

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

## PARTICULARS OF VACANCY

### Assistant Principal (Teaching & Learning)

September 2018



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
01481 726544

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## **ASSISTANT PRINCIPAL (TEACHING & LEARNING)**

Following the promotion of our Vice-Principal (Pastoral) to the Headship of Kings Ely Senior School and a restructure of the Senior Leadership Team, we are seeking to appoint a dynamic, inspiring and innovative individual to provide strategic leadership and management of the Upper School vision and strategy for Teaching and Learning.

The successful candidate will join the College's Senior Leadership Team and chair meetings of the Academic Board. In addition, the post-holder will lead a Teaching and Learning Committee to develop a Teaching and Learning Strategy as well as leading on the development and delivery of an Independent Learning Strategy across the Upper School.

Please note that the College prides itself in offering an extensive extra-curricular programme in which all members of staff are expected to participate enthusiastically.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification
- ✓ Selection Criteria

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference, the College provides a challenging and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

The College's infant department, Acorn House, is coeducational and provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Preparatory School, Beechwood, is also coeducational and prepares boys for entry to the Upper School at the age of 11, with girls usually moving on to The Ladies' College. There has been much growth and development at Acorn House and Beechwood in recent years and we feel that our younger children are particularly well served by the Junior School, which is located on sites approximately half a mile away from the Upper School.

Between the ages of 11 and 16, the College Upper School is boys only and offers a wide variety of subjects with most students taking nine, ten or eleven GCSEs. Beyond the classroom, there are very extensive opportunities for students to become involved in Sport, Music, Drama, CCF, Duke of Edinburgh Award Scheme and a host of other activities. We deliver a Sixth Form curriculum in partnership with our neighbouring school, The Ladies' College, allowing us to offer a wide variety of A Level courses in a coeducational environment.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our individual students and look to support and guide them as children and young people through to adulthood.

## GUERNSEY

The beautiful island of Guernsey is situated about 70 miles south of Weymouth and only 20 miles west of the French coast. It is the second largest of the Channel Islands and the east coast enjoys views of Alderney, Herm, Sark and Jersey, which are between 3 and 15 miles away. Roughly triangular in shape, the island has an area of 24 square miles and a population of just over 60,000. The clear Atlantic air and average 7.5 hours of sunshine per day from May to September provide a very pleasant and refreshing climate. Winters are mild, whilst summer daytime temperatures are usually above 20°C.

Guernsey is part of the British Isles by virtue of its links with the Crown going back to William the Conqueror. We govern our own affairs through our own parliament called the 'States of Deliberation', setting our own taxes, customs duties etc, and we have no direct contact with either the UK Parliament or any UK political parties. We speak English, drive on the left, watch British TV and read British newspapers. Apart from the French house and place names, Guernsey could be a small corner of Britain.

The capital, St Peter Port, is a delightful harbour town with neat rows of Regency and Victorian buildings descending via cobbled streets to the busy and attractive seafront and marinas. The town prides itself on a number of excellent restaurants and contains the wide variety of shops and services you would expect to find in any British market town. Whilst the town has succeeded in fighting off many of the exterior signs of modernity, many of the historic buildings are occupied by the offshore banks, investment houses and legal companies, which ensure the island has the very latest telecommunications technology.

Beyond St Peter Port and the other sizeable town of St Sampson's to the north, Guernsey has a much more rural feel and is not dissimilar to many parts of south-west England. Amongst the island's greatest assets are its wonderful beaches; secluded, rocky coves along the stunning south coast and wide, sandy bays to the west. Guernsey people are very much into their water-sports and other healthy activities, for which there is much opportunity. Whilst traditionally hard-working, the majority of people on Guernsey strike an excellent work-life balance with all that is available to them at such close quarters. It is also an ideal place to raise children, especially given the community feel of the island and absence of serious crime.

Numerous daily flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester and Birmingham. There are also direct flights to Brittany (Dinard) and Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

### Employment on Guernsey

*Salary, Taxation and Pensions:* Pay scales on Guernsey are higher than the UK Inner London Salary Scales. From the point of view of taxation, personal allowances are roughly equivalent to the UK (currently £21,000 pa for a couple; £10,500 pa for a single person) and there is a flat rate of income tax of 20% above this, with no higher band as in the UK. Social Insurance contributions by employees are set at 6.6% (the UK National Insurance contribution for employees is currently 12%). The post is pensionable (optional for a part-time post) and staff are members of the States of Guernsey Superannuation Scheme for Teachers and Civil Servants. Staff can easily transfer their pension rights into (and out of) the Guernsey scheme, subject to the Scheme Rules.

*Residency and Relocation:* Whilst there are restrictions upon residency in Guernsey, the appointee would automatically qualify for a Long Term Employment Permit, allowing him/her to purchase a house or rent property in the cheaper 'local' market and which, subject to completion of the qualifying period, would lead to permanent residency. For those considering buying property on the island, there is currently tax relief on mortgage interest payments (capped at a maximum loan limit of £400,000, with a cap on the mortgage interest allowable depending on whether the property is being purchased jointly or individually), although this will be phased out by 2025.

Applicants with a partner should note that your partner would automatically be granted the right to work.

The College provides a comprehensive support package for appointees relocating to Guernsey. This includes removal expenses from the UK and the cost of an island visit, from the UK, prior to taking up the post. Please note that subsidised College accommodation is often available on one of the College-owned sites for the first year in post for those relocating to the Island. If such accommodation is not available, a rental subsidy and the support of a professional relocation consultant will be provided for the first year in post.

Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post or living in Guernsey please do not hesitate to contact us.

**Applications for this position must be submitted on the Elizabeth College application form** available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:

Mrs Sandra Beaton, Principal's PA, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY  
E: [sbeaton@elizabethcollege.gg](mailto:sbeaton@elizabethcollege.gg)

***Please do not include a CV with the application form as it will not be considered.***

Elizabeth College has a statutory duty to establish the *bona fides* of all newly appointed staff. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure application.

The closing date for applications for this post is **noon on Wednesday, 28 February 2018**

***Attachments***  
***Job Description***  
***Person Specification***  
***Selection Criteria***



## Job Description

### Assistant Principal (Teaching & Learning)

**Responsible to:** Vice-Principal

- Key responsibilities:**
- To work with the Principal and Vice-Principal to provide strategic leadership and management of the Upper School vision and strategy for Teaching and Learning.
  - To lead on the development and delivery of the Partnership Programme with local schools.
  - To lead on the development and delivery of an Independent Learning Strategy across the Upper School.
  - To contribute to the improved standards of leadership, learning, achievement, attainment and behaviour of all students, and to be accountable for maintaining and raising standards of Teaching and Learning across the Upper School.
  - To have an awareness of the Safeguarding Policy at Elizabeth College and be responsible for applying that policy correctly and in a timely manner to safeguard the students.
  - To be aware of, and comply with, policies and procedures relating to health and safety, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
  - To chair the Academic Board and feedback to the Senior Leadership Team.
  - To lead a Teaching and Learning Committee, comprising representatives from all Faculties, to develop a Teaching and Learning Strategy.

**Responsible for:** Line management of identified Faculties

**Leadership spine:** L11 – L13

This job description should be read alongside a standard teacher's job description.

### Responsibilities and Actions

#### Strategic Direction

- To develop and implement aims, policies and practices for the management of Teaching and Learning.
- To lead and manage the strategy for developing Teaching and Learning across the Upper School.
- In liaison with the Vice-Principal, to monitor the quality of Teaching and Learning across the Upper School.
- To be a good role model for all staff and students and be a visible, supportive and challenging senior leader.
- To have leadership accountability for maintaining and raising standards at KS3, 4 and 5.
- To establish short, medium and long term plans for College improvement in your designated areas.
- To play a full part in the College's appraisal processes as a team leader and reviewer.

- To develop strong working relationships with community partners, business partners and other individuals and organisations involved in the supporting the whole school strategy for Teaching and Learning.
- To coordinate with relevant members of the leadership group on Data and Teaching and Learning across the Key Stages.
- As a member of the Senior Leadership Team, to play a full part in developing the strategic direction for the whole school.
- To contribute to ISI Inspections at the College.
- To contribute to meetings of the Board of Directors as and when required.

### **Teaching and Learning**

- To act as an outstanding role model to other members of the College.
- To monitor Teaching and Learning through lesson observations of teachers, NQTs and trainees.
- To provide trainees and NQTs with guidance on a choice of appropriate Teaching and Learning methods to meet the needs of all students, personalised learning pathways and the effective management of behaviour, or signpost to those staff who can.
- To monitor and evaluate the quality of teaching and standards of achievement in your line managed faculties, making use of appropriate data and setting targets for improvement.

### **Monitoring and Assessment**

- To arrange for additional support for teachers as required, to deliver coaching and engage other subject staff to deliver coaching and other strategies, putting in place specific action plans to support improvement in addition to the individual action plans already in place.
- To have an overview and to evaluate staff and students' progress towards the aims and objectives outline in both the targets set for specialist subjects and your line managed departments through regular termly meetings and Results Analysis meetings.

### **Leading and Managing Staff**

- To assist the Principal and specialist curriculum area staff with the recruitment and selection of leadership, teaching and support staff.
- To develop line-managed teams and individuals to enhance and improve performance.
- To be committed to managing performance through the College's appraisal cycle.
- To support colleagues in the Senior Leadership Team with the monitoring and evaluation of transition across the school.
- To support, challenge and motivate members of your line-managed departments/teams.
- To plan, delegate and evaluate work carried out by other teams and individuals.
- As a member of the Senior Leadership Team, to provide general leadership and support in all areas of school development and improvement.

### **Planning, Development and Coordination**

- To oversee and implement the Teaching and Learning priorities from the School Development Plan.
- To arrange and attend meetings with representatives from local Primary schools.
- To lead, and to contribute to, departmental team meetings and training events across the school.
- To contribute to the review of the relevant areas of the School Development Plan.
- To contribute to, and to lead, CPD opportunities as part of the planned programme for the school, and to promote the sharing of excellent practice.

### **Resource Management**

- To secure and allocate resources to support effective Teaching and Learning.
- To prepare estimates and bids for capitation, and monitor and manage budgets for which you have responsibility.

## Assistant Principal

- To ensure appropriate value for money and effective monitoring and control of the use of resources.
- To ensure appropriate risk assessments are carried out for the full range of activities relevant to your leadership role.

### **Other duties relevant to this post**

- To teach ten lessons across a week.
- To provide general support for colleagues in the maintenance of student progress, discipline and the ethos of the College.
- To maintain confidentiality at all times in respect of Senior Leadership Team and other College-related matters, and to prevent disclosure of confidential and sensitive information.
- To lead and coordinate a duty team.
- To undertake any other duties of a similar level and responsibility as may be required.

This job description will be subject to annual review and negotiation following discussion between the post-holder and the Principal/Vice-Principal.



<b>Person Specification: Assistant Principal (Teaching &amp; Learning)</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications:</b>			
Be educated to degree level or equivalent	✓		Application Form
Qualified Teacher Status	✓		Application Form
Further postgraduate qualification (Masters or similar)		✓	Application Form
<b>Experience and Knowledge:</b>			
Successful experience in a current/recent Middle Leadership role and proven track record of raising standards of Teaching & Learning (T&L)	✓		Application Form; at interview and references
Up to date with research and pedagogy on innovative T&L methods	✓		Application Form; at interview and references
An excellent classroom teacher with the ability to motivate and enthuse students	✓		Application Form; at interview and references
Initiating and implementing whole school T&L developments, individually or as part of a team	✓		Application Form; at interview and references
Completion of the NPQSL or other similar level training		✓	Application Form; at interview and references
<b>Personal and Professional Skills and Attributes:</b>			
Ability to inspire, lead and support others through a programme of change	✓		Application Form; at interview and references
Highly motivated and enthusiastic with a positive, "can do" attitude	✓		Application Form; at interview and references
Strong self-awareness, emotional intelligence and resilience	✓		At interview and references
Very high professional standards	✓		At interview and references
Flexible, adaptable and solutions focused	✓		At interview and references
Ability to communicate very effectively with students, parents and staff, at all levels	✓		Application Form; at interview and references
A commitment to very high academic standards, expectations, achievement and attainment	✓		Application Form; at interview and references
Ability to use data efficiently to assess prior attainment, track progress and set clear and aspirational student targets		✓	At interview and references
High quality organisational skills	✓		At interview and references
Creative, innovative and able to manage change effectively	✓		At interview and references
The ability to manage and resolve conflict effectively and transparently	✓		At interview and references
The ability to work collaboratively in a senior leadership team	✓		Application Form; at interview and references
Committed to continual personal, professional development	✓		Application Form; at interview and references
Ability to use ICT to develop and extend learning, teaching and effective organisation and administration	✓		Application Form



## Selection Criteria for shortlisting: Assistant Principal (Teaching & Learning)

Please address the following criteria in section 6 of the application form when outlining your suitability for the post:

A. Successful experience in a current/recent Middle Leadership role and a proven track record of raising standards in Teaching & Learning.	E
B. Hold a further postgraduate qualification (Masters or similar).	D
C. Up to date with research and pedagogy on innovative Teaching & Learning methods.	E
D. An excellent classroom teacher with the ability to motivate and enthuse students.	E
E. A commitment to very high academic standards, expectations, achievement and attainment.	E
F. Initiating and implementing whole school Training & Learning developments, individually or as part of a team.	E
G. Ability to inspire, lead and support others through a programme of change.	E
H. Ability to communicate very effectively with students, parents and staff, at all levels.	E
I. Completion of the NPQSL or other similar level training.	D
J. Committed to continual personal, professional development.	E