



Victoria College

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Leading by Example



Appointment of Deputy Head

For September 2018

“The school has a strong sense of community and pupils are proud of their contribution to school life and the Island community”. ISI Inspection – Key Findings – November 2017



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Why should you teach at Victoria College?

What is it that makes Victoria College an outstanding place to teach and to learn?

Above all else, Victoria College is committed to safeguarding and promoting the welfare of the young people in our care and expects all staff to share in this commitment.

The purpose of Victoria College is to create well rounded, resilient young men who have skills, attitudes and values to be successful individuals who make a positive contribution to society.

We are a selective boys' day school of 680 students with 180 in the Sixth Form with a dedicated Preparatory School which currently has 270 students aged from 7 to 11. We are proud of our broadly Christian traditions, our heritage from Queen Victoria and that we have the reigning monarch as our Visitor. We have fine traditions dating back to 1852 and the Headmaster and Governors are keen to support any candidate whose commitment to this place will lead to mutual growth, through the development of our students.

We are inclusive in the tradition of an 11 to 18 English Public School. The Headmaster is a member of the Headmaster's Conference (HMC) and all our staff are employed by the States of Jersey Department of Education. An Entrance Examination is taken in the November for entrance the following September. Fees for students are currently £1,170 per term. In that sense we are a fee paying, state selective secondary school.

The Bailiwick of Jersey is a self-governing dependency and this has implications for its Education Service. We have adopted the English National Curriculum and Assessment with minor modifications. The size and structure of the authority enables professionals to have a major influence on the Education Service development.

The campus is outstandingly beautiful, overlooking St Helier, but within stunning woodland walks. Our Victorian buildings, set within woodland and lawns are roomy, light and well-equipped. The Sports Centre offers opportunities for staff and family members. London is only 30 minutes away by air and France is a mere 12 miles to the east. When applying for a teaching post, the applicant really must be sure that it is the right move for them, that they will be professionally challenged, happy and see that this place is a marvellous place to work.

Although proud of our academic achievements at Key Stages 3, 4 and 5, we are much more than an examination centre. We supplement academic excellence with an outstanding Co-Curricular programme in which the students are encouraged to make the most of the wealth of activities on offer.



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The Headmaster expects a contribution from all staff to the Co-Curricular life of the College. The opportunities available to our students are provided by our dedicated team of staff and include:

- Art
- Music : we have choirs, ensembles and orchestra – concerts are a regular event
- Sport : particularly football, hockey, cricket, rugby, fencing, shooting and swimming
- Drama: productions are held at least termly by our Theatre Studies department
- Combined Cadet Force: Royal Navy, Army and Royal Air Force
- The Duke of Edinburgh Award Scheme
- Regular off-Island visits, camps, courses and expeditions
- Many lunchtime and after school clubs and societies

Through our House System (named after five militarily eminent Old Victorians) all students are involved in giving service to the local and the global community. Our tradition of fund-raising for good causes and for those less fortunate, wherever they may be, is strong.

What very often strikes our visitors is the atmosphere of calm; of good manners and that our students deport themselves in a gentlemanly and polite way while respecting others.

Here at Victoria College we value, encourage and reward Continued Professional Development. We are proud of our team of professional teachers and support staff and only recruit the best people to join our team.

The Senior Common Room to which all staff belong, is recognised by the Board of Governors as being academically excellent and of crucial importance in taking Victoria College forward into the future. Staff are rewarded in both time and salary for the work they do above and beyond the taught curriculum.

Exciting times lie ahead as the Governors and staff are currently working on the next five year strategic plan for Victoria College and Victoria College Prep. The new strategy will be launched in 2018.



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Further Facts

- Value-added statistics place us in the top echelons of all British schools
- 8 out of 10 leavers reach their first choice UK universities
- 22 subjects are offered at A level in collaboration with Jersey College for Girls
- We provide outstanding pastoral care through Form Tutors and Housemasters
- A comprehensive Personal, Social, Health, and Moral Education programme is provided
- We have a state of the art Study Centre providing support for students with specific learning difficulties
- We maintain small class sizes (maximum of 23 per class at Key Stage 3 and much smaller at KS4 and 5)

If you believe in a true and all-encompassing education for young people, value the chances to assist in the formation of the lives of our students and have a passion for your subject with a desire to “go the extra mile”, we would value your application for this post, and wish you every success.

The Victoria College website will give you a snapshot of us at our best. Please visit www.victoriacollege.je for information on our community, our ethos, our calendar and many recent and future events.



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About Victoria College

Victoria College offers an educational environment of the highest order. Accommodation comprises of newly refurbished, spacious specialist classrooms; eight specialist laboratories; three Art rooms; five Information Technology Suites; Geography and History rooms; a superb Theatre and Drama Studio; an integrated Music Suite with four rehearsal rooms; a purpose built Technology Suite, Sports complex with swimming pool and a Sports Pavilion with adjacent sport pitches.

The new multi-million pound Sports complex comprising sports hall, gymnasium, dance studio, fitness rooms, changing facilities and the swimming pool opened in 2003.



There is a spacious well-stocked library where the main periodicals and quality newspapers are available. Forming part of the 'de Quetteville Resource Centre', this is situated next to the Great Hall, part of the original Main Building dating back to 1852 and designed by John Hayward, in the same design as the Great Hall at Pembroke College, Oxford with which Victoria College has close links.

The College has undertaken major investment recently to ensure that the environment for our students is stimulating, thereby facilitating the best educational outcome. Other major projects have been identified to ensure that the College moves forward into the 21st Century from a position of strength, to celebrate our traditions dating back over 157 years, whilst at the same time blending modern facilities and techniques.



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The Mission Statement of the College

Victoria College aims to create well rounded, resilient young men who have skills, attitudes and values to be successful individuals who make a positive contribution to society.

Our aims are:

1. To be accessible to boys from all walks of life.
2. To create academic and co-curricular opportunities for all students to fulfil their highest potential.
3. To nurture a positive and passionate attitude to learning.
4. To foster an inclusive culture based on personal and social responsibility and spiritual sensitivities.
5. To maintain a safe, happy and caring environment based on mutual respect and tolerance.



Aims of The School



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Frequently Asked Questions

1. Where is Jersey?

Jersey is the largest and most southerly of the Channel Islands and lies 14 miles off the Normandy coast. It has a resident population of approximately 100,000 in an area of 45 square miles. The capital is St Helier and the Island is divided into 12 parishes, each presided over by an elected Connétable, who deals with issues relating to civil matters.

2. What is Jersey?

The largest sector of the economy is financial services accounting for about a quarter of the workforce. Traditional industries such as agriculture and tourism have declined since the 1960s. Although the Channel Islands are European in geographic and cultural terms, we are not members of the EU. Jersey is a Crown Dependency that has been loyal to the British Crown since 1066 (Her Majesty the Queen's most ancient title is the Duke of Normandy). Jersey has its own parliament known as the States Assembly that enacts its own laws. This independence means the Island is not represented in the UK parliament; Acts only extend to Jersey if expressly agreed by the Island.

For more information about Jersey, please visit the States Website www.gov.je

3. What is it like to live in Jersey?

In a word, "wonderful". The successful applicant for this post will be classified as a Licensed Employee and will be entitled to occupy a house or flat. Rental and property prices in Jersey are high compared to some parts of the UK but lower taxation and higher salaries compensate for this. Employees appointed from the UK are permitted to purchase a property in their own right or in joint names with their spouse or civil partner (upon production of original marriage or civil partnership certificate).

4. What health care is available?

The Island's hospital and health services are run by the Health & Social Services Department of the States and are not part of the NHS. Hospital treatment is free, but GPs charge for each consultation. A contributory Health Insurance Scheme, administered by the Social Security Department, offers medical and pharmaceutical benefits after six months residency when a benefits card is required. This card entitles the holder and their dependents to reduced fees for GPs surgery and home visits. Currently there are no charges for prescriptions issued by a GP or for hospital consultation after six months residency.

5. What is Jersey Social Security?

Jersey's Social Security scheme is not the same as National Insurance in the UK. Employees between the ages of 16 and 65 who work eight hours or more a week pay a primary contribution that is 6% of gross earnings. This is deducted from your salary at source. Your employer will also pay a secondary contribution of 6.5% of your gross earnings to Social Security.



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6. Are there reciprocal agreements with the UK?

Reciprocal agreements exist with the UK which allow some benefits to be claimed, notably sickness benefit and old age pensions where contributions or residence in either country may be taken into account. If you or any of your dependents are claiming UK benefits, it is important to check whether these benefits or their equivalent can be paid in Jersey.

7. Do people in Jersey pay VAT?

No. There is a Goods and Services Tax. Prices are broadly similar to those in the UK although some items, notably imported food, can be more expensive because the transport cost is factored in. UK VAT does not apply in Jersey but there is a 5% Goods and Services Tax. There is a wide range of general services, shops and restaurants, many of which have been developed to cater for the tourism industry or the finance community.

8. Is Income Tax in Jersey lower than the UK?

Yes. One of the most attractive aspects of living and working in Jersey is the low rate of income tax, which is currently 20p in the pound. However, establishing residence and determining your own tax liability is a complicated process and you are advised to make early contact with the Income Tax Office if you are offered a post with the States of Jersey. In Jersey, the Income Tax year is the calendar year January to December. Tax contributions will be deducted at source through the Income Tax Instalment System (ITIS), which is a form of PAYE. On arriving in the Island you should register with the Income Tax Office to obtain an effective rate notice before you start work. The effective rate notice should be passed to your employer so that the correct rate of tax is deducted from your salary.

For further details or enquiries please contact: Income Tax Office, PO Box 56, Jersey JE4 8PF or email jsytax@jerseymail.co.uk

9. If appointed, what happens next?

If you are appointed by the Headmaster, you will receive a Letter of Intent offering you the position officially.

A Contract will follow from States of Jersey HR (the People Hub)

A Job Description will follow from Victoria College.

The States of Jersey will pay for an Accommodation Visit to the Island prior to your move to Jersey.

The States of Jersey will pay for your Relocation Expenses up to £8,000



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Deputy Head

Following the appointment of Mr Graeme Wright to the position of Headmaster of Altrincham Grammar School for Boys, we are seeking an outstanding individual for the role of Deputy Head.

The role would suit an inspirational educational leader with an aspiration to Headship.

In addition to management responsibilities, the Deputy Head will deputise for the Headmaster, teach a reduced timetable and contribute fully to the co-curricular life of the College.

JOB ACCOUNTABILITIES

Specific Duties are as outlined in both the attached Job Description and the Standards for Deputy Headteachers.

In addition to the four Core Purposes of Leadership, Compliance, Relationships and Staff Management the successful candidate will work to the seven accountabilities below:

1. LEADERSHIP and MANAGEMENT

- Deputise for the Headmaster when required.
- Be the principle advisor to the Headmaster on all aspects of school leadership, as part of the Senior Leadership Team.
- Assist in the planning and implementation of the Schools' Five-Year Strategic Plan.
- Work closely with the Assistant Heads ensuring close co-operation and clear lines of communication with staff, parents, Governors, pupils and the wider community.
- Attend Governors' Board meetings (and relevant Governors' Sub-Committee meetings).
- Take charge of and ensure the smooth running of the school on a day-to-day basis with overall responsibility for all College events, including assemblies, church services and Prize Giving.
- Work closely with the Schools' Bursar, support the recruitment of teaching and non-teaching staff and assist the Headmaster in the appointment of staff.
- Assist in the appraisal of teaching and non-teaching staff.
- Attend and chair other school meetings, as appropriate.
- Monitor the effectiveness of the School Council and follow up any matters discussed.



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2. **OPERATIONS**

- Produce and manage the annual Calendar of Events.
- Organise the beginning and end of term programmes.
- Take responsibility for a weekly newsletter to parents and co-ordinate the production and publication of all College publications, including Newsletters, The Victorian and College prospectus.
- Lead, manage and monitor the School's co-curricular programme, including the recruitment of staff to lead School activities. Ensure that the School's enrichment programme is balanced and challenging. Oversee the management of the School's Activities Week.
- Manage the School's Educational Visits Co-ordinator and oversee the management of the programme of expeditions, school trips and visits, in line with Education Department Policy.
- To oversee the staff cover system.
- To patrol the buildings and grounds during each lunchtime that the school is in session, managing the Duty Staff and Prefects to ensure a safe & healthy environment for students, ensuring that the published daily rotas are adhered to.
- To supervise the Homework Club on Mondays to Thursdays after school.
- To be responsible for the security of the site during out-of-school hours and liaising with the security forces as appropriate.

3. **COMPLIANCE**

- Have overall responsibility for all School policies and issues of compliance.
- Lead and manage the College through external and internal inspections and/or reviews.
- Ensure policies are in line with Education Department standards and present them to the Governing Body for annual review.
- Attend the Schools' Health & Safety Committee.
- Coordinate the Schools' Self-Evaluation process, working closely with the Head and Assistant Heads to ensure the School Strategic Plan translates the vision of the School into clearly defined aims and objectives.

4. **ACADEMIC**

- Teach in accordance with a limited timetable
- Attend all Academic Committee Meetings
- Attend all Heads of Department Meetings

5. **SAFEGUARDING AND BEHAVIOUR MANAGEMENT**

- Be the Deputy Safeguarding Lead



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- Work closely with the Assistant Head Pastoral in ensuring the maintenance of high standards of behaviour, appearance, punctuality etc.
- Attend Pastoral Committee Meetings

6. **RELATIONSHIPS**

- Be responsible for fostering positive relationships across the school community.
- Interview prospective pupils and parents as required.
- Advise and assist the Governing Body as required in exercising its functions, including attending meetings and making reports.
- Help in maintaining and developing effective communication and links with parents and other stakeholders to provide positive responses to concerns and problems regarding their son's education and wellbeing. This includes the registration and management of complaints in accordance with the Complaints Policy.
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments. Co-ordinate the transfer of information between feeder schools and other secondary schools, both on and off Island.
- Develop and maintain positive links and relationships with the local community, The Foundation, the Old Victorian Association, the PTA and local employers.

7. **MANAGEMENT OF STAFF**

- Contribute to good management practice by ensuring positive staff participation, effective communication and collaboration in all School events.
- Take a lead role in supporting the Senior Teacher – Professional Development in arrangements for the appraisal of the performance of teachers.
- Provide regular liaison with Victoria College Prep School's Headteacher and the Vice Principal of Jersey College for Girls to ensure curricular continuity, whole school planning, staffing and development.
- Be responsible for the monitoring, direction and the management of systems for covering absent colleagues.
- Be responsible for overseeing the Admissions process and co-ordination of the Schools' annual entrance examination, in conjunction with the Admissions Secretary.

JOB CONTEXT / DIMENSIONS

Victoria College is a selective boys' day school of 680 students with 180 in the Sixth Form, has fine traditions dating back to 1852 and the Headmaster and Governors are keen to support a candidate whose commitment will lead to growth in a pivotal area that is seen as crucial in the development of the school.



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The person appointed will be required to work closely with the Headmaster and all members of staff of the College community, in order to develop attitudes of social concern, high academic standards and a modern curriculum.

Victoria College operates a wide range of co-curricular activities and the successful candidate will be expected to contribute to the development of this programme.

QUALIFICATION REQUIREMENTS

- Essentially educated to degree level with QTS and a record of continuous professional development.
- Ideally a higher level degree, preferably in leadership and/or management

EXPERIENCE REQUIREMENTS

- Experience of Senior or Middle Management responsibilities.
- Holistic view of education to encompass academic, pastoral and co-curricular elements.
- Involvement in, and support for, a co-curricular activities programme.
- Experience of managing change.
- Substantial secondary teaching experience, ideally across the key stages, with a demonstrated ability to raise standards and maximise student achievement.
- High expectations of all learners, with a strong commitment to inclusion.
- The ability to use assessment strategies, including target setting and tracking, to promote high quality learning.
- Ability to target interventions effectively and demonstrate their positive impact on achievement.
- An understanding of effective techniques and policies for behaviour management and a proven track record in implementing them.
- Knowledge and experience of up to date developments in IT and E-Learning for teaching and management purposes.
- Experience of securing smooth transition for students.
- Commitment to making learning engaging and inspiring.

SKILLS, KNOWLEDGE & COMPETENCY REQUIREMENTS

- Excellent communication skills.
- Strong organisational and administrative skills.
- A good level of IT competency.
- Powers of diplomacy and persuasion.
- An excellent teacher.



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- An ability to see tasks through from beginning to end.
- An eye for detail with good organization.
- The ability to think strategically.
- Experience of whole school review and evaluation.
- Experience of planning for change, development and improvement.
- Successful experience of leading and managing whole school work to raise standards of achievement.
- The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community.
- The ability to analyse, prioritise and meet deadlines.
- Experience of conducting staff induction, mentoring and performance management.
- The ability to motivate, promote good relationships, effectively communicate with all stakeholders and encourage active parental involvement.

Personal Qualities

- Energy, enthusiasm, reliability and integrity.
- Self-motivating.
- Capacity for hard work and handling difficult situations.
- A sense of humour.
- A team worker and team builder.

ADDITIONAL INFORMATION

The Bailiwick of Jersey is a self-governing dependency and this has implications for its Education Service. Jersey has adopted the English National Curriculum and Assessment with minor modifications. The size and structure of the authority enables professionals to have a major influence on Education Service development.

If after reading the information enclosed you feel you are right for the challenge we offer, I would be delighted to receive your application via www.workingforjersey.gov.je

Below is a direct link to the application process:

<https://www.gov.je/Working/JobCareerAdvice/Pages/details.aspx?nPostingId=5773&nPostingTargetId=27438>

The closing date is Thursday 22nd February 2018 and we hope to hold interviews during the week commencing Monday 26th February 2018.

USEFUL LINKS



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If you have any questions, please contact Headmaster, Mr A. Watkins, via his P.A. on 01534-638217 or hmsecretary@vcj.sch.je

The Victoria College Website Address is : www.victoriacollege.je

Available documents:

1. Deputy Headteacher Standards
2. Victoria College Deputy Head Job Description
3. Victoria College Deputy Head Job Brochure
4. Information on Jersey
5. Interview and Relocation Expense Information
6. Relocation Checklist