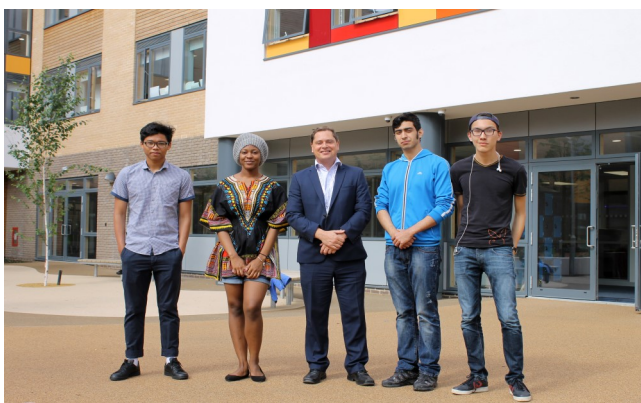
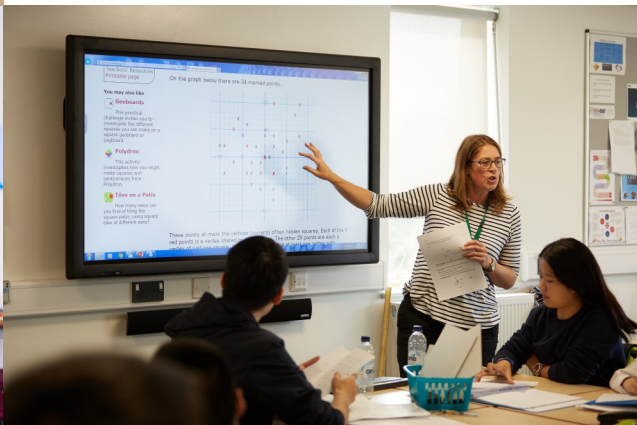


ABBAY COLLEGE CAMBRIDGE

VICE PRINCIPAL ACADEMIC - APRIL/SEPTEMBER 2021



'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'



'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'



α+ Alpha Plus
group

the **Gold Standard** in education

ABB COLLEGE CAMBRIDGE

ABOUT US

Abbey College Cambridge is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.



We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.

We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'

TEACHING AT ABBEY COLLEGE CAMBRIDGE

We specialise in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional courses focussed on English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, five Abbey College Cambridge alumni entered undergraduate courses at Oxford and Cambridge universities in 2019, with a third of other applicants from our college entering top five UK universities.

Staff at Abbey College Cambridge share key values. We agree to:

- Value every student and member of staff
- Work constantly to raise expectations
- Develop learning and teaching strategies suited to each student
- Work in close partnership with students, parents, guardians and agents
- Nurture, share and celebrate the successes of every member of the community.



ABOUT THE ROLE

It is the collective responsibility of all members of staff to create a friendly, stimulating, and secure environment in which every student in the college has the opportunity to develop personally, socially, and academically.

Member of the Senior Leadership Team (SLT)

The VPA responsibilities are:

To contribute to the strategic development and operation of Abbey College Cambridge and to participate in weekly SLT meetings.

To lead in the creation, implementation and evaluation of the academic areas of the school development plan, Self-Evaluation form and college policies.

To prepare the college for inspection by ISI and to play a central role as a member of SLT during inspection.

To prepare the college for termly governance inspection visits and to create the annual academic report to for Alpha Plus governors.

To be a frequent attender at school events and to be a role model presence in the school, both for

Assessments and reporting

The VPA manages the Academic Support team and leads all aspects of internal and external assessment. The VPA also leads on academic report writing and ensures accurate and timely communication is made with parents regarding student academic progress.

Abbey College International Foundation Programmes

The VPA is responsible for all aspects of the Abbey College Cambridge International Foundation Programmes.

Preparation for Higher Education and careers

The VPA is responsible leading for all aspects of our students' progression to university and their future careers. This includes work across all year groups: careers guidance and work experience for year 10 and 11 students; overseeing the 'Pre Degree Diploma university preparation course for year 12 students, and UCAS applications for year 13 students.

Careers guidance and UCAS support is conducted with the Directors of Studies and teachers of the school.

Timetables

The VPA will ensure construction of the annual school timetable working with the Principal, Admissions Team and Academic Support team.



ABOUT THE ROLE

Academic Leadership

The VPA leads all aspects of the academic delivery of the school.

Teaching and learning, to ensure that:

- Courses are planned and delivered in ways which offer students the best opportunities for success.
- Teachers have a high level of subject knowledge and pedagogic skill.
- Students are enabled to prepare for target examinations
- Teachers respond to the specific needs of our students for whom English is a foreign language or for those with special educational needs.
- Students have good access to appropriate resources for study
- Students of all abilities are able to make good progress and that a wide range of academic extension work is available, including as part of the Abbey Inspires programme of academic enrichment

Management of quality, to ensure that:

- Students are well briefed on the nature and requirements of the courses for which they enrol.
- Student progress is effectively monitored and that the monitoring is linked to procedures that allow for prompt intervention where appropriate. This includes chairing the frequent 'Progression' conferences to discuss student progress with other senior and middle leaders.
- Abbey has effective systems to monitor its own standards.
- Abbey has a means of assessing the views of students and other stakeholders.
- Students have access to a fair complaints procedure.

The VPA will also work closely with the SENDCo to ensure academic mentoring and IEPs are carried out in class.

Commercial, marketing and sales

Abbey College Cambridge is independent college which specialises in educating international students. As such, the VPA will be expected to have a full understanding the commercial aspects involved in senior leadership of such an institution and will play in role in sales and marketing to facilitate the recruitment of students. This may include student interviews and college tours, participating in agent and parent recruitment seminars and there may be (voluntary) opportunities to lead marketing and recruitment trips overseas in our target markets.

The VPA will also have budget control and oversight of all financial areas related directly to academic activity.

Other tasks

It is expected that other tasks appropriate to senior college leader will arise during the academic year. Further tasks and responsibilities are given after discussion with the principal.



'Most students have a superb attitude toward learning which makes it so much easier to teach them; they want to learn.'

CANDIDATES

We are seeking a dynamic and committed educator to join our Senior Leadership Team.



Qualifications

Essential: Strong academic background, to at least honours degree level

Desirable:

- Teaching qualification.
- Other post graduate qualification.
- Evidence of CPD e.g., in leadership

Experience

Essential: Career experience involving teaching, departmental management

Desirable: Experience of international education

Knowledge

Essential: Working knowledge of UK A-level and GCSE education

Desirable: Working knowledge of academic leadership sphere, e.g. Ofsted/ISI, Teacher Standards etc

Personal skills and qualities:

Essential:

- Excellent communication, presentation, planning, organisational and leadership
- Dedication to the pursuit of excellence in student academic output

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



REMUNERATION AND BENEFITS



Holiday Entitlement:

51 days (including public holidays) to be taken outside of term time. The standard academic year runs from the first Monday of September to the last Friday of June.

Salary:

A salary of £55,000 - £70,000 per annum is offered to the successful candidate depending on qualifications and experience.

Hours:

9:00 – 17:30 Monday to Friday

Benefits:

- Employee assistance programme.
- Sports groups (yoga, circuits, etc..) and free on site gym facilities.
- Alpha Plus Group personal pension plan, 5% employer contribution.
- Season ticket train travel discount and loans.
- Ongoing training opportunities
- Cycle to work scheme.
- Discounted school fees.
- Staff music groups.
- Regular social events.
- Discounted beauty treatments.
- On Campus restaurant serving discounted meals (Breakfast, Lunch and Dinner).





the **Gold Standard** in education

ABOUT THE ALPHA PLUS GROUP

The Alpha Plus Group was founded in 1931 and currently comprises twenty independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

Alpha Plus staff are dedicated to providing top quality provision for every student. All students are welcomed into the local college and we ensure that each individual has an exceptional experience.



ABBEY COLLEGE CAMBRIDGE



ABBEY COLLEGE MANCHESTER



DLD COLLEGE LONDON

The Alpha Plus 'Gold Standard'

The Gold Standard is the Group's vision of educational excellence. It has two dimensions:

- Cultural - fostering high aspirations and expectations of staff and pupils, always recognising that excellence is a never-ending pursuit.
- Operational - robust governance through which Schools, Colleges and central services are simultaneously supported and challenged in their pursuit of excellence.

Alpha Plus recognises that great schools have their own identity and ethos and we seek to preserve such independent values. Whilst the interpretation and execution of 'excellence' may therefore vary across the Group, many elements, such as outstanding leadership, and passion and pride in teaching and learning, are common to all.

In addition to academic attainment, our cultural aspirations are rooted in the following common principles:

- Achievement defined according to the needs and potential of the child.
- Development of character and resilience, leading to more rounded and grounded children who will be well-placed to contribute and thrive in the world.

Effective partnerships with parents, including advice and help with the most suitable subsequent educational placement, for each child. Mutual trust in these shared principles is what defines being part of the Alpha Plus Group.

YOUR APPLICATION

How to Apply

Please visit our recruitment website to apply. Complete the application in full and enclose your CV and a detailed covering statement detailing why you think you have the necessary skills to be successful in this position. The deadline for applications is 24th January 2021.

Interview Process

Interviews will take place in the week commencing the 8th February 2021. We may approach one referee before interview for information to verify particular experience or qualifications.

You may be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

Safeguarding

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Three references from previous employers will be sought. Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening.
- Original documents confirming any educational and professional qualifications that are listed in your application (eg the original or certified copy of certificates, diplomas etc) should be brought to interview. Where originals or certified copies are not available written confirmation of the relevant qualifications must be obtained from the awarding body.
- A Passport or photo ID and proof of the right to work in the UK will also need to be provided at interview

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.