

Vice Principal

Worcester Sixth Form College is a 16-19 academy and a member of the Heart of Mercia Multi-academy Trust. The College offers the widest range of A Levels in the county alongside a range of Applied, AAQ, T Level and GCSE qualifications which ensure a broad curriculum offering with extensive enrichment opportunities. The College provides a safe and inclusive environment for almost 1800 students from a variety of cultural and social backgrounds, and we pride ourselves on the sense of community that we have been able to engender.

The College is in an excellent position with students making better than expected academic progress and more being aspirational in their next steps compared to their peers in value added terms. The College has been successful in ensuring that the outcomes for disadvantaged students (academically and in relation to their progression) exceed what is seen nationally compared with peers with similar prior attainment demonstrating the impact of our focus on inclusion. The College has also been successful in raising the ambition of all our students in terms of their progression with a 43% increase in students securing Russell Group university places over the last three years.

College finances are strong and there has been significant investment in the building to provide students with the best possible environment, e.g. completion of phase 2 of the Science Centre and fire safety improvement works. The College has grown by 32% over the last 6 years and now educates over one-fifth of the county's 16- to 19-year-olds despite competition from local school sixth forms, independent schools and FE providers.

Worcester is a great place to live and work with areas of outstanding natural beauty within easy reach. It has a vibrant sporting and cultural tradition and excellent transport links to Birmingham and London.

Worcester's education landscape is characterised by high standards, strong academic performance, and wide access to quality provision, making it a well-regarded area for school-age children. The primary sector shows excellent academic performance (73% of Worcester primary pupils meet expected standards in reading, writing and maths, compared with 62% nationally), strong teaching quality, and high parental demand and secondary provision across the city, and county more widely, demonstrating good quality, with notable pockets of excellence.

Due to the promotion of our current Vice Principal, an exciting opportunity has arisen for an exceptional person to join us, whose leadership skills, strategic vision and sound management will enhance the current success and position of the College and allow it to meet the challenges of the future.

We are seeking someone with the ability, strategic vision and strength of purpose to work alongside the College Principal in shaping the next stage of the College's development as well as demonstrating the ambition and professional potential to progress to the role of Principal. You will have significant management experience gained in a College (or secondary school, with a large sixth form), with a track record of effective quality improvement, interventions and challenging underperformance. The Vice Principal will demonstrate a clear understanding of the importance of placing our students at the centre of everything we do and of continually striving to improve the student experience and outcomes.

The College will provide a stimulating, supportive and exciting environment where you can make a difference. The College is led by a strong and experienced senior leadership team, overseen and supported by a local governing body that works closely with senior leaders, and by the multi-academy trust. Ongoing development of and support for our excellent and hardworking staff is a key priority for College leaders and governors.

The primary focus of the role is on curriculum and quality improvement and will therefore suit applicants with these or related specialisms and experience. Included in the Vice Principal's responsibilities will be to act as College nominee and to provide line management to academic Heads of Department, MIS etc. The Vice Principal is supported by a Personal Assistant with access to wider support services.

If you would like to discuss the role further or arrange to visit the College before making an application, please contact Jo Payne, PA to the Principal (jo.payne@wsfc.ac.uk) or phone 01905 362602 in the first instance.

Please note, Interviews will be held, in person, in the week commencing 16th March 2026.

Within this pack or online (www.wsfc.ac.uk under Job Vacancies) you will find:

1. *An introduction to the College*
2. *Conditions of employment and department description*
3. *Salary structure for Senior Leadership Spine*
4. *Job description and person specification*
5. *Job Description (Teacher)*
6. *An application form with equal opportunities monitoring form*
7. *Policy Statement on the recruitment of ex-offenders and guidance to applicants on disclosing information*
8. *Code of Conduct for staff*

Application forms are available via a link which can be found on our website www.wsfc.ac.uk under Job Opportunities and should be returned with the equal opportunities monitoring form by Midday (12pm) on Monday 2nd March 2026.

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.

Vice Principal
Conditions of Employment

General Conditions	Conditions of employment for teaching staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. Pay and conditions for teachers are similar to, but not the same as, those for school teachers.
Start Date	24 th August 2026
Status	Senior Post holder of the College and member of the Senior Leadership Team. Full-time and Permanent
Salary	Salary will be paid on point L11 (range up to L14) of the SFCA Leadership Spine, currently £76,498 (range up to £82,141).
Hours of Work	Full time and exclusively in the capacity of Vice Principal, such hours as are required to discharge the duties of a Vice Principal of the College
Pensions	Teachers' Pensions Scheme: employee contributions are tiered and based on actual earnings. Employer contributions are 16.48%.
Holidays	Details of holiday periods will be made available to you. The College year is similar to the Local Authority's academic year with some variations.
Child Protection/ Safeguarding	The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check. Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants for further information as to how you can apply for a 'certificate of good character' if you are appointed. Where there is a charge applicants will be required to pay for this themselves.
Equality and Diversity	The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce.
Disability	Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made. Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process for this position will include a teaching activity.

Leadership Spine at 1st September 2025

Pay Point	Per Annum	Pay Point	Per Annum
SFC-L1	£ 60,449	SFC-L15	£ 84,113
SFC-L2	£ 62,002	SFC-L16	£ 86,132
SFC-L3	£ 63,762	SFC-L17	£ 88,197
SFC-L4	£ 64,404	SFC-L18	£ 90,313
SFC-L5	£ 66,145	SFC-L19	£ 92,480
SFC-L6	£ 67,946	SFC-L20	£ 94,702
SFC-L7	£ 69,575	SFC-L21	£ 96,973
SFC-L8	£ 71,244	SFC-L22	£ 99,301
SFC-L9	£ 72,955	SFC-L23	£ 101,685
SFC-L10	£ 74,707	SFC-L24	£ 104,125
SFC-L11	£ 76,498	SFC-L25	£ 106,623
SFC-L12	£ 78,335	SFC-L26	£ 109,179
SFC-L13	£ 80,217	SFC-L27	£ 111,802
SFC-L14	£ 82,141		

JOB DESCRIPTION

Post Title: Vice Principal

Responsible To: The Local Governing Body of Worcester Sixth Form College through the line management of the Principal

PURPOSE OF THE JOB:

To work with and support the College Principal in providing leadership, strategic vision and sound management to further develop Worcester Sixth Form College as an excellent provider of 16-19 education.

KEY RESPONSIBILITIES:**Strategic Direction and Leadership:**

- To work with the Principal to provide direction and management of the College as set out in the Articles of Association and in accordance with the policies and procedures of the College.
- To contribute to the College's strategic planning and development.
- Lead the translation of strategic objectives into operational planning which links the College mission to measurable delivery and provides for effective monitoring of progress.
- Deputise for the Principal when necessary to lead the Senior Leadership Team and staff of the College.
- To review and implement the College's academic curriculum policy and delivery on a regular basis and make recommendations to the Principal and the Governors.
- To advise Governors as appropriate in the course of their work and liaise with other stakeholders in the locality.
- Keep up to date with educational developments, policies and reforms, and apply as required to College strategies, plans and processes.
- Maintain, support and develop partnerships and collaboration to benefit the College, its staff, students and wider community.
- Overseeing staff workload, wellbeing and satisfaction.
- Leading on key College events including the enrolment of new students (Course Confirmation) and Parents' Evenings.

Teaching, Learning and Student Support:

- Lead the strategic development of academic curriculum, quality assessment and quality improvement.
- Promote and secure high standards of academic and exam performance.
- Ensure high quality teaching and learning, curriculum development and pastoral care.
- Apply a rigorous focus on data to monitor achievement and progress of students.
- Recognise and celebrate excellent practice and results, challenging unsatisfactory performance.
- Maintain student discipline within agreed rules and procedures, including the suspension or exclusion of students on disciplinary grounds.
- To ensure that appropriate action is taken to cover for absent teaching staff liaising with HoDs and HR.
- Ensuring that student voice is sought and considered.

Management:

- Work with the Principal to recruit and retain staff of the highest possible calibre, ensuring effective performance management and professional development in consultation with other senior staff.
- Guarantee appropriate systems of performance and quality management and their effective monitoring, including the production of the College Self-Assessment Report.
- Ensure commitment to the College ethos of inclusion, equality of opportunity and respect for diversity.
- Ensure appropriate policies and procedures are in place to adhere to legal and statutory requirements.
- Line manage academic Heads of Department, appropriately reviewing performance, setting targets and challenging areas of concern.
- To identify general staff development needs related to the academic curriculum and refer to the Senior Leader for Teaching and Learning.

Communication and External Relationships:

- Promote effective communication within the College and with the wider community.
- Maintain and develop highly effective working relationships with multi-academy trust colleagues, key external organisations, local schools and colleges, LA etc.
- Maintain and enhance the College's high profile and reputation.
- Promote and market the College's mission, ethos and success.
- Act as the College's nominee for Ofsted.

Other:

- Any other duties that may reasonably be requested by the Principal of the College.

JOB DESCRIPTION

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

JOB TITLE: Teacher

JOB PURPOSE : To teach students according to the College timetable so as to ensure excellent success rates and Value Added.

The role of the teacher is central to the provision of a high-quality learning experience. Teachers at Worcester Sixth Form College will have enthusiasm and excellent subject knowledge to encourage, motivate and inspire students within their subject area. Teachers will provide engaging lessons which inspire students to achieve their best, enabling students to continually improve their performance by providing positive, constructive feedback. Teachers will have a thoughtful and self-reflective approach to pedagogy and a strong desire to be an outstanding classroom practitioner, with a genuine enthusiasm for working with 16–19-year-olds

RESPONSIBLE TO: Head of Department

MAJOR TASKS

To teach effectively and create an effective learning environment by:

1. Effectively and thoroughly preparing lessons that considers the range of ability and prior attainment of students within a class and the individual learning needs of the students;
2. Assessing, recording and reporting on the development, progress and attainment of students;
3. Marking, monitoring and returning work within a reasonable and agreed time span providing constructive feedback which clearly indicates strategies for improvement;
4. Providing regular feedback on work, maintaining accurate records of students' progress and development in line with the College's tracking, monitoring and intervention procedures;
5. Providing appropriate support and challenge for students including a range of teaching and learning strategies which incorporate processes to ensure effective learning has taken place;
6. Developing and making effective use of resources, materials, schemes of work and learning technologies appropriate to the subject matter/skill being taught which will meet the needs of individual students;
7. Promoting high standards of motivation, behaviour, attendance and punctuality with clear communication of the College expectations and consistent use of the College's referral processes and pastoral systems where this is necessary;
8. Creating a purposeful, positive and supportive teaching environment, sensitive to equality and diversity, and health and safety considerations;
9. Keeping full and accurate attendance records making prompt and regular use of the College's electronic attendance system;

10. Setting regular and relevant homework, tests, independent study work and assignments to support and consolidate learning;
11. Attending all relevant staff and curriculum area meetings as reasonably required;
12. Participating in the systems and events for College publicity, recruitment and induction of students as appropriate;
13. Demonstrating a commitment to student support, guidance and student enrichment activities;
14. Communicating regularly with students, colleagues and parents regarding student progress and student needs;
15. Promoting a positive image of the College to external agencies and the local community;
16. Taking part in the College's staff appraisal and performance management cycles as appropriate;
17. Being informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information;
18. Contributing to all appropriate Quality Assurance processes;
19. Maintaining teaching rooms used in as attractive a state as possible and to report any issues to the appropriate Head of Department or Health and Safety Officer.

GENERAL RESPONSIBILITIES

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To participate in training and team development activities, to update knowledge and skills.
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

PERSON SPECIFICATION

Person Specification

Post Title: **Vice Principal**

The College regards the following as important criteria and some essential (E).

Qualifications

- Good honours degree or equivalent qualification (E)
- Teaching qualification (E)
- Evidence of up to date continuing professional development (E)

Experience

- Successful teaching experience in the 16-19 age range (E)
- Record of successful management of a significant curriculum area in an institution providing 16-19 education with good or outstanding provision (E)
- A track record of rigorous quality assessment and leading successful quality improvement (E)
- Strategic planning and a record of delivering targets
- Leading organisational change
- Effective collaborative or partnership working
- Successfully managing a budget
- Experience of deploying staffing and other physical resources to ensure positive outcomes
- Experience of an OFSTED inspection

Knowledge and Awareness

- An understanding of the key issues for the sixth form sector (E)
- Knowledge of funding methodology and related financial issues (E)
- An understanding of the importance of financial management and control in a challenging environment (E)
- An understanding of the outward facing nature of the role in developing external relationships (E)
- Knowledge of current strategic curriculum issues and awareness of day-to-day issues (E)

Skills

- Leadership style which encourages, motivates, inspires and develops staff and students (E)
- Excellent communicator with effective listening, influencing and interpersonal skills (E)
- Strategic thinker, able to articulate a clear vision (E)
- Highly effective decision maker with excellent analytical and problem-solving abilities (E)
- Open and consultative approach to management, breaking down barriers to find common solutions (E)
- Ability to maintain pro-active engagement with relevant educational bodies (E)
- Ability to interpret and interrogate data (E)
- To have excellent administrative, organisational and IT skills (E)
- To be able to demonstrate financial acumen

Personal Qualities

- Empathy with the needs and aspirations of post-16 students (E)
- A passionate commitment to raise standards of achievement across the College to continue to achieve excellence (E)
- Personal and professional integrity (E)
- Commitment to the principles of inclusion, equality and diversity (E)
- Intellectual rigour and the ability to analyse and explain complex issues (E)
- Ability to maintain a sense of perspective and deliver sound judgements, even under pressure (E)
- Willingness to confront issues and make difficult decisions (E)
- An instinct for developing and maintaining positive and beneficial relationships with networks inside and outside the sector (E)
- An appreciation of the distinctive ethos of the sixth form college.

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview.

In line with the updated Keeping Children Safe in Education guidance, we will also carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which again would then be explored with the applicant at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

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