



## Vice Principal

Student Behaviour, Attendance and Wellbeing

Information for candidates

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# Letter from the Principal and Application Process

Dear Applicant,

Thank you for your interest in the position of Vice Principal - Student Behaviour, Attendance and Wellbeing.

As Principal of Frome College from September 1st, 2017, I bring over 17 years' experience in educational leadership and a strong track record of building successful teams and securing school improvement in the secondary sector. My aim is to make Frome College the very best centre of learning possible, with all students making the most of every school day, maximising their effort and achieving the best they can.



If you would like to be a part of a successful and exciting team working in a school which is constantly progressing and feel that you have the skills and qualities to make a significant improvement to the lives of our students in terms of attainment and progress, then I would welcome an application from you. At times there will be challenging jobs to do, but the experience and satisfaction you will gain from joining our team will be outstanding.

To apply for the position, please complete a 'teaching' application form, which you will find on our website under 'Vacancies', together with an accompanying letter (no more than two sides of A4), outlining your suitability for the post and your experience to date.

The post will appear in the online Times Educational Supplement, Eteach, the Somerset County Council website, and local press. The closing date for applications is 8am on Friday 29<sup>th</sup> January 2021. Applications can be emailed to [FCCrecruitment@fromecollege.org](mailto:FCCrecruitment@fromecollege.org) or posted for the attention of Human Resources.

Visits to the College are encouraged. Please contact Mrs S Smallbone (Principal's PA) on 01373 469017 to arrange a time for the tour and meet the Principal, Emma Reynolds.

We look forward to receiving your application and welcoming you to our College.

Emma Reynolds,  
Principal



# Job Advert



## Vice Principal – Student Behaviour, Attendance and Wellbeing

### Leadership Scale 17-22 To start April or September 2021

An exciting opportunity has arisen at Frome College for a Vice Principal with responsibility for Student Behaviour, Attendance and Wellbeing.

We are looking for an inspirational individual with a flair for leadership, a clear commitment to achieving outstanding student progress, and a great team player.

You will need to be an outstanding teacher, have a proven track record of exceptional performance, and be capable of providing motivational leadership. You will be resourceful, enthusiastic, and committed to the highest standards of achievement for all.

You will support the Principal in transforming Leadership at all levels of the College.

Our standards and expectations are extremely high; we always aim to do the very best for our students, our families and our community.

Our successful candidate will have:

- Drive, vision and the ability to think strategically about the curriculum  
A “can do” approach to problem solving and school improvement
- An excellent record of success as a practitioner and team leader at Senior or Middle level, preferably in more than one school
- A masterful grasp of the use of data to ensure students make outstanding progress  
High expectations of self, staff and students
- Inspirational communication and interpersonal skills
- Ambition and the potential for further career development

For full details of this position, together with the application process, please visit our website at [www.fromecollege.org](http://www.fromecollege.org)

Visits to the College are encouraged. Please contact Mrs S Smallbone (Principal's PA) on 01373 469017 to arrange a time for a tour and meet the Principal, Emma Reynolds.

Completed applications should be returned by email to:

[fccrecruitment@fromecollege.org](mailto:fccrecruitment@fromecollege.org) or by post to HR Department.

■ Closing date for applications is **8am on Friday 29<sup>th</sup> January 2021**

■ Interviews will be held week commencing 8<sup>th</sup> February 2021

This post requires a criminal background check via the Disclosure Procedure.

**Frome College, Bath Road, Frome, Somerset, BA11 2HQ**

# Job Description for Vice Principal

## Student Behaviour, Attendance and Wellbeing

<b>Purpose</b>	<p>The Vice Principal for student behaviour, attendance and wellbeing is a significant senior leadership position. You will have excellent leadership qualities, creativity and energy and will work alongside the existing senior leadership team to bring about rapid and sustainable improvements.</p> <p><b>Student Behaviour, Attendance and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• As part of the Senior Leadership team, to contribute to the strategic, developmental planning of whole college improvement</li> <li>• Enhance existing provision to promote and improve self-confidence, emotional and mental health wellbeing of students.</li> <li>• Improve the learning experience and reduce barriers to learning for all.</li> <li>• Improve attendance.</li> <li>• Deputise for the Principal as required.</li> </ul>
<b>Reporting to</b>	Principal
<b>Key Responsibilities</b>	<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• As a member of SLT, you will be responsible for interpreting and articulating the Student Behaviour, Attendance and Wellbeing vision of the College, building high performing teams which achieve that vision</li> </ul> <p><b>Student Behaviour, Attendance and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Have overall leadership responsibility and whole school approach for student behavior management and attendance.</li> <li>• Promote, establish and monitor systems for behaviour and safety to ensure high expectation are set and met, with best practice observed and implemented.</li> <li>• Lead strategies to improve attitudes and behaviours for learning.</li> <li>• Maximize the impact of partnerships and external agencies with all stakeholder groups, signposting services for young people.</li> <li>• Lead and manage effective and appropriate behaviour support in the local community.</li> <li>• Take responsibility and be accountable for student attendance by tracking students, identifying and resolving attendance issues and supporting individual students.</li> <li>• To raise standards of student attendance and achievement and to monitor and support student progress.</li> <li>• Lead on all areas of strategic and operational pastoral care for students to ensure they are appropriately supported whilst at college.</li> <li>• Implement and promote positive mental health strategies.</li> <li>• Help and support students to overcome a crisis and deal with the consequences.</li> <li>• Develop an outstanding student voice programme.</li> <li>• Promote a programme for student leadership and independent learning.</li> <li>• To report to the Principal and Governors information about attitude to learning data, attendance and wellbeing.</li> <li>• Develop an effective rewards system.</li> <li>• Keep up to date with current behaviour initiatives and government requirements.</li> <li>• Chair middle leader's strategy groups.</li> </ul>

	<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>To promote teaching and learning strategies across college</li> </ul> <p><b>Operational</b></p> <ul style="list-style-type: none"> <li>As a qualified teacher, teach a subject in the main school timetable, using this practice and credibility to model good SEN practice in mainstream teaching</li> <li>With the relevant support staff members, ensure all data and administration is programmed, consistent and up to date.</li> <li>Ensure data and information for an Ofsted inspection is regularly updated</li> <li>Ensure safeguarding and health and safety regulations are observed, and safe working practices followed</li> </ul>
<b>Leadership</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>A member of the Senior Leadership Team, you will contribute to the day to day leadership of the College</li> <li>Support the Principal in providing clear direction for the development of the College</li> <li>Contribute to establishing the core values of the Senior Leadership Team and their practical expression</li> <li>Carry out duties and have a visible presence around the College</li> <li>Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the College's development plan and other improvement plans</li> <li>Support the Principal and staff in the review, implementation, development and monitoring of whole College policies which promote the College's values, aims and objectives</li> <li>Attend all relevant associated meetings as required, for example, Senior Leadership Meetings</li> <li>Where appropriate, lead whole school INSET or department training</li> <li>Support the work of the Governing Body. The post holder will be the accountable to the Teaching and Learning Committee. Attendance at Full Governors meetings may be required</li> </ul> <p>The following skills are required:</p> <p><b>Leading</b></p> <ul style="list-style-type: none"> <li>Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics</li> <li>Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and to hold others accountable for performance</li> <li>Leading people: the drive and ability to provide clear direction to students and staff, and to enthuse and motivate them</li> <li>Passion for learning: the drive and ability to support students in their learning, and to help them become confident, independent, aspirational learners</li> </ul> <p><b>Relating to others</b></p> <ul style="list-style-type: none"> <li>Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others</li> <li>Team working: the ability to work with others to achieve shared goals</li> <li>Understanding others: the drive and ability to understand others, and why they behave like they do with good conflict management skills.</li> </ul> <p><b>Developing people</b></p> <ul style="list-style-type: none"> <li>Encourage staff to work together and share expertise within and across teams</li> <li>Use coaching skills to help staff achieve their potential</li> </ul> <p><b>Reflecting</b></p> <ul style="list-style-type: none"> <li>Reflect on personal and professional development</li> <li>Use feedback from all levels of the College to help improve the way you lead, manage and develop staff</li> <li>Be aware of your own skills of self-management as regards time and prioritising workload</li> </ul>

	<b>Inspiring</b> <ul style="list-style-type: none"> <li>• Be able to inspire staff and pupils with the highest standards and expectations</li> <li>• Be able to take the initiative and lead from the front</li> </ul>
<b>Salary/grade</b>	Leadership Scale 17 - 22
<b>Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• To line manage Senior and Middle Leaders, and Support Staff as appropriate</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• The Vice Principal for Student Behaviour, Attendance and Wellbeing will be a qualified teacher and undertake an appropriate timetable of teaching</li> </ul>
<b>Additional duties and information</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its written statement of values and aims, the broad aspirations of Frome College and to encourage and ensure staff and students to follow this example</li> <li>• Frome College is committed to safeguarding and promoting the welfare of students. All staff working within the College are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns</li> <li>• Identify and pursue leadership and management development opportunities (to be agreed)</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.</li> <li>• The post holder will be expected to comply with any reasonable request as directed by the Principal to undertake work of a similar nature that is not specified in this job description. This may include being the Principal's representative for meetings and events</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanor and dress.</li> <li>• This job description is current at the date shown, but will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Principal</li> </ul>
	Date ..... Signature .....



## Person specification

Description	Method of Assessment
<p><b>Qualifications, Knowledge and Understanding</b></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• A good degree and Qualified Teacher status</li> <li>• Evidence of previous and ongoing commitment to further professional training/development</li> <li>• Knowledge and understanding of key issues/challenges pertaining to Behaviour and Attendance</li> <li>• Knowledge of current educational thinking regarding raising achievement through learning and teaching styles</li> <li>• Up-to-date knowledge of recent and future curriculum developments</li> </ul>	Application form / interview
<p><b>Skills and Abilities</b></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• To be an outstanding classroom practitioner and enjoy teaching.</li> <li>• Can demonstrate high standards in the necessary professional competencies required of teachers, including subject knowledge and application, classroom management, assessment recording and reporting students' progress, teaching effectively throughout age and ability</li> <li>• Understand and interpret complex pupil data to improve outcomes</li> <li>• Understand the importance of self-evaluation in raising standards</li> <li>• Be a strategic thinker</li> <li>• Organise, develop and evaluate effective systems</li> <li>• Engender trust and respect from students and colleagues</li> <li>• Prioritise and plan in advance to ensure completion of tasks, be a completer finisher</li> <li>• Take responsibility for CPD needs</li> <li>• Have a commitment to the continuous improvement of teaching and learning and the achievement of the highest possible academic and social standards</li> <li>• Good ICT skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Excellent listening skills</li> <li>• Excellent written communication skills</li> <li>• Evidence of high order administrative, organisational and management skills</li> <li>• A positive and optimistic approach to working with young people with the ability to motivate and inspire confidence in students</li> <li>• A highly professional manner at all times</li> <li>• An excellent focus on standards in order to raise achievements</li> <li>• A calm and clear approach when problem solving</li> <li>• Higher emotional intelligence</li> <li>• Ability to chair meetings and be a good ambassador for the College in external meetings</li> <li>• A good sense of humor and the ability to remain calm under pressure</li> <li>• Excellent punctuality and attendance</li> <li>• A can-do attitude</li> <li>• To be involved in the wider activities of the College and the Frome community</li> </ul>	Application form / interview scenario testing



**Desirable:**

- Determined and ambitious
- Evidence of an understanding of the role of a highly effective college within its community
- Evidence of completion of Safeguarding Training (at least at level 2)

**Strategic Direction – Leadership and Management**

**Essential:**

- The ability to identify future problems and suggest solutions
- To be able to support the Principal in developing a broad range of strategies for improvement
- To be able to prioritise, be efficient and meet deadlines
- Effective team player, with the capacity to lead and influence others
- The ability to set high expectations and challenge under achievement whilst retaining a positive and encouraging working relationship
- To have an understanding of the appraisal system and its role in improving standards
- The ability to delegate effectively

**Desirable:**

- To have experience of running a budget

**Experience**

**Essential:**

- Evidence of whole-school impact in a secondary school
- Evidence of successful team leadership
- Evidence of having led and implemented change
- Evidence of engaging effectively with parents/carers
- Evidence of significantly improving achievement levels for young people

**Desirable:**

- Experience of working with the wider community

Application form /  
interview

Application form /  
interview

# Campus and facilities

## **The College**

The College is set on an attractive, extensive campus, adjacent to playing fields. The campus has an air of calm and is often referred to as being similar to a University campus. The College is located on the outskirts of Frome with a range of separate buildings. Many subject/faculty areas benefit from being based in their own dedicated building. Each department has a teacher workroom and there are specialist facilities for Design Technology, Science, Art, Music, Drama, SEN and ICT. The Sixth Form is housed in a beautiful purpose-built centre with its own study area, common room, ICT suite and garden area.

There are two café/canteen venues for students and staff, found in the main hall and the Sixth Form 'Futures' building. The College contracts out its catering services to Sodexo. It also contracts out its grounds maintenance but runs its own in-house cleaning services company.

There has been an on-going programme of improvement to our facilities over the last eight years, including installing new windows, new boilers and a redecoration programme which has brought about significant improvement to the appearance of the buildings and the working environment for students and staff.

## **Merlin Theatre**

The College is fortunate in having a 236 seat theatre which is used by the College during the day for assemblies, teaching of drama, lectures from visiting speakers and open evenings. The College works closely with the Merlin Theatre Trust who use the facilities during the evenings for productions.

## **Leisure Centre**

The Leisure Centre is a joint use facility, managed by Fusion Leisure. During the school day the College has access to the sports hall, games deck, squash courts, floodlit all weather pitch and changing rooms. Other facilities including swimming pool and gym are available with negotiation. Fusion Leisure have recently invested £2m and the College is fortunate to enjoy the benefits of this capital injection.

## **Wyvern Nursery**

Wyvern Nursery is a privately owned nursery provision based in a building within the College campus. The nursery was originally set up by Somerset County Council.

## **ECOS (European Community of Stones)**

Is an open air Amphitheatre surrounded by a stone from each member country of the original European Union (Common Market)







# Come to Frome!

## History

Set on the eastern edge of the Mendip Hills, Frome is built on steep handsome hills around the river. Frome means 'brisk-flowing water', and the early town and its Market Place grew around springs, which to this day provide continuous supplies of fresh clean water. This can be seen in Cheap Street, one of the best-preserved medieval streets in Europe, where the leat winds its way down the centre of the pavement.



The town dates from around the 7th century when the Abbot of Malmesbury, St Aldhelm, founded a monastery here. The monastery has long since disappeared, but interesting religious buildings continue to dominate the skyline, including St John's Church with its unusual Via Crucis and the converted Rook Lane Chapel built in 1707, which is now an arts centre.

## Architecture

Frome is a stunning market town with a beautiful heart. There are distinct areas of historic buildings connected by sinuous streets, elevated walkways and alleys winding up and down the hillside and providing ever-changing views of the townscape. Along the way interesting shops nestle within one of the largest collections of listed buildings in Somerset. Frome's town centre is largely unaffected by redevelopment with some central streets still cobbled and many of the buildings dating from the 1700s.

## Commerce and industries

Frome was an acclaimed centre for cloth production from c.1475 to 1790. John Leland (1542) describes a town of 'fayre stone howsys' built on the proceeds of the cloth trade and the markets. Cloth from Frome was sold through London and exported to Europe. According to Daniel Defoe, in 1720 Frome was larger than Bath, but after the cloth trade went into decline, Frome survived as a market town for the agricultural area around.



A market has existed in Frome since before the Norman Conquest and its presence has helped form the town's cultural identity. One of the defining events was the completion of the New Market Hall in 1875 with a siding from the Radstock branch railway completed in 1854 and the opening of a building for sales of cheese and grain which gives the 'Cheese and Grain' venue its name today. The tradition of markets continues at the Cheese and Grain but it is also a popular music scene and business hub.

Frome is a town with a charming historical centre and has a wealth of architectural interest alongside a thriving contemporary and performing arts scene. Frome is also the original Somerset Market Town, a hugely important destination hosting a thriving market since the time the ink was still wet on The Domesday Book. This tradition continues today with regular

markets every Wednesday, Thursday and Saturday. On the first Sunday of each month from March to December, 'The Frome Independent' comes to town. The Frome Independent is a mini festival that takes over the whole town attracting thousands of visitors. It brings together the best artisan food and drink, local artists and designers, local produce, plants, flowers, retro, vintage, collectables, home wares and street entertainment.

The town centre is full of specialist shops, arts and crafts, antiques and collectibles sitting alongside vintage and unique clothing shops, craft businesses and galleries, the majority of which are independent. Frome is also home to a number of arts and crafts venues and galleries in historic buildings, including The Black Swan, Rook Lane Arts and the Silk Mill.

Frome has a growing reputation as a hub for creative industries. Many professional craftspeople work from individual workshops with specialties ranging from designer jewelry and textiles to musical instrument makers and artist blacksmiths. It is also home to modern innovative and creative businesses.

### **Entertainment**

Now known for its community spirit, arts and entertainment, Frome has a number of choirs, a symphony orchestra, a Youth Band, two theatres – the Memorial and Merlin, Westway Cinema and the noted Cheese and Grain, a fantastic live music venue often boasting performances and

shows from many a headline act, especially during the Frome Festival and on the lay over from Glastonbury. Frome hosts a well-established calendar of community events including the 10-day Frome Festival, the Frome Agricultural and Cheese Show, the Carnival and the Christmas Extravaganza.

### **Local attractions**

Frome is situated near Longleat, Center Parcs, Stourhead, Wells, Glastonbury and the beautiful west Wiltshire and Somerset countryside. The town is within easy reach of the glorious Roman/Georgian Spa City of Bath but has more affordable house prices.

### **Further Education**

Unlike other Somerset schools we have access to four universities, Bristol University, UWE, Bath Spa and a particularly strong relationship with the prestigious University of Bath. The town has excellent road and rail links.

### **Community**

Frome has three twin towns: Château-Gontier in France, Murrhardt in Germany and Rabka-Zdrój in Poland. The College is also part of the exchange programme which included a recent visit of College staff and students alongside Frome business people and residents to Murrhardt to meet up with all of our twinning counterparts.

So, this growing and thriving town of around 26,000 residents is an ideal place to live and work. Come and join us!

**Principal**  
**Emma Reynolds**

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