



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

## **Assistant Vice Principal (Pupil Learning & Development)**

### **CANDIDATE INFORMATION**

**STARTING DATE 1<sup>ST</sup> SEPTEMBER 2017**

**This pack contains the following information:**

Page 2	Message from the Principal
Page 3	Information about the University of Birmingham School
Page 5	Indicative Pay and Benefits
Page 7	Job Description
Page 9	Person Specification

**For more information, please go to [www.universityofbirminghamschool.org.uk](http://www.universityofbirminghamschool.org.uk). To arrange an informal discussion with the Principal, please call 0121 796 5007**

**PLEASE SUBMIT YOUR COMPLETED EXPRESSION OF INTEREST BY 5PM ON WEDNESDAY 5 APRIL 2017**

Dear Candidate,

I am delighted to write, as the Principal of the University of Birmingham School, to thank you for your interest in the role of Assistant Vice Principal (Pupil Learning & Development). Our school opened in September 2015 welcoming its first Year 7 and Year 12 pupils, and, as we grow to capacity over the next three years, this brand new role will play a pivotal part in supporting this growth, extending leadership capacity across the School, helping to ensure every child reaches their potential.

The academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, drama, music, trips and visits into our extended school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

Through our nodal admissions policy which recruits students from across the city, we are able to provide the best possible educational experience for our diverse, creative, talented and aspirational student body. We have been delighted with the interest that the school continues to receive - being referred to by the Prime minister recently when she said:

***"I want to build on the success we have already experienced when some of our great universities have stepped in to help by sponsoring or supporting a local school. Recently we have seen the University of Birmingham open an impressive new School for secondary school pupils and Sixth Formers".***

As the first secondary 'University Training School' in the country, we are playing a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

The successful candidate will be responsible for the leadership of the School's pastoral teams, working alongside the senior leadership team to ensure the School delivers outstanding practice in teaching and learning, pastoral support and character development. All staff are required to be committed to the Character Education and enrichment programmes.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. This is a great opportunity for you to further develop your skills and experiences and the post will be an excellent foundation for Headship. We are committed to ensuring the well-being of our staff. At the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



**Mike Roden**  
**Principal**

## **The University of Birmingham School – Information for Candidates**

The University of Birmingham School opened in September 2015 in a new building located on the University's Selly Oak campus. We admitted 150 students into the six Year 7 Forms and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity in 2019/2020.

Our aim is quite simple: to help transform the lives of our students by helping to raise their aspirations and to maximise their potential by accessing the widest possible range of educational opportunities. We do this by offering, in an extended school day, a broad and balanced academic curriculum, by supporting the development of well-rounded people of strong character in a diverse and comprehensive student body, who have access to world-class facilities, resources and expertise through close links with the University community.

### **About our Education**

The curriculum in Years 7 to 9 includes Art, Biology, Chemistry, Computer Science, Dance, Design Technology Drama, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2016/17 we are offering Art, Biology, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics and Religious Studies.

The Form Tutor, Progress and Pastoral Manager and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

### **How is the University of Birmingham School different?**

#### **1. Character Education**

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

#### **2. Enrichment Programme**

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

#### **3. Links with the University of Birmingham**

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

### **Why should you apply to work at the University of Birmingham School?**

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University which is determined to ensure this school is a happy and successful community from day one.

As the School grows to full capacity, the department and pastoral teams will grow and dependent also on performance, this will be reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. But from time to time, events happen that affect our personal and working lives. Under such circumstances we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best, to be an outstanding role model, to be committed to self-improvement, and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application to what is a new school for Birmingham, a school of tomorrow, the University of Birmingham School. We intend that our graduates will go on 'make a difference' to the lives of others – the real value of a high quality education. Come and help us achieve this ambitious goal.

## **Indicative Pay and Benefits**

### **Commitment to Staff**

We recognise that our staff will be the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we will ensure that we provide enhanced pay and benefits by:

- paying staff a single salary for doing an excellent job;
- broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, enhanced pay and benefits to match our enhanced expectations;
- maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- putting care for staff, their wellbeing and professional development at the heart of the School;
- establishing a culture of robust performance development and appraisal to underpin this policy;
- developing and maintaining a harmonious working environment.

### **Salary Scales**

#### **Senior Leadership**

##### Head of School

- Salary range broadly equivalent to L31-35
- £81,478 to £89,874

##### Vice Principal

- Salary range broadly equivalent to L18-25
- £58,677 to £70,349

##### Assistant Vice Principal

- Salary range broadly equivalent to L10-14
- £47,975 to £52,520

### **Pension**

All teaching staff will be eligible to contribute to the Teachers' Pension Scheme.

### **Benefits**

It is intended that staff at the University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes. Other employee wellbeing support will be developed over the coming months.

<b>Professional development</b>	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
<b>Travel</b>	Cycle scheme Car leasing scheme Discounted travel passes
<b>Family</b>	Childcare vouchers University nurseries
<b>Health &amp; wellbeing</b>	University staff rates at the new £55m Sports Centre (opening 2017) Dental and medical insurance Health cash plan

## University of Birmingham School - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

**Salary:** University of Birmingham School Leadership Scale – L10-L14 equivalent

**Reporting to:** Head of School

We are seeking to recruit an inspirational and appropriately qualified individual to undertake the following specific and general duties and responsibilities.

### **Core Purpose:**

To provide inspirational leadership of the School's pastoral teams, ensuring all of our pupils are flourishing and contributing to improved academic outcomes for all.

### **Specific Leadership Responsibilities:**

The list of tasks below is illustrative of the general nature and level of responsibility of this Senior Leadership post which is likely to change over time following consultation with the Principal, in response to the needs of the school and the experience and skills of the team as a whole. The post reports to the Head of School and will also report to the Governing Body of the School.

- To passionately advocate for our vision of being a school where everyone will succeed and flourish through improved academic outcomes.
- To maintain and develop the School's positive behaviour systems to ensure teachers have the freedom to teach, and pupils have the right environment for learning.
- To support the Head of School in responding to serious breaches of the School's Behaviour and Exclusions Policy.
- To deliver aspirational and inspirational leadership of the School's pastoral teams.
- To manage student welfare and attendance.
- To oversee induction and transition programmes for all pupils across key stages.
- To be responsible for the School's bespoke pupil learning and development (PLAD) programme, quality assuring content and delivery, and, working with the PLAD development team, to ensure it is always fit for purpose, innovative and engaging.
- To be an outstanding role model for pupils, staff and parents/ carers at all times, showing positive optimism, empathy and exemplary professionalism.
- To build relationships outside school with other professionals, parents/carers and University partners.
- To keep abreast of developments nationally and internationally that will impact on the flourishing of pupils, and to embrace research informed practices.

### **General Leadership Responsibilities:**

To play a major role, under the overall direction of the Principal, in:

- Formulating the aims and objectives of the school.

- Establishing the strategy and policies through which they are to be achieved.
- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a school environment with an outstanding care and guidance of, and for, each other.
- Ensuring that there is outstanding achievement, behaviour, leadership and teaching and learning across the school
- Monitoring the progress of strategy and policies in accordance with the policies of the School and the School Improvement Plan determined by the Governing Body.
- Undertaking any professional duties reasonably delegated by the Principal.
- To undertake an appropriate programme of teaching as determined by the Principal.
- To contribute to supervision arrangements at break and lunchtime.

The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.



<b>Senior Leadership - Person Specification</b> <b>Teacher - Person Specification</b> E = Essential D = Desirable O = Optimal (HT = How Tested, AF = Application Form, R = Reference, I = Interview )				E	D	O	HT
<b>Qualifications</b>							
5A*-B grades at GCSE including at least C grade in English and Mathematics				✓			AF
Qualified teacher status (QTS)				✓			AF
Honours degree or equivalent				✓			AF
An Upper Second or 1st Class Degree						✓	AF
A Middle Leadership Qualification (e.g. NCSL – MLDP)					✓		AF
Masters degree or equivalent						✓	AF
<b>Professional Development</b>							
Evidence of sustained participation in INSET, especially School leadership/management programme or similar					✓		AF/I
Participation in work with other schools/agencies					✓		AF/I
Knowledge of current educational policy and developments in the secondary sector				✓			I
Strong appreciation of character education as an integral part of student learning and development				✓			I
A thorough understanding of Ofsted inspection framework				✓			AF/I
An understanding of initial and continuing teacher education and school improvement				✓			AF/I
An understanding of what constitutes quality in educational provision and the characteristics of effective schools				✓			I
An informed appreciation of and commitment to evidence-based research as a basis for informing learning and teaching policy and practice					✓		I
<b>Personal Qualities and Relationships</b>							
A strong commitment to the vision and ethos of the University of Birmingham School				✓			I
To have personal impact and presence				✓			I
To be able to establish and develop good relationships with all involved in the school				✓			R/I
To have experience of dealing effectively with students, staff and parents				✓			R/I
To have a positive and energetic approach to work				✓			R/I
To be flexible and approachable				✓			I
To be able to think strategically and work in collaboration with others				✓			I
To be able to handle situations immediately as they arise whilst maintaining personal warmth and resilience				✓			I
<b>Interpersonal and Communication Skills</b>							
Have the ability to communicate effectively in writing and orally				✓			AF/I
To be competent in the use of ICT				✓			R/I
The ability to work flexibly as a member of a team and to take on initiatives				✓			R/I
To have the ability to deal sensitively with people and resolve conflicts				✓			R/I
<b>Leadership/Management Experience</b>							
To have recent experience as Middle or Senior Leader in a Secondary school				✓			AF
To have the ability to lead, provide clear vision and command respect				✓			R/I
To be an incisive and clear strategic thinker				✓			R/I

To have the ability to motivate pupils and staff to achieve challenging targets	✓			R
To have the ability to delegate responsibility, set high standards and provide a focus for improvement	✓			R
To have the ability to manage change in a school and monitor and evaluate its impact		✓		R/I
To have experience of playing a leading role in implementing aspects of a Subject or School Improvement Plan		✓		AF/I
To have experience of conducting Performance Development		✓		R/AF
To have experience in the use of data (academic and pastoral) to achieve whole school improvements in student outcomes		✓		R/I
To have experience working with other schools/agencies		✓		AF/I
<b>Teaching and Learning</b>				
To be an outstanding classroom practitioner	✓			R
To have a practical understanding of effective teaching and learning strategies	✓			R/I
To have an understanding of actions to be taken to promote equality, racial harmony and prepare pupils to live in a culturally diverse society	✓			I
To have evidence of successful leadership of people/teams		✓		AF
To have experience of monitoring and evaluating the quality of teaching and learning		✓		AF/R
<b>Resource Management</b>				
To have experience of managing and/or co-ordinating staff	✓			AF/R
To have experience of monitoring and developing school administrative systems		✓		I
<b>School Improvement</b>				
To understand the characteristics of an outstanding school		✓		I
To have an awareness of strategies to raise pupil achievement, manage behaviour, prevent racism, radicalisation and bullying	✓			I
Experience of delivering operational planning in order to achieve strategic objectives		✓		AF
To have evidence of involvement in whole school improvement work	✓			AF
<b>Other:</b>				
To demonstrate best practice in providing a safe and secure learning environment	✓			R
Experience of working directly with parents to support pupil learning and achievement and dealing effectively with poor behaviour	✓			I
To understand the role and importance of 'pupil voice' in schools	✓			I
Awareness of the role of Governors	✓			AF/I
Have experience of working with Governors		✓		AF/I
To have a commitment to equality and diversity	✓			I

### Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_  
(Signature of the Principal)

Copy received by \_\_\_\_\_  
(Signature of Staff member)

Date: \_\_\_\_\_