



BILBOROUGH

SIXTH FORM COLLEGE

Appointment of Deputy Principal from January 2025
Full-time permanent

OUR VISION: To develop confident, curious, happy students, ready to change the world for the better

Introduction from David Shaw

College Principal



I'm delighted that you've expressed an interest in the position of Deputy Principal at Bilborough College. This post provides an excellent opportunity for an outstanding individual to join a successful sixth form college at an exciting stage in its development. This is a great opportunity to join our committed and passionate Senior Leadership Team.

You will be joining a flourishing institution with strong student outcomes, fantastic enrichment and development opportunities, and an innovative and creative teaching and learning culture. As a result of its excellent reputation, student numbers have grown by over 300 in the last 3 years and the college is expecting to be at a maximum of 2165 students from September 2024.

We are extremely proud that following our latest Ofsted inspection in November 2023, Ofsted rated the College 'Outstanding' for 'Student behaviour and attitudes' and as 'Good' for 'Overall effectiveness.' The college was praised for fostering, "a nurturing and aspirational culture in which students, from many different backgrounds, flourish together" and benefit from "a vibrant, purposeful environment and the diverse and positive culture".

We attribute our success to our committed and talented staff team who are committed to providing the very best learning opportunities and support for the young people we serve.

In November 2019, Bilborough College converted to Academy status and joined the Better Futures Multi Academy Trust, a new Multi-Academy Trust, designed with sixth form colleges in mind and sponsored by Coventry University. This was a natural step in our collaboration with a leading university and other Sixth Form Colleges and provides a unique experience for our students.

Membership of the Trust provides fresh and innovative opportunities for our students that raise aspirations, accelerate progression and ensure even better-quality provision for all students through sharing expertise with partners. New and high-quality staff development opportunities across the Trust help us to continue to retain talent and to attract the best staff.

Bilborough remains a sixth form college in name, ethos and educational character and as a result retains its unique position in Nottinghamshire and Derbyshire, whilst enjoying the benefits of working as part of a larger entity and collaborating with colleagues across the multi-academy trust.

We are looking for an inspirational and dynamic Deputy Principal to join our successful and inclusive sixth form college in Nottingham. .

Joining a dynamic and dedicated Senior Leadership Team, you will play a key role in embedding the vision and strategy of the College, innovate further and develop productive relationships and partnerships across the Trust. Alongside your responsibilities as a Deputy Principal, you will line manage a range of senior staff and support them in achieving excellent progress, personal development and attainment for all students.

We need an exceptional leader who:

- Will ensure that the well-being and success of our students is at the heart of every decision
- Has sound strategic sense and a deep commitment to educational improvement, excellence, and innovation
- Has the ability to motivate and empower the talented staff they will manage
- Is passionate about working in an ethnically diverse, inclusive College and can embrace and promote the College's vision and values
- Is committed to working as part of a family of colleges within the Trust

We can offer you:

- A unique opportunity to be a member of the college's Senior Leadership Team and the MAT Executive Team within our Sixth Form College Trust.
- Students who are eager to learn, well behaved and very proud of their college
- A culture of high expectations for students and staff
- An appetite for innovation and continuous improvement
- Dedicated and supportive senior leadership team colleagues
- Purpose-built teaching and learning facilities
- A supportive and committed Local Governing Body

Further details about the college and how to apply are included in this pack. Should you decide to do so, we look forward to receiving your completed application by **8.30am on Monday 24 June 2024**. If you would like to speak to us about the role and/or process please contact the HR department on 0115 851 5861 or by email at hannah.reeves@bilborough.ac.uk.



Bilborough College Overview

Bilborough Sixth Form College came into being in 1975 when it converted from Bilborough Grammar School and the college continues to operate from the same location catering solely for students aged 16-19. The college attracts students from the city of Nottingham and large areas of surrounding Nottinghamshire and south-east Derbyshire as well as the city of Derby.

Having moved into its current, purpose-built campus in 2005 all members of the college community benefit from a bright, modern and well-equipped college campus, located close to junction 26 of the M1 Between Nottingham and Derby.

In November 2021, Bilborough College was successful in its bid to the government's Post-16 capacity fund for a new £3.2 million extension to the current site to provide additional teaching and learning space for students. The new college extension opened to students in September 2023 and is home to our Maths, Physics, Electronics and Esports teams. It comprises 3 modern science labs, an E-Sports lab, a variety of general teaching classrooms and additional study IT study space.

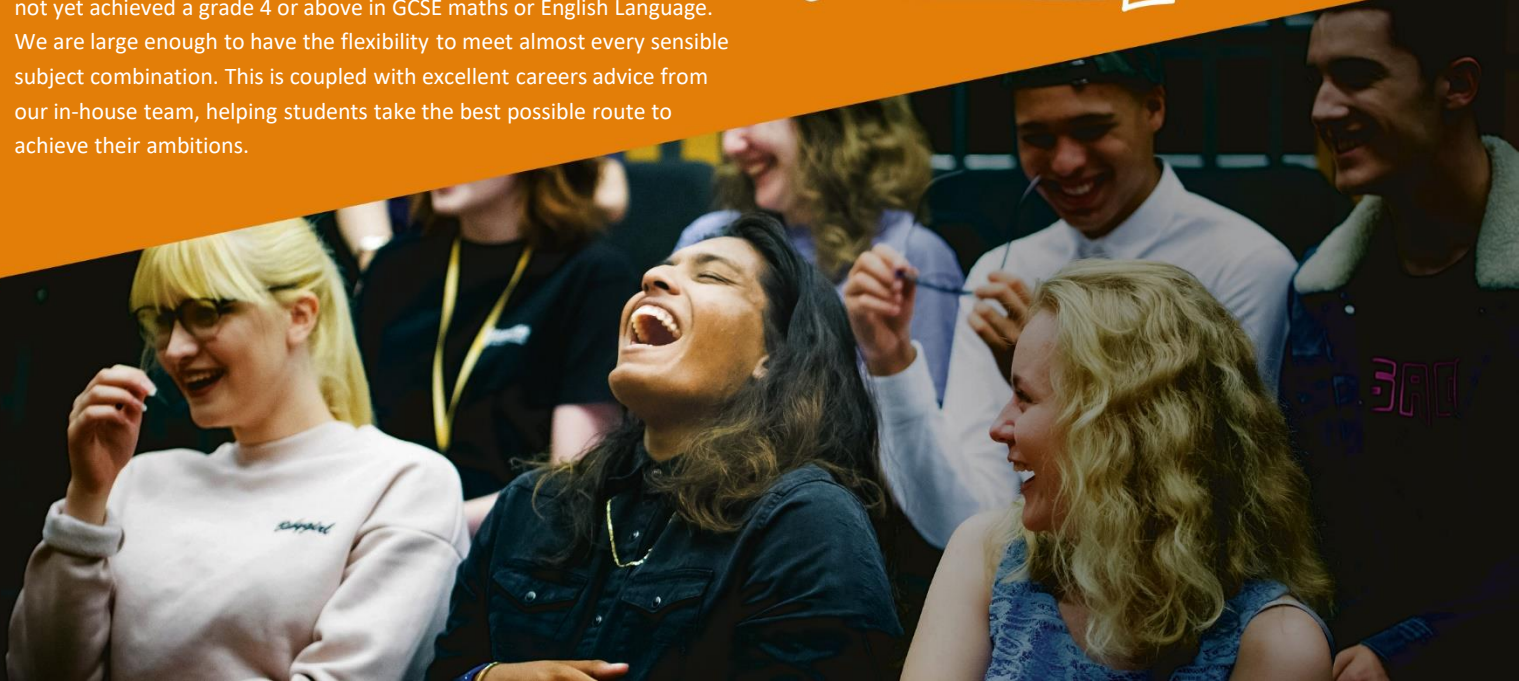
In addition to well-equipped, modern classrooms and labs, students benefit from fine art and photography studios, a theatre, a dance studio and rehearsal space. There are multiple study spaces including a central library plus distributed break out areas, a student support hub, refectory, cafe and shop as well as a sports centre, gym, playing field and 5-a-side courts.

The college is over-subscribed and has been effective in increasing student numbers, with a steady growth in students over the past few years. We currently have just over 2050 funded students enrolled on 16-18 Study Programmes involving A Levels or BTECs or a combination of the two.

The College has a minimum entry requirement of 5 GCSE passes at Grade 4 and above, usually including maths and English. Beyond that subject entry requirements are set out to ensure that students enrol for courses on which they have the best chance of success. We also provide a very effective resit programme for the small minority of students who have not yet achieved a grade 4 or above in GCSE maths or English Language. We are large enough to have the flexibility to meet almost every sensible subject combination. This is coupled with excellent careers advice from our in-house team, helping students take the best possible route to achieve their ambitions.

“Diversity in not just people, but in the range of experiences to become involved in, makes Bilborough quite extraordinary”

Meegan (Year 12)



Bilborough College Ethos

We are proud that in January 2024, Ofsted recognised the College was 'Outstanding' for behaviours and attitudes of students and as 'Good' for Overall Effectiveness. The inspectors recognised that the college is passionate about our vision for students to "be who you are, become who you want to be" and that students benefit from the "the strong culture of mutual respect and tolerance" and "feel safe in the calm and welcoming environment."

Students at Bilborough College are "enthusiastic and curious, with exceptional attitudes to learning" and inspectors noted that students describing themselves as "extremely proud to be Bilborough students".

Teachers have high expectations of their students, and they treat students as adults, expecting them to be self-motivated and autonomous in their learning.

We attribute our success to our committed and talented staff team. At Bilborough, expert teachers, specialist 'Skills and Progression' teachers and support staff work together to provide a purposeful learning environment where students can be themselves, are treated as responsible individuals and given the support and challenge they need. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens.

"Where else would you go for great A-levels other than Bilborough College!"

Poppy (Year 12)

We are proud to be part of a college where everyone can succeed, where students with special educational needs and/or disabilities are very well supported. Although we are larger than a school sixth form, help is always available for students from our dedicated Student Support Team. Each student is assigned a Skills and Progression teacher to provide them with pastoral support and review their academic progress. Students also receive support from the College's Learning Support Team, Student Counsellors, Student Welfare Officer and Student Wellbeing Coaches.

At Bilborough, personal growth and skills development are highly valued alongside academic achievement. The Ofsted team were very impressed with our "rich and varied programme of extra-curricular activities" and our "extensive range of progression and work-related activities" which build skills including "problem-solving, resilience and digital literacy" and we are already taking further steps to strengthen guidance for those who aspire to employment at the end of their studies. This all encourages us to continue our mission 'to develop confident, curious, happy students, ready to change the world for the better'."

We are especially proud of our high-quality offer for enrichment and extended studies known as 'Bilborough Xtra' which Ofsted noted offers "useful additional learning opportunities that help students to become well-rounded individuals."

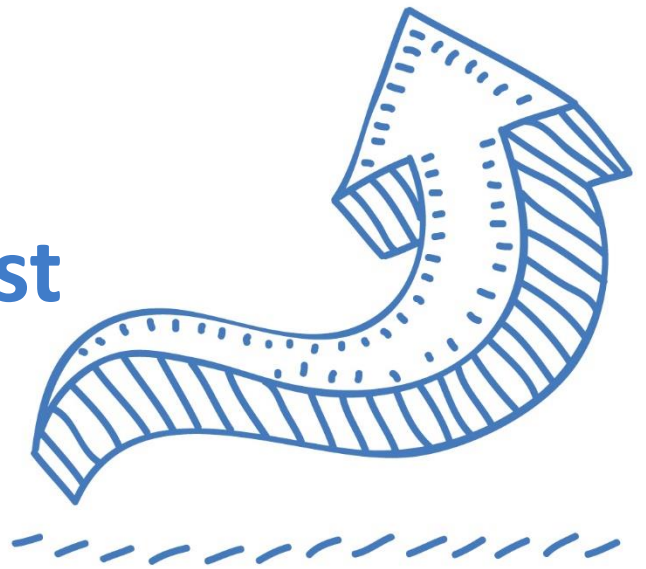
As a result of the high priority that we place on preparing students for successful progression, supporting them to develop the necessary skills, attitudes and resilience, a large proportion of our students go on to higher education and the remainder into higher level apprenticeships with high status regional or national employers, employment or further training.

UCAS data indicates that a high proportion of our applicants to higher education are successful in gaining places overall at university.

In addition, the most recent HESA reports show that a high proportion of our alumni who progress to higher education leave university with first or upper second-class degrees (4% above the state sector average for schools and colleges in the most recent data). This is a particularly strong characteristic for those of the college's students who live in areas with low participation rates (3% above the national average in the most recent data).



Better Futures Multi Academy Trust



Our Mission (Why do we exist?)

To develop confident, curious, happy students, ready to change the world for the better

Our Vision (Where are we heading?)

To become a national hub for excellence in 16-19 education

Our Values (What is important to us?)

Ambitious:

We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.

Curious:

We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Involved:

We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.

Supportive:

We support each other's work, and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.

Genuine:

We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.

Optimistic:

We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

As a staff team we are inclusive, open and actively engaged in our work. We encourage staff to be their whole selves at work in a positive and reflective culture where staff and students are willing to take risks and learn from their mistakes in order to keep improving.

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing.

“Bilborough college has allowed me to aspire and achieve goals I thought were never achievable. It truly is the best college ever!!”

Abdus (Year 12)

Better Futures

Multi Academy Trust

Our Manifesto - What do we believe?

1. Education should be focused on developing people with a love of learning and an insatiable curiosity
2. We focus on taking students on that journey from being school children to being young adults ready to change the world for the better.
3. We are relentlessly optimistic about the capacity of our staff to lead students on that journey.
4. Whether 16 or 60, we believe that all people can still grow and develop.
5. People can only really thrive when they bring their whole selves to work/college.
6. We thrive when we feel trusted and have enough autonomy over our work to be able to focus on getting better at it.
7. Mistakes and failures can be some of our most useful learning opportunities and should be celebrated as such.
8. A focus on the wellbeing and happiness of our students and staff are not optional extras.

Our strategic commitments...

Our strategic commitments bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These strategic commitments are:

(Student Development) Increase the agency of our students, ensuring they thrive, have fun, & are ready to change the world for the better

(Staff Development) Put people at the heart of what we do, focus on their development and help them thrive.

(Resources & Services) Secure financial strength so we can facilitate the ongoing development of our students & staff in a well-resourced & serviced environment



*“Here, my future is
already taking
shape”*

Daniel (Year 12)

BF MAT Attributes

At Bilborough College, we are committed to excellent academic achievement alongside outstanding personal growth. We have therefore developed a set of attributes which run through everything we do and which apply to everyone in the building, both students and staff. We actively work to develop these skills in everyone as a key part of achieving our mission and vision.



**I know I can
Get things
Done
because I:**

Prioritise, manage & organise my commitments to deliver on time.

Make well-informed decisions, showing initiative, imagination, and an ability to inspire others.

Use my knowledge and skills to make a positive impact.



**I know I can
Communicate
effectively
because I:**

Work well with others, build relationships based on empathy, trust & mutual respect

Engage different audiences, appreciating the diversity of background, culture & thought.

Listen carefully to others, showing interest & asking questions to better understand their perspective.



**I know I can
Act with
Integrity
because I:**

Take responsibility for my actions and recognise the impact on others and the environment.

Take pride in my work and my achievements, leading by example.

Can be myself, while celebrating our differences and the things that bring us together.



**I know I can
Adapt my
Approach
because I:**

Embrace an ever-changing world, responding with flexibility and optimism.

Remain open-minded to new ideas and perspectives from others.

Understand my strengths and weaknesses to collaborate,



**I know I can
Remain
Positive
because I:**

Am resilient and view failures as opportunities to learn and improve.

Take care of myself and those around me.

Make opportunities to have fun.



**I know I can
Think
Creatively
because I:**

Am confident in using my imagination to help find solutions.

Embrace an entrepreneurial mindset to have a positive impact on my career and community.

Am constantly developing, demonstrating curiosity and a desire to know more



Governance & Leadership

The college's Local Governing Body has 17 governors with a wide range of relevant professional skills and backgrounds represented. This includes two student governors, two staff governors and two parent governors. The Local Governing Body provide excellent support and challenge to the College's Senior Leadership Team.

“I love the relaxed nature yet hard work ethic the students and teachers have, which creates a brilliant atmosphere to socialise and learn in”

Matthew (Year 12)

Along with the Principal, the Senior Leadership comprises:

- Deputy Principal
- Assistant Principal, Curriculum and Quality
- Assistant Principal, Student Progress
- Assistant Principal, Student Services
- Director of Human Resources
- Director of Planning & Operations
- Associate SLT x 3
- Administrative Officer for SLT/ Clerk to LGB.

College has a wider Curriculum Management Team comprising 8 Heads of Faculty, a Learning Support Manager, a Student support / safeguarding lead, and Head of Bilborough Xtra. The team meets regularly with SLT members and acts as a vital forum for developing strategies and policies and as an engine for implementing improvement across the college. Course Leaders for each subject provide operational support and guidance to teaching staff teams. Each member of staff also has a dedicated coach to help with their own development.

The college has a current financial health rating of Excellent. In-year performance is in line with the budget for the year. All members of the senior leadership team contribute to the process of financial planning and budgeting. Management accounts are produced each month and scrutinised by SLT and governors.

Job details

Post:	Deputy Principal
Grade:	Points L15 to L17 on SFCA Leadership Scale
Location:	Bilborough College, Nottingham
Responsible to:	Principal

Overall/key purpose

To work closely with the Principal and MAT executive team to drive our developmental culture, delivering our mission of “developing confident, curious, happy students and staff, ready to change the world for the better.”

Main Duties and Responsibilities

To develop and challenge our senior and middle leaders, creating highly effective teams that drive our inclusive, deliberately developmental organisation.

To ensure we are creating a culture where our students can develop the attributes to help them thrive, alongside them playing a leading role in the design, delivery and evaluation of our provision.

Deputise for the Principal and play a key role as part of the MAT executive team.
Specific responsibilities and areas of direct leadership to be confirmed with post holder once appointed based on the successful applicant’s skills and the best fit with other members of SLT.

Key Accountabilities:

To our Mission, our Attributes and our Manifesto.

To the creation of an environment which motivates, energises and empowers staff.

To the creation of a supportive learning experience for every student.

To seek and respond intelligently to colleague feedback and to give feedback when needed.

To holding yourself and others to account for progress against the above.

These accountabilities are a concise and focused (but not comprehensive) summary of the post.





Professional conduct

All Staff are expected:

- To uphold the values of Better Futures Multi-Academy Trust and support the college in achieving its mission and strategic commitments.
- To adhere to the college's Safeguarding Policy and related safeguarding procedures and fulfil their responsibilities as a staff member and pass on concerns to appropriate designated safeguarding leads.
- To comply with the Guidance for Safer Working Practice for Adults working with children and young people in education settings ('GSWP')
- To act in accordance with provisions of the Trust's Staff Code of Conduct.
- To act in accordance with and promote the College's Equality, Diversity & Inclusion Policies and to work positively and collaboratively as part of a diverse college community with colleagues, students, parents and other stakeholders.
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
- To abide by the College's Data Protection Policy and IT Security Policy
- To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
- To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day.
- To contribute to whole college activities and arrangements such team/faculty/wider college meetings and open days/ evenings, parents' evenings and school liaison events.
- To attend all professional development relevant to your role and to seek and act on feedback from colleagues, students and other stakeholders as part of own development. To work with an allocated coach to set and achieve personal development goals.
- To undertake such other duties as the Principal shall deem appropriate for the level of responsibility involved.

Person specification - criteria	Essential/Desirable	Assessed *
Qualifications		
Qualified Teacher Status	E	S
Knowledge and Experience		
A strong understanding and passion for what the Sixth Form College sector can achieve.	E	SI
Experience of improving provision through building a culture of mutual trust & intrinsic motivation, collective intelligence & accountability.	E	SI
Experience of leading and developing large and diverse teams.	E	I
Skills and Abilities		
Enthusiasm and influence which comes from a deep commitment aligned to the values and ambitions set out in our Manifesto.	E	SI
Ability to engage and inspire staff in their own development to support the common purpose of our mission.	E	I
A successful track record of a positive, solution-focussed approach to development and change.	E	SI
Strong communication skills which ensure clarity of message and action.	E	I
Resilient, determined and optimistic in the face of difficulties and challenge.	E	SI

Person specification – criteria continued...	Essential/Desirable	Assessed *
Personal Attributes		
<p>‘Get things done’ - Makes well informed decisions, showing initiative, imagination, and an ability to inspire others. Uses knowledge and skills to make a positive impact. Able to prioritise and manage own commitments to deliver on time.</p>	E	I
<p>‘Adapt my approach’ - Embraces an ever-changing world, responding with flexibility and optimism. Remains open-minded to new ideas and perspectives from others. Understands own strengths and weaknesses to make better decisions.</p>	E	I
<p>‘Communicate effectively’ - Works well with others, building relationships based on empathy, trust and mutual respect. Successfully engages different audiences, appreciating diversity of background, culture and thought. Listens carefully to others, showing interest and asking questions to better understand their perspective.</p>	E	I
<p>‘Think creatively’ - Confident in using own imagination to help find solutions. Embraces an entrepreneurial mindset to have a positive impact on their career and community. Is constantly developing, demonstrating curiosity and a desire to know more.</p>	E	I
<p>‘Remain positive’ - Resilient and views failures as an opportunity to learn and improve. Takes care of themselves and those around them. Makes opportunities to have fun.</p>	E	I
<p>‘Act with integrity’ - Takes responsibility for own actions and recognises the impact on others and the environment. Takes pride in own work and achievements, leading by example. Can be themselves, while celebrating our differences and the things that bring us together.</p>	E	I

* Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview



Application Process

In addition to the application form, we would like applicants to complete the following tasks:



Task 1 – Professional experience

Please submit a supporting statement in which you use examples from your key professional achievements within the last 3 years to demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details of how you meet all aspects of the person specification marked with an ‘S’ or ‘SI’. Please also describe the size of the team you manage/have managed and your reason for wanting this post. (Max 1000 words)

Task 2 – Professional competencies

IMPORTANT PLEASE READ: Describe your experience in each of the following and explain how it will help you to fulfil the role of Deputy Principal: (250 words max per response)

1. Leading and inspiring others to achieve a significant change or improvement.
2. Creating a culture where students and staff genuinely develop and thrive.
3. Getting something really wrong as a leader and what you learned from the experience.
4. Developing and maintaining partnerships (internal and/or external) which have led to a significant positive impact on a team or the wider school / college community.

Task 3 – Vision

Please outline what you see as the top 2 challenges and the top 2 opportunities the college should tackle over the next 3 years.

As Deputy Principal, how will you use your skills and experience to navigate these and ensure maximum impact? (Max 250 words per contribution)

Challenge 1:	How I can contribute as Deputy Principal:
Challenge 2:	How I can contribute as Deputy Principal:
Opportunity 1:	How I can contribute as Deputy Principal:
Opportunity 2:	How I can contribute as Deputy Principal:

“At Bilborough I can finally be myself”

Elissa (Year 12)

How to apply



Further information

Any initial enquiries about the post or the appointment process should be directed to the HR department on 0115 851 5861 or by email at Hannah.reeves@bilborough.ac.uk

Applying

To apply for this role please follow visit the College's TES recruitment portal:

<https://www.tes.com/schools/employers/1053050/current-jobs>.

This link can also be accessed through the 'job vacancies' section of the College's website www.bilborough.ac.uk.

You will need to complete an on-line application form which includes the supporting statement and tasks outlined above. CVs will only be accepted alongside a completed application form

To request an application form in an alternative format, please contact Jodie Spencer, HR Administrator on 0115 851 5861 or by email beth.pugh@bilborough.ac.uk

Safeguarding Children and Young People

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity checks
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical checks
- References
- ISA Children's List and DBS check (including overseas 'Certificate of Good Conduct' as appropriate).

As part of the shortlisting process, and in advance of an offer to interview, online checks are carried out as part of our due diligence on shortlisted candidates.

Closing Date for Applications: 8:30am on the Monday 24 June 2024

Interviews to be held: W/C Monday 8th July 2024



Hannah.reeves@Bilborough.ac.uk

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www.bilborough.ac.uk

College Way, Nottingham NG8 4DQ
(Map and directions on our website)