



Hockerill
Anglo-European College

VICE PRINCIPAL (CURRICULUM)

JOB DESCRIPTION



Hockerill Anglo-European College is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

The College currently has 837 students, almost 300 of whom are residential boarders and there are 75 flexi/day-boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on approximately half of the Saturday mornings in the year (23).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

THE CURRICULUM

Hockerill's curriculum is innovative and exciting and the Vice Principal (Curriculum) will play a pivotal role in leading and developing all aspects of teaching and learning.

The IB is at the heart of everything we do. The Diploma Programme is now in its twentieth year and numbers in the Sixth Form stand at 252. There is a very wide range of Diploma Programme subjects and nearly all teachers have the opportunity to teach Sixth Form classes.



Hockerill has the Middle Years Programme in place in Years 7-9, however the IB Approaches to Teaching and Learning philosophy is active in all classes. MYP students choose either French or German in Year 7 and study Music bilingually. In Year 8 students start a second Modern Foreign Language with a choice of French, German, Spanish, Mandarin, Japanese and Italian. Students have a broad and balanced curriculum which encompasses all areas of the MYP. We ensure that students nurture the big ideas with concept-based teaching and learning securely rooted in global contexts.

The College's mission "to develop enquiring, knowledgeable, responsible global citizens through academic excellence" is very important as are its values of high aspirations; strong community; progressive curriculum; international outlook; and traditional

approach. Hockerill is an environment in which the individuality of each of its students is valued and there is mutual respect between staff and students. There is a deliberate focus not only on realising students' academic potential but also on excellent behaviour, kindness, manners, correct and smart uniform, and activities outside the classroom. Developing an all-round student is very important at Hockerill and we consciously look to enhance and improve what we offer to our students.

Hockerill is currently ranked top of the UK Comprehensive (and partially selected) schools list compiled by the Sunday Times Parent Power, based on both its IB and GCSE performance in 2017. This summer our Year 13 students gained an average point score of 36 points, while 21% achieved 40 points or above, which placed them in the top 5% globally and equated to 4A* at A Level. 98% of students secured their place at their chosen university or higher education institution with 77% of students securing a place at a Russell Group university. Hockerill is also a previous recipient of the Sunday Times IB School of the Year.

Hockerill's GCSE results are also consistently high with its best-ever results in 2017 when 58% of students achieved A*/A/9/8/7. Hockerill also performs very strongly in its Progress 8 scores. Year 10 and 11 students follow a broad and academic curriculum and typically take 10 GCSEs, including two modern languages and combined or triple award science. They also study at least one humanities subject (which is often taught bilingually). Hockerill offers PE, Economics, Japanese and Mandarin, as well as a variety of technology subjects. The College also offers the Certificate of Personal Effectiveness, as an additional course of study in Years 10 and 11.

Hockerill has also received Outstanding in all categories in its recent Ofsted boarding inspection (2016) and its last academic Ofsted inspection (2007).

EXTRA-CURRICULAR ACTIVITIES

Hockerill actively promotes internationalism and the concept of the Global Citizen through its rich programme of overseas trips and exchanges in Europe, Africa, Asia and North America.

Students are encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences. Some students also have the opportunity to undertake work experience abroad. This year our students will visit, amongst other places, Münster, Berlin and Potsdam in Germany, Versailles in France, Liège in Belgium, Maniago in Italy, Santiago di Compostela in Spain, Tokyo in Japan, Mumbai and Tamil Nadu in India, Kampala area and Misindi District in Uganda as well as being able to practise their German on the annual skiing trip to Zell am See in Austria. There was a Rugby trip to Canada this summer, and our Musicians visited the Netherlands, France and Belgium. Our Scientists had the opportunity to participate in an annual field study trip to Greece or Croatia.

The Sports, Music and Extra-Curricular provision at Hockerill is wide-ranging and supports the College's philosophy of educating the whole person. Hockerill's musical provision is extensive, passionate and diverse, and its students can access tuition for a wide range of instruments. There are a number of different ensembles and groups for communal music experience, under the guidance of the College's Director of Music, including a String Ensemble, Jazz Ensemble, Woodwind Ensemble and College Orchestra. Singers enjoy the Senior Choir, Junior Choir, Chapel Choir and College Choir. The students perform in a large number of musical events throughout the year and all student musicians aspire to join the prestigious College Big Band. In addition, there are a number of dramatic productions through the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball. There are also active cross-country and running clubs and also opportunities to participate in equestrian and BMX activities.

Other diverse extra-curricular activities include debating and public speaking clubs, chess club, Model United Nations, Young Enterprise, Amnesty International, Duke of Edinburgh clubs and a well-established and highly respected CCF.



THE SITE

Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern and surrounded by tranquil landscaping and many mature trees. There are six Boarding Houses, all of which are located on the campus. There is a Sixth Form Centre, a Health Centre, a Chapel with a re-furbished organ, a Refectory and Library with an adjoining IT suite. There is a separate Music Centre, with recording facilities, and a number of sports pitches including an all-weather pitch.

We are delighted recently to have obtained planning permission and funding to build a 4 court Sports Hall and are awaiting planning permission for a 6-laboratory science block which will significantly improve the facilities on the college campus. The sports hall will provide a dedicated indoor sports space which will be available to students with a component of public use and the science block will house science teaching rooms in a single building, rather than disparately across the campus which is what happens at present. There will also be further re-development of College facilities as we re-purpose the current gym and science rooms. Target completion date for the sports hall and science block is the Lent Term 2019.

HISTORY

Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language College and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study. Hockerill Anglo-European College gained Academy status in February 2011.

For further information about the College, please see our website at: www.hockerill.com



VICE PRINCIPAL (CURRICULUM)

LEADERSHIP L21-25

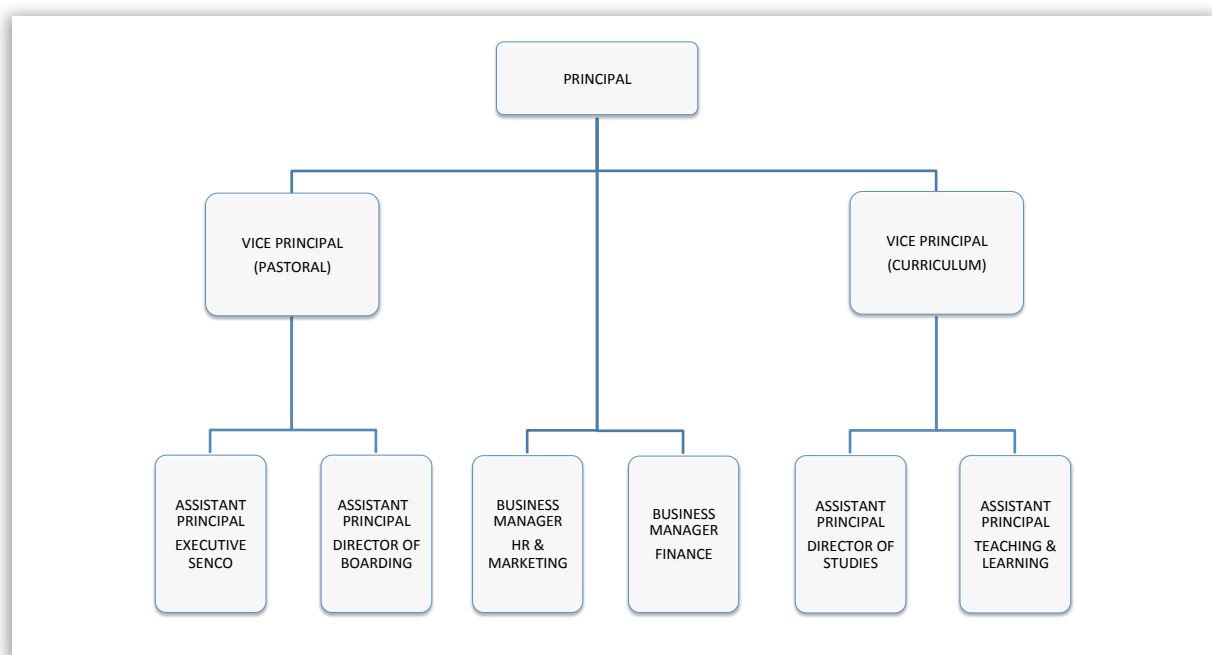
THE POSITION

The Vice Principal (Curriculum) will report to the Principal in the leadership and management of the College in order to provide the highest quality of education for students at Hockerill Anglo-European College. The two Vice Principals (Curriculum and Pastoral) will work collaboratively within the Senior Leadership Team in leading and managing Hockerill Anglo-European College, taking a leading role in the planning and the development of College policy; many duties will involve extensive delegated authority.

As a member of the Senior Team, the successful candidate will be expected to be flexible in approach. The College has a policy of involving staff in decision-making and the Vice Principal will be expected to chair regular staff committees as well as ad hoc working groups when appropriate. The Vice Principals deputise for the Principal as required and in doing so assume general leadership responsibilities. They are expected to develop strong and positive relationships within and outside the College community and to represent the College and promote the aims and objectives of Hockerill Anglo-European College.

The Vice Principal (Curriculum) will have specific responsibility for all matters relating to the academic life of the College. They will have delegated responsibility for the quality of the curriculum, teaching and learning, and the extra-curricular programme. They will lead the work of the Assistant Principals, Heads of Subjects and Heads of Faculty in securing a rich and ambitious subject-centred curriculum, and will ensure that provision in key areas such as examinations, timetabling, careers guidance, university support, libraries and the extra-curricular programmes are of the highest quality.

The Vice Principal (Curriculum) will be answerable to the Principal for management and leadership on all operational matters relating to the curriculum in order to deliver the highest quality of provision and to ensure that the ethos and standards of Hockerill Anglo-European College are maintained. The Vice Principal (Curriculum) will be accountable to the Principal for the implementation of policy and strategy, including the delivery of sections of the College Improvement Plan, and will work closely with other members of the Senior Team on the day-to-day operations of the College.



PERSON SPECIFICATION

LEADERSHIP

- An exceptional leader with proven ability to implement the College's vision and aims with conviction and clarity, to forge partnerships and build positive working relationships, negotiate with, and influence others.
- Experience of whole school leadership within a significant, relevant organisation and proven ability to develop academic strategy and implement change.
- Outstanding people skills

COMMUNICATION SKILLS

- Outstanding communication, influencing and negotiating skills across a range of stakeholders.
- Experience of working with students and staff from a variety of cultures.

EXPERIENCE, QUALIFICATIONS AND KNOWLEDGE

- Educated to degree level.
- Proven track record of successful whole school academic leadership at senior level
- Significant understanding of current educational developments and key trends.
- Knowledge of the educational programmes of the International Baccalaureate (IB), and preferably experience of GCSE and IB teaching.
- An outstanding teacher across the age and ability range

MANAGEMENT OF STAFF AND RESOURCES

- A proven commitment to staff development, motivation, and high quality line management.
- Experience of staff recruitment

ATTITUDE/APPROACH

- Proven ability to motivate, enthuse and drive forward individuals and teams to achieve at the highest levels.
- Ability to demonstrate emotional intelligence and empathy, adaptable to differing situations.
- An international outlook and an appreciation of the richness that a diversity of cultures brings to a College.
- Drive, tenacity, resilience, ability to maintain focus, objectivity and sound judgement under complex conditions and pressure.

JOB DESCRIPTION

In contributing to College Leadership, the Vice Principal (Curriculum) will be responsible for:

1. Playing an active part in the collaborative working of the College's Leadership Team, with delegated responsibility for all aspects of the College relating to the education and development of the students and promoting and implementing the College's vision, aims, policies and ethos
2. The arrangements surrounding the academic inspection and monitoring of the College by outside agencies
3. Having oversight of curriculum related budgets, ensuring that they are efficiently operated
4. Developing plans and strategies to ensure that the College's approach to academic provision and the other key areas outlined below are continually reviewed and developed, keeping abreast of key developments and advising the Senior Team of their relevance and impact on the College
5. Providing reports to the Principal as and when required, and advising the Principal with regard to academic provision and the other areas outlined below
7. Responsibility for the continuous monitoring of student progress using strong data analysis skills plus developing intervention and improvement plans as appropriate
6. Participating in the appraisal of staff and the selection and appointment of new staff

7. Teaching in the area of designated subject specialism, and in other areas as agreed from time to time. It is expected that the successful candidate will undertake a teaching commitment of up to 8 hours per fortnight.
8. Attending College functions and undertaking all such supervisory duties as required of Senior Team members
9. Taking an active role with the Principal, Vice Principal (Pastoral) and Business Managers in the College's staffing committee
10. All matters concerning IB Coordination

With regard to the quality of the curriculum and academic provision in the College, the Vice Principal (Curriculum) will be responsible and accountable to the Principal and the Governing Body for:

1. All matters relating to the planning of the curriculum, ensuring that the College's educational approach is ambitious, innovative and responsive to the needs of students
2. Developing plans and strategies to ensure that academic provision is continually reviewed and developed to achieve optimal success for students, in particular through the leadership and co-ordination of the curriculum annual review process
3. Implementing appropriate methods of assessment and data tracking to advance student progress and outcomes
4. Co-ordinating events, publications and other procedures for providing information to students and parents about the curriculum
5. Ensuring that students receive appropriate support and guidance, when they make curriculum choices, including choice of GCSE subjects and the Diploma Programme
6. Overseeing an appropriate timetable for the College which enables the College's needs and academic ethos to be effectively delivered

With particular regard to the work of subject departments, the Vice Principal (Curriculum) will:

1. Provide effective line-management of curriculum posts as specified by the Principal
2. Motivate and challenge the Heads of Subjects and the Heads of Faculty, ensuring that they consistently provide a rich and ambitious subject-centred curriculum which inspires in students a spirit of academic ambition and a lifelong love of learning
3. Ensure that, in the delivery of the curriculum, all subjects provide teaching, learning and assessment which are consistently of the highest standard and in keeping with the aims and educational philosophy of the College
4. Seek to ensure that all subjects secure levels of academic achievement and progress which are exceptional, including student outcomes with regard to public examination results and university admissions

With regard to extra-curricular provision, the Vice Principal (Curriculum) will be responsible for:

1. Oversight of the effectiveness of the extra-curricular programme, ensuring that it is varied and purposeful and in line with the educational philosophy and ethos of the College
2. Ensuring that there is a suitable programme of educational visits, and that appropriate measures are taken to ensure that educational visits are in keeping both with the academic philosophy of the College and with appropriate guidelines and requirements surrounding the health and safety of students

With regard to examinations the Vice-Principal (Curriculum) will be responsible for:

1. Overseeing the work of the Head of Examinations and the examinations team
2. Ensuring that all College external examinations are organised, administered and conducted in accordance with appropriate guidelines, requirements and regulations
3. Ensuring that the College has an effective and appropriate programme of internal examinations and testing
4. Ensuring analysis and reporting on key assessment points, including the outcomes of public examinations and internal examinations, and ensuring that appropriate strategies are put in place to guide future improvement
5. The process of securing and maintaining International Baccalaureate accreditation, and all matters relating to communication and liaison with the International Baccalaureate

PROFESSIONAL DEVELOPMENT

The successful candidate will receive a personalised continuing development plan for their first year at the College which will seek to provide them with training and exposure to issues beyond their remit but which will assist them in their personal development towards Headship. Areas which might be included within this plan include:

- Relevant International Baccalaureate training
- Financial training with regard to school budgets and finances
- Admissions Appeals training
- Exclusions training

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise. Candidates should also be open to the idea of rotation of roles within the Senior Leadership Team.

CONFIDENTIALITY

During the course of employment the post holder may see, hear or have access to, information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

DATA PROTECTION

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 1984. Employees are required to act in accordance with the ICT policy.

SAFEGUARDING CHILDREN

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education September 2016' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

HEALTH AND SAFETY

The post holder will comply with the College's Health and Safety policy at all times.