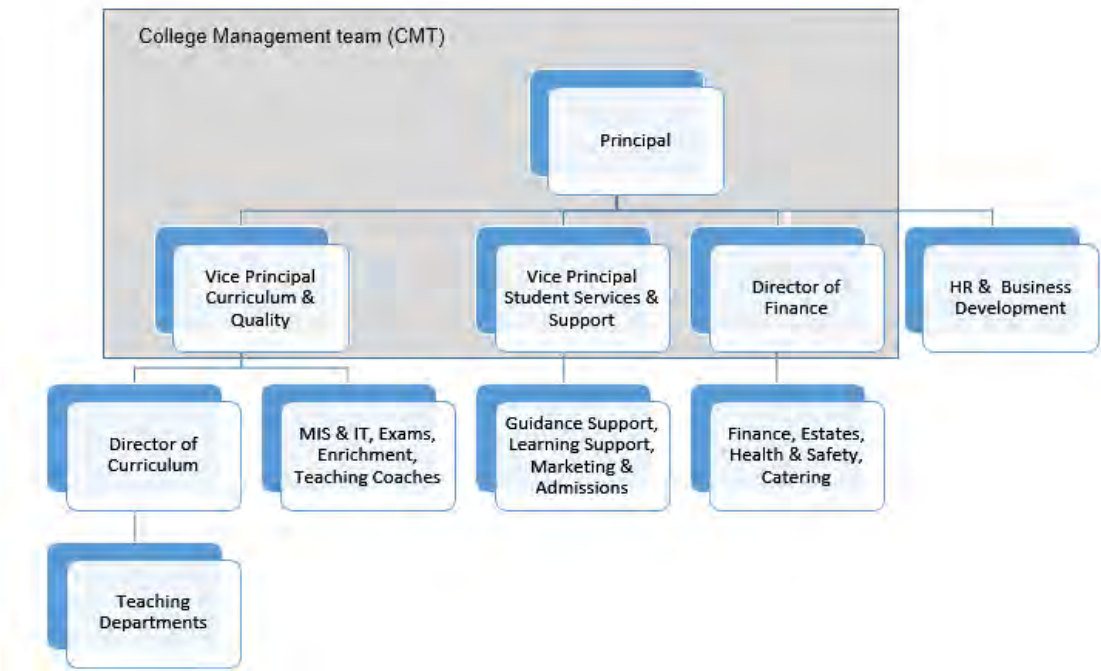
The College Mission

Our mission is to provide excellent service to our community, by achieving outstanding educational progress, and adding value to personal and social skills of all our students.

Values: The Principles of Excellence

- We are passionate about learning and its importance in life
- We have high expectations of ourselves and others
- We are honest, open, reflective and self-critical
- We do our best, adapt well to change and always seek to do better
- We are supportive team members

Management Structure





Scarborough and The Local Area

Scarborough is a friendly seaside town with good beaches and a most attractive coastline of cliffs and headlands. With a population of just over 61,000, Scarborough is the largest holiday resort on the Yorkshire coast. The town is beautifully situated on the edge of the North Yorkshire Moors National Park, giving easy access to the moors. The area provides wonderful opportunities for walking, mountain biking and water sports.

The City of York is just 40 miles away, although Scarborough has its own cultural highlights such as the Stephen Joseph Theatre, home venue of the internationally famed playwright Sir Alan Ayckbourn. The refurbished Scarborough Open Air Theatre was officially opened by The Queen of the United Kingdom, accompanied by the Duke of Edinburgh, in May 2010. Since its official re-opening the Scarborough Open Air Theatre has played host to some of the music industry's biggest stars, including Elton John, Status Quo, Olly Murs, Jessie J, Boyzone and McFly to name a few.

Scarborough Railway Station is close to the town centre and runs services from York, Leeds, Manchester and Liverpool on the North TransPennine Express route and from Hull on the Yorkshire Coast Line. Scarborough has 25 main bus routes, which link the town centre with its suburbs and local towns and cities such as Leeds, York, Hull, Middlesbrough and the North York Moors. The town is also served by two Park and Ride services, located on the A64 and A165.



The websites below give some information about the local and surrounding areas.

- <http://www.scarboroughvisitorsguide.com/>
- <http://www.discoveryyorkshirecoast.com/>
- <https://www.northyorks.gov.uk/>
- <http://www.visityork.org/information/>



Job Description

Responsible to: The College Corporation

Job purpose: To provide effective leadership to the College in fulfilling its mission, as determined by the Corporation; to inspire and motivate students and staff to achieve excellence.

Key Duties

Financial Responsibilities

- Ensure annual estimates of income and expenditure are prepared for consideration by the Corporation
- Manage the College budgets and its resources within the estimates approved by the Corporation and plan for financial stability
- Be the College's accounting officer and ensure the proper and effective operation of financial, planning and management controls
- Ensure that the financial management of the College is robust and provides a sound basis for the running of the College

Corporation Responsibilities

- Be a member of the College's governing body and ensure that the Chair and members receive information/data on all the College's activities to enable them to determine the educational character and mission of the College
- Work with the Corporation on strategic planning and implement the College strategic plan once agreed
- Support the College governors in their roles and enable them to meet with staff and students whenever possible
- Advise the Corporation if their actions or policies are incompatible with the financial memorandum

Leadership & Management Responsibilities

- Lead the College Management Team and ensure that the effective management enables the College to achieve outstanding educational success
- Ensure that the College's management structure and its lines of communication and accountability are effective
- Determine the academic activities of the College and plan for changes when required or desired
- Practise openness in managing the College's business, wherever possible, and promote equality of opportunity throughout the College
- Ensure that the College fulfils its safeguarding (including Health & Safety) obligations fully
- Promote College values
- Maintain confidentiality regarding sensitive or personal information



Staff Responsibilities

- Lead the staff of the College, offering them a clear vision, and ensure that the College is well-managed, organised and directed to achieve its objectives set out in its strategic plan
- Be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal and pay and conditions of staff (other than senior post-holders) within the framework set by the Corporation
- Ensure that staff and other resources are effectively, economically and efficiently deployed

Student Responsibilities

- Respond to students' needs through the management of the College, through the provision of the curriculum and through the support systems put in place for students to access
- Maintain student discipline, working in conjunction with staff to ensure a safe, secure and supportive environment for all students. Where necessary, provide for the suspension or expulsion of students on disciplinary grounds or for academic reasons
- Promote high expectations of students

External Responsibilities

- Act as the first promoter of the College's interests in the local community and ensure strong and positive links with all partners, including parents and local partner schools
- Ensure that the College has effective links with local, regional and national bodies with an interest in post-16 education

Additional Responsibilities

Other duties as reasonably required by the Corporation



Person Specification

Qualifications & Training

- Educated to degree (or equivalent) standard
- PGCE/QTS qualified
- Be able to demonstrate relevant management training.

Professional Skills & Experience

- A strong student focus and a full commitment to improving educational outcomes and experiences for learners
- Strong leadership skills which challenge, motivate and support staff and students
- Ability to plan effectively at a strategic level and to turn vision into operational reality
- Excellent two-way communication skills within a variety of situations and with a range of people
- Successful experience of managing change and creating tangible improvements
- Understanding of good business and financial management practices as relevant to a sixth form college
- Good data fluency and an ability to present ideas and arguments clearly to a range of stakeholders
- Successful senior management team experience
- Recent experience in an educational setting and a good understanding of the post-16 sector

Personal Skills & Attributes

All staff are expected to demonstrate commitment to the college's aims and values:

- Passionate about learning and its importance in life
- Having high expectations of self and others
- Honest, open, reflective and self-critical
- Doing one's best, adapting well to change and always seeking to do better
- A supportive team worker
- Treating staff and students fairly and with respect, valuing their diverse contributions
- Fully committed to promoting & safeguarding welfare of children & young people

For staff with management or supervisory responsibilities, this also includes:

- Acting as a role model, with day-to-day behaviour reflecting college values and good professional practice
- Demonstrating a commitment to our students and to continuous improvement for their benefit
- Actively inviting and listening to feedback and keeping colleagues appropriately informed
- Able to make fair decisions, based on reliable information and a clear understanding

Relocation Package

Details of Financial Assistance Available

Subject to the conditions detailed in the General Conditions section below, financial assistance will be made available to a **total maximum of £10,000**.

The relocation scheme is designed to contribute towards relocation expenses and is not expected to cover the full costs of any move. The **types of relocation expenses** which are eligible for contribution are:

- Legal expenses and other fees connected with the sale and purchase of a main private residence
- Costs relating to removal of furniture and effects
- Purchases of domestic goods for the new main private residence
- Costs of bridging loans.

Requests for reimbursement of any other directly relevant expenses up to the stated maximum must be agreed in advance by the Chair (or Vice Chair) plus at least one other member of the Remuneration Committee. (Any such expenses agreed must comply with HMRC regulations, otherwise tax and national insurance will be payable – see below).

Under HMRC regulations 'qualifying expenses' up to £8,000 are exempt from reporting and paying tax and National Insurance. Expenses above £8,000 or expenses which do not meet the HMRC criteria for 'qualifying expenses' will need to be reported to HMRC and tax and national insurance may be payable. For further information visit the website below:

<https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt>

General Conditions

- The employee must not currently live within 25 miles distance from the College
- The location of the new home must be within 25 miles distance from the College
- The reimbursement of a particular expense must not have been claimed elsewhere (e.g. by a spouse or partner)
- Claims should normally be made within 12 months of taking up appointment. If this is not practicable, the employee must seek prior approval from the Corporation to an extension to this date. (Any extension agreed must comply with HRMC regulations, otherwise tax and national insurance will be payable)
- An official claim form must be completed and signed supported by appropriate evidence of expenditure incurred – i.e. invoices, receipts or, where applicable, loan agreements
- Re-imbursements will not be made until the post-holder's appointment has formally commenced
- If the post-holder leaves within 24 months of being paid relocation expenses, he/she will be required to repay a pro-rata proportion of the expenses received

Terms and Conditions

Salary

Salary will be dependent on experience, but is anticipated to be circa **£90,000 p.a.** Salary will be reviewed once a year by the Corporation.

Main Terms & Conditions

- The contract will commence 1 September 2018 (Involvement prior to start date will be agreed to enable an effective handover)
- The post is classified as a “senior post” under the Articles of Government and so the appointment and the pay & conditions of service are the direct responsibility of the Corporation
- The annual leave entitlement is 35 working days plus 8 public holidays. Up to 5 days leave may be taken during term-time at the Chairman’s discretion. The remainder must be taken during periods of College closure
- You will be eligible to join the Teachers’ Pension Scheme. Salary payments are made monthly by credit transfer in arrears on the last business bank day of the month
- A relocation package is available for this post – see Page 11
- The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment

Safeguarding

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

- Applicants are required to submit the completed Declaration Form with their application
- Referees are asked if they are aware of any child protection allegations or issues
- All appointments are subject to verification of qualifications, medical clearance, satisfactory DBS Disclosure (Enhanced) and satisfactory written references
- Applicants who have worked or lived abroad may also be required to provide a Certificate of Good Conduct for the Country they have resided in.



How to Apply

Application Procedure

Please complete and return the application form via TES Jobs (<https://www.tes.com/jobs/>) and e-mail the Declaration and Equal Opportunities Monitoring Forms to recruitment@s6f.org.uk.

If you are unable to access the online application or would prefer to fill out the application form by hand, please telephone 01723 365032, and an application pack will be sent to you.

If you wish to post the application instead, please ensure correct postage and send to:

Beth Jones, Business Support Officer, Scarborough Sixth Form College,

Sandybed Lane, Scarborough YO12 5LF

To arrive no later than 10 am on Wednesday 31 January 2018

Please ensure you use the Supporting Information Section of the Application Form to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required including details of any gaps in employment. Please do not include a C.V.

Interviews are provisionally arranged for **Monday 26 and Tuesday 27 February 2018.**

For any application queries, please contact Beth Jones on 01723 380726.