

QUEEN ELIZABETH SIXTH FORM COLLEGE



Welcome to

QE Sixth Form College



WELCOME TO QUEEN ELIZABETH SIXTH FORM COLLEGE

At QE we understand that our staff are our greatest asset. It is only by recruiting and supporting the very best individuals for each role that we can build and maintain the team needed to face the challenges of the future.

In addition to offering teaching and support staff a modern, well equipped environment, the College is committed to ensuring that staff development remains a key strategic priority. Despite the rigours involved in teaching or supporting learning in a high achieving Sixth Form College, we were very pleased that Ofsted

recognised the high levels of staff motivation and morale evident here during their latest visit.

Life at QE will never be dull and always offers both challenges and rewards for colleagues no matter what role they play. In choosing to apply for a job here, you can rest assured that you are choosing a well established and highly respected College that will value you and your contribution.

Tim Fisher
Principal



“As a result of the highly effective work of college leaders, teachers and support staff, students develop into confident, mature, and articulate young adults who are well prepared for their next steps.”

OFSTED 2016

The College recognises that in order to provide the highest standards, staff need support; whether that’s through our induction programme for new members of staff, sharing good practice with colleagues, training and development opportunities, or support with options for retirement.



The culture of the College means that teaching staff have the freedom and autonomy to develop their practice, bringing expertise and creativity to their teaching. At the same time the structure of the College gives the security of knowing that managers, and senior staff are all available to support and help. The ethos of the support staff is just that – that they are there to support students and staff in any way they can and this engenders a positive team spirit across the College.

The well-being of our staff is important to us too. As well as having many staff that have opted for part time or term time only working, the College promotes healthy living and good work-life balance initiatives. Colleagues have the opportunities to take part in 5-side football, pilates and other sports and can join

the cycle-to-work scheme offered by the College. In addition, health screening and immunisation against ‘flu are offered periodically and from this year a health cash plan has been offered to all staff free of charge, providing help with the cost of dental and optical care, amongst a range of other benefits.

College employees are entitled to join either the Teachers’ Pension or Local Government Pension Schemes. In addition, salary sacrifice schemes for childcare are available.

As part of QE you would be joining a highly motivated and successful team.



“ The staff at QE make the college what it is, warm, welcoming with a desire to excel. ”

JOHN BEILBY, PRINCIPAL TUTOR

QUEEN ELIZABETH SIXTH FORM COLLEGE

Assistant Principal - Teaching and Learning



QE is a very popular and successful college with a great reputation and a growing student roll. We attract students from a wide geographical area across the Tees Valley, County Durham and North Yorkshire, as well as from Darlington itself. The majority of our 2000 students follow Advanced Level study programmes and our progression rates to higher education are strong, including large numbers of successful applications to Russell Group universities and Oxbridge.

Over recent years we have invested more than £7 million in our buildings and facilities, which combine modern learning spaces with some iconic Victorian architecture.

This is an exciting time to join the senior management team of this thriving college. You will join a group of senior leaders who share a determination to offer our students the best possible educational experience in a safe and stimulating environment. As an Assistant Principal you will take responsibility for a number of specific cross-college areas but you will also take an overview of the management and development of the whole institution through your work with the senior management group.

We are continually striving to innovate and improve our practice, so this post provides an excellent opportunity to play a key role in a supportive and ambitious team.



Job Description

Post: Assistant Principal - Teaching and Learning
Responsible to: The Principal

MAIN PURPOSE OF THE POST

As a senior manager you will be a member of the College's Senior Management Group and will be expected to:

- Assist the Principal in the management of the College, taking an overview of the work of the whole institution
- Take specific responsibility for a number of key areas of the College's work, as delegated by the Principal
- The Senior Management Group acts directly as the College's Risk Management Group. As a senior manager you therefore have responsibility for contributing effectively to risk management processes and ensuring appropriate implementation of risk management actions.

In addition, you will be expected to teach for at least one and no more than two teaching blocks (5-10 hours). The professional duties of a classroom teacher are set out in Appendix A of this job description.

RESPONSIBILITIES OF THE POST

Apart from the general responsibilities implied by membership of the College Executive Team, you will have particular responsibility for a range of areas. The specific responsibilities within this post are primarily concerned with:

- Teaching and Learning Development across College
- Leading the implementation of the College's lesson observation and learning walk schemes.
- Leading the development and implementation of assessment for learning strategies across the College.
- Overseeing the staff development needs of the College including support for NQTs.
- Overseeing the College's adult and community education programmes.
- Overseeing the organisation and resourcing of the Enrichment and supplementary programmes.

This is a guide to the major responsibilities of the post holder and the details may be revised, in consultation with the Principal, to suit the particular skills and aptitudes of the individual

QUEEN ELIZABETH SIXTH FORM COLLEGE

Person Specification

The successful candidate will be expected to have the following qualities:

CRITERIA
QUALIFICATIONS <ul style="list-style-type: none">• an honours degree• a teaching qualification
EXPERIENCE <ul style="list-style-type: none">• successful post-16 teaching experience• substantial knowledge and understanding of learning and teaching• experience of successfully leading teams• experience of leading initiatives and improving quality
SKILLS & APTITUDES <p>We are seeking a person who can demonstrate excellence in the following areas</p> <ul style="list-style-type: none">• high standards of personal organisation and time management• the capacity to create positive, constructive relationships with colleagues• highly effective leadership skills• the ability to work constructively with a variety of external education providers and agencies, establishing trust and credibility• a track record of exemplary teaching• commitment to the values of the College• the ability to identify the needs of the College in a rapidly changing educational environment• commitment to self-development• very high standards of computer literacy• the ability to analyse and communicate data and information accurately
PERSONAL QUALITIES <p>We should also like the successful candidate to have the following qualities:</p> <ul style="list-style-type: none">• ability to investigate, resolve problems and make decisions• ability to communicate clearly and take account, where appropriate, of the views of others• resilience and motivation to lead through day-to-day challenges while maintaining clear strategic vision and direction• adaptable to changing circumstances and ideas• enthusiastic, reliable and has integrity and sound judgement• commitment to inclusion and the promotion and achievement of equality and diversity in all aspects of College life• commitment to the safeguarding of students and staff

Salary and Conditions of Service

Thank you for your interest in the post of Assistant Principal. Salary for the post is £56,000 per annum, rising to £58,000 after one year dependent upon satisfactory appraisal.

Hours are full time, term time plus an additional 10 days. You will be expected to teach for at least one and no more than two teaching blocks (5-10 hours per week).

We are currently advertising for two Assistant Principal posts. The exact responsibilities for each postholder will be dependent upon the skills and abilities you bring to the post. Please state clearly which role you are applying for, however, applications for both roles would also be welcome.