

Application Pack

Principal



Raising Aspirations for Successful Futures

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Dear Applicant,

On behalf of everyone at Joseph Chamberlain College I would like to thank you for your interest in our search for a new Principal. I have been a Governor of the College since 2010 and Chair since 2013. There is a wide range of experience on the Corporation and our commitment is second to none.

The Corporation believes the College is a special place, in terms of the culture, student enrichment, results, facilities and the high-quality of teaching that we offer. Our most recent Ofsted inspection was an enormous success and we were awarded a grade of 'outstanding' in all categories.

This is a very exciting time for the College and one that represents a wonderful and rewarding opportunity for the right applicant. The College, under the direction of our new Principal, will retain its strong commitment to raising the aspirations and qualifications of its learners, and will continue to celebrate exceptional success by students, many of whom begin their studies at the margins of society.

Joseph Chamberlain College punches above its weight and over the last ten years it has established itself as a beacon of good practice. We realise, however, that this is a position that is hard won and needs constant vigilance. The next Principal will find staff and students who share values and high expectations.

Post 16 education is both exciting and challenging and there will be many opportunities in front of us. We hope to appoint someone who will grasp these opportunities. We are looking, therefore, to appoint an inspirational and motivational leader with vision and a genuine commitment to build on the existing strengths of our current success.

The College offers the best quality in sixth form provision in the heart of the city. If you feel you are the right person who could engender trust and guard the mission of the College whilst building on its strengths to take it forward then please get in touch for an informal chat.

It will be a new adventure and a remarkable opportunity for the right person. We look forward to hearing from you.

Yours faithfully,

Cllr Sue Anderson
Chair of Corporation

OUR CORE VALUES

All leaders, staff and students model our core values in everything we do, using them to recognise and reinforce positive behaviours and to set clear expectations of others.

Excellence and Ambition

Everything we do is focused on improving the student learning experience

We have high ambitions, expectations and commit to excellence in everything we do

We demonstrate a 'can do' attitude, embracing the need for continuous improvement and positive change

Cooperation and Communication

We work together positively as a team for the benefit of the college

We learn from our own and each other's mistakes and successes, taking responsibility for our actions

We are professionally honest with each other and create trust through effective relationships and transparent communication

Equality and Recognition

We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness

We value and recognise everyone's work and the individual contribution they make to the lives of students

We display loyalty to and pride in our college and its students

OUR PURPOSE – WHAT WE ARE HERE TO DO

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

OUR VISION FOR 2019

In 2019, Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures. With a strong commitment to effective collaboration with a wide range of partners, Joseph Chamberlain College will be innovative and forward-thinking for the benefit of its current and future generations of students and staff, inspiring others as a model of exemplary practice.



OUR STRATEGIC AMBITIONS - SUMMARY

Strategic Ambition 1

The Academic Achievements and Success of Our Students

To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

Strategic Ambition 2

The Learning Experience of Our Students

To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

Strategic Ambition 3

INFORMATION ABOUT THE COLLEGE

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Strategic Ambition 4

The Reputation and Recognition of the College

To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

Strategic Ambition 5

The Leadership of the College and its Resources

To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.

Joseph Chamberlain Sixth Form College was established in 1983 and now offers a wide range of academic and vocational courses from Entry Level to Level 3. Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for

Raising Aspirations for Successful Futures

all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have a relatively extensive ESOL provision for both 16-18 year olds and 19+ learners.

In addition, our Adult Learning Directorate offers both daytime and evening classes in Literacy, Numeracy, GCSEs, Languages and a range of Vocational Provision to the local community, taught in a wide range of community venues across the city. Our 'College for International Citizenship' offers a leading international programme in global citizenship for students locally, nationally and internationally. We work in partnership with a number of providers and franchise a small part of our provision to Birmingham Theatre School, The Birmingham Finance and Management Business School, Birmingham Ethnic Education Advisory Service (BEEAS) and Bordesley Green Girls' School. We also host weekend provision for the Birmingham Chinese and Arabic Schools on Saturdays. Our wider curriculum offers over 100 varied enrichment programmes and students benefit from a great deal of choice in sports, additional languages, performing arts, fundraising activities, an annual Model United Nations Conference and various other student-led clubs/societies.

In 2017, Joseph Chamberlain College achieved A level pass rates of 99% for the fourth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our learners that results in some of the highest levels of progression to Higher Education in the sector.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities. The College employs 237 staff. We were featured in the 2015 Parliamentary Review for best practice in further education and were awarded the CPD Mark last year for our comprehensive package of innovative and high impact professional development. We support all newly qualified teachers to achieve QTS or QTLS, and are part of a local teaching alliance. We have also been short listed for the 2017 TES Sixth Form College of the Year Awards.

Our Success & Key Facts:

- Our 99% A-level pass rates have been the highest in Birmingham and Solihull for two years running and 100% of our BTEC students successfully pass their qualifications
- 7% increase in A-Level high grades in 2017
- ALPS value added for A-Level is within the top 20% in the country
- 91% of our second year students progress to higher education
- The college is funded by the Education and Skills Funding Agency (ESFA) and has consistently maintained outstanding financial health status. The annual income is in the region of £13.6 million.



Birmingham is the largest city in the United Kingdom, as well as the centre of the second largest urban area, after London.

The Birmingham area has a special place in history. It was the birthplace of the industrial revolution. Inventions that emerged from this area – the steam engine, the light bulb – have fundamentally changed the way the world works. Proud of a deep-rooted and productive heritage, the city uses this as a driving force towards its bright and innovative future.

Located at the centre of England, Birmingham's connectivity is unparalleled. With roads, rail and air all connecting the city to the rest of UK, and in fact the rest of the world.

Birmingham remains the chief centre of Britain's light and medium industry and is still sometimes described as "the city of 1000 different trades." The key to its economic success was the diversity of its industrial base, though it has been principally concerned with the metal and engineering trades. The largest single industry in terms of employment is the production of motor vehicles. Bicycles and motorcycles are made in the area, though the bicycle trade has declined. The city is also one of the main centres of the machine-tool industry. Since the 1970s, however, the city's service sector has grown to rival the manufacturing sector.

The central focus of Birmingham is Victoria Square, with the classical Town Hall (1834), the Renaissance-style Council House (1874–81), and the City of Birmingham Museum and Art Gallery, which is noted for its Pre-Raphaelite paintings and its English watercolours. St. Philip's Cathedral (1715), in its green churchyard, forms another focus, and the Georgian area around St. Paul's Church (1779) also has a character of its own. Other centres have formed around St. Chad's Cathedral (Roman Catholic), designed by A.W.N. Pugin (1841); Centenary Square (1989) and the adjacent International Convention Centre (1991); and the Bullring shopping centre (2003), whose centerpiece, Selfridges department store, has won numerous design awards. The store's curved form, covered with 15,000 aluminum discs, serves as a dramatic counterpoint to its neighbor, the Neo-Gothic St. Martin's Church.

Birmingham is the cultural centre for a wide area. The Birmingham Repertory Theatre, opened in 1913, has acquired national renown. The Birmingham Hippodrome plays host to original theatrical productions and serves as the home for the Birmingham Royal Ballet company. The Midlands Arts Centre for Young People, built in the 1960s, houses theatres, a concert hall, an art gallery, and workshops and studios. The Birmingham and Midland Institute also has educational and artistic facilities. The city's symphony orchestra—based at the International Convention Centre's Symphony Hall—has toured the globe. Birmingham's Central Public Library is one of the largest municipal libraries in the country. The University of Birmingham (1900), Aston University (1966), and Birmingham City University (1992; formerly the University of Central England) are the chief institutions of higher education. The Selly Oak group of colleges and King Edward's School (founded 1552) are private institutions. The city and its suburbs are home to the Aston Villa, Birmingham City, and West Bromwich Albion professional football (soccer) clubs, and the Warwickshire County Cricket Club plays its home matches at the historic Edgbaston Cricket Ground. Famous residents have included Edward Burne-Jones, J.R.R. Tolkien, and Ozzy Osbourne.



Birmingham's enthusiasm to continue to be a world-class city has resulted in considerable investment in transport infrastructure over the past few years, with an airport runway extension and a £500m train station redevelopment. And the momentum continues as the city looks ahead to the benefits of High Speed Rail, reducing the current journey time from London of 82 minutes down to just 49 minutes.

Vibrancy, confidence and innovation...three words that go just some way to describe the city of Birmingham right now. Following a couple of years of incredible investment and infrastructure redevelopment, the city sits firmly on the world-stage as a destination to be seen.

To find out more about Birmingham visit www.visitbirmingham.com

JOB DESCRIPTION

Joseph Chamberlain Sixth Form College has a profile and status well respected locally and nationally. The Principal is expected to continue the College's development and operate effectively in a broad arena in and beyond England's second city.

Responsible for the overall leadership and management of the College and proposing its strategic direction and vision to the Corporation, the Principal is the College's Chief accounting officer, and serves as a member of the Corporation. Remuneration and conditions of service are determined by the Governors and reviewed annually.

JOB PURPOSE

To provide leadership, strategic vision and sound management to further develop Joseph Chamberlain Form College as an excellent and inclusive provider of 16-19 education.

KEY RESPONSIBILITIES

1. Strategic Direction and Leadership

The post-holder will:

- provide exceptional leadership and strategic direction to the College in fulfilling its mission as determined by the Corporation and Instruments of Articles of Government;
- provide inspiring and motivating leadership to those engaged in teaching and learning and supporting students;
- make proposals to the Corporation regarding the educational character and activities of the College that will motivate students to achieve their full potential;
- ensure that the Corporation is fully engaged in all strategic decisions which affect the vision, mission and character of the College;
- as the Chief Accounting Officer ensure effective financial management of the college and its assets; and
- lead and develop the managerial skills and professional attributes within the senior leadership team.

2. Teaching, Learning and Student Experience

The post-holder will:

- strive to maintain the College as an inclusive, student-centred organisation and an effective and safe learning environment for all;
- lead the strategic development of the curriculum in order to best meet the educational needs that serves the needs of the student body;
- maintain and develop effective strategies for the recruitment and retention of students;
- ensure standards of teaching, learning and student support that provide high quality education and lead to high levels of student success;
- enable provision of a wide range of enrichment activities that contribute to student development; and
- ensure there are appropriate arrangements for the maintenance of good student behaviour.

3. Staff

The postholder will:

- recruit and retain staff of the highest possible calibre, ensuring their welfare, effective performance management and professional development;
- lead, manage and motivate staff, encouraging a team approach and an ethos of commitment and dedication, leading by example;
- be responsible for the appointment and deployment of teaching and support staff and the determination, after appropriate consultation, of their pay and conditions of service;
- identify professional development and training needs, ensuring that appropriate systems exist to advise, encourage and support the personal and professional development of all staff (including the Principal's own needs);
- plan for staff succession in management positions including any training needed for the Deputy Principal as a key leader in the college.

4. Management and Quality

The postholder will:

- ensure that the College achieves the highest standards possible and is committed to a policy of continuing improvement in all areas of its operation;
- ensure key performance indicators for the College are established, monitored and met;
- ensure key performance indicators for the College;
- ensure that appropriate targets are set and agreed throughout the College, that performance against them is monitored and suitable action taken;
- work effectively with colleagues in the senior leadership team to ensure that the College offers an appropriate curriculum, the highest quality service to its students and fosters a culture of excellence and innovation that celebrates diversity;
- ensure that the College complies with its Statutory and regulatory responsibilities and requirements including: Health safety and environmental, Safeguarding, Prevent and Student Welfare and Equality and Diversity; and
- make certain that the College is committed to the development and personal growth of all the individuals it employs or serves in as many ways as possible.

5. Equality of Opportunity

The postholder will:

- adopt and encourage a positive attitude towards diversity, equality of opportunity and health and safety in the College;
- ensure the development of equal opportunities throughout all aspects of provision and employment;
- ensure policies for safeguarding, student welfare, equality and diversity, health and safety satisfy legal requirements; and
- ensure that Fundamental British Values are embedded in the curriculum and ethos of the college.

6. Communication and External Relationships

The postholder will:

- act as the key public relations representative of the College, ensuring a high profile in the City that actively promotes the College's reputation strengths and successes;
- represent the College locally and nationally on appropriate committees and organisations;
- develop and maintain good relationships with partner schools, local employers, universities, the local authority and other sixth form and F.E. colleges;
- encourage, sustain and develop links with the local community and international partner organisations; and
- promote academic and pastoral links with all students, past and present.

7. Finance and Management Information

The postholder will:

- As Chief Accounting Officer, obtain the highest efficiency from, and utilisation of, the human, physical and financial resources of the college, commensurate with the ideals set by the Corporation;
- ensure that all monies received from public bodies are used for the purpose for which they are given and that duties set out in the the current Funding Body's Financial Memorandum that apply to the post are adhered to;
- make arrangements for the preparation of annual estimates of income and expenditure for approval by the Corporation;
- ensure that information systems are in place which provide robust data to support the management and the effective governance of the College; and
- continue risk management strategies to ensure robust safeguards for the College.

8. Estate

The postholder will:

- be responsible for the security, safety and good maintenance of College property and premises;
- ensure the College estate reflects required demands and meets the needs of the curriculum; and
- engage the expansion, development and enhancement of the site, as appropriate.

9. Professional Standards

The postholder will:

- develop and maintain professional standards and expertise by undertaking relevant professional development.

N.B. This is not a complete statement of all duties and responsibilities. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by the Corporation.

PERSON SPECIFICATION – Principal

CRITERIA	ESSENTIAL	DESIRABLE	MEANS OF IDENTIFICATION
QUALIFICATIONS	A good honours degree and/or other evidence of significant academic and professional development A teaching qualification – P.G.C.E., B.Ed.	Higher Degree	Application Form Certificates
BACKGROUND AND EXPERIENCE	Empathy with an environment where high value is placed upon equality and diversity Substantial successful and varied experience of education Success in a senior management post Knowledge of current educational developments Success in managing major change Evidence of Strategic planning at a senior level Familiar with the management of finance and budgets	Experience of working in a multi ethnic and or inner city environment Leadership experience in Schools or Sixth Form Colleges	Application Form References Interviews Tasks
SKILLS AND APTITUDE	A passion and enthusiasm for educational excellence which inspires others The highest order of leadership skills with the ability to motivate others A clear understanding of the strategic requirements of a successful college Ability to understand the potential of IT for the learning environment The vision and the skills to communicate it to others The capacity to create positive, constructive relationships with students, colleagues, governors and external agencies The ability to inspire others to be an astute and engaging ambassador High standards of personal organisation and time management A record of exemplary teaching skills The ability to interpret data and write cogent reports A confident communicator comfortable in dealing with complex and ambiguous issues. Ability to communicate effectively both verbally and in writing Good negotiating skills		Application Form References Interviews Tasks and Presentation
PERSONAL QUALITIES	Evident integrity, warmth and sensitivity to needs of others Imagination which provides solutions The capacity and courage to seize opportunities Sound judgement and consistency even when under pressure Ability to take difficult decisions Positive approach to change and continuous improvement Enjoyment of working with young people in 14-19 age group Ability to maintain a sense of perspective A sense of humour!		Application form References Interviews Tasks Presentation

TERMS AND CONDITIONS AND MAKING YOUR APPLICATION

TERMS AND CONDITIONS

Salary

Starting salary for the post is c.£115,000

Location

The post will be based at our site in Highgate, Birmingham.

Pension

Generous Pension Scheme (Teacher's Pension Scheme or Local Government Pension Scheme).

MAKING YOUR APPLICATION

1. Complete the JCC Staff Application Form. **Please state clearly on your application the position you are applying for.**
2. Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
3. The completed form should be returned by email to: lrashid@jcc.ac.uk or by post to:

Lailah Rashid, HR Manager
Joseph Chamberlain Sixth Form College
1 Belgrave Road, Highgate, Birmingham B12 9FF
Telephone: 0121 446 2200

Deadline

The deadline for the post(s) is **Friday 22nd June 2018** (to arrive no later than 12 noon).

Interviews

Interviews are scheduled to take place **Monday 2nd July**.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on account of race, gender or age. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR) (2018)

Under the General Data Protection Regulation (2018), the College requires to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed.

Candidates with a disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Human Resources Manager.

Police checks and Rehabilitation of Offenders Act 1974

The successful candidate will be required to apply for a Disclosure from the Disclosure and Barring Service. The College follows the Code of Practice laid down by the DBS, and this is available from the Personnel Office upon request. In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Staff Benefits

We offer the following benefits to our staff:

- Comprehensive staff development programme
- Occupational pension scheme (either TPS or LGPS)
- BHSF – private healthcare insurance plan
- Cyclescheme
- Interest free annual travel card loans
- Childcare vouchers
- Discounted college gym membership
- Free onsite parking