



Vice Principal (Academic)

for September 2023

Job description and person specification

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Michael Truss
Principal

About Concord College

Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity.

Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80 acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The college grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord accepted girls for the first time: at first, girls were taught at a separate site nearby at Attingham Park, though by the early 1980s all children were taught together at Acton Burnell. The College became a charitable trust in 1983 and has expanded rapidly since. Now with more than 570 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities - a £12 million state-of-the-art Science building was opened in 2018 - and utterly outstanding outcomes for its students.

Academic background

This post will become available following the retirement of Mr Tom Lawrence after an extraordinary 34 years of outstanding service to Concord. In this time the College has grown significantly in size as well as reputation, due in no small part to a continuous increase in academic standards which has left Concord with an enviable reputation as one of the UK's leading academic schools. In Summer 2022, nearly half of all grades at A Level were grade A*, and at GCSE and IGCSE over half of all grades were grade 9. It is expected that the successful candidate will seek to build on this very strong legacy, driving and championing innovation in Teaching and Learning in line with the College's aim to cement its place as an internationally-renowned centre of academic excellence.

The Vice Principal (Academic) reports directly to the Principal along with the Vice Principal (Pastoral) and has responsibility for leading the academic life of the College. The Vice Principal (Academic) line-manages all academic Heads of Department, the SENCO and the Head of PSHE and works closely with the Assistant Principals, Heads of House and the IT Project Leads.

Applications are welcome from candidates who are already in senior leadership roles as well as those who wish to progress from other positions of responsibility for and management of academic staff. The scope of this role makes it an ideal opportunity for someone who is interested in making the step up to a headship in the future. The position is one of significant academic standing in a very academically-focused institution and outstanding academic qualifications are a pre-requisite, along with a track-record of successful academic management and innovation.

The successful applicant will join the College at a very exciting time of great opportunity, with a significant 10-year masterplan under development and recent new appointments in other key Senior Management Team (SMT) positions (new Principal September 2021, Bursar January 2023 and Head of Lower School September 2023).

Academic Results can be found on our website - www.concordcollegeuk.com

Key responsibilities

- To lead, monitor and develop the curriculum to ensure that it meets the needs of our students;
- To lead, monitor and develop teaching and learning throughout the College, fostering a positive and purposeful atmosphere and attitude amongst academic staff;
- To lead and oversee the College's systems of professional review for academic and academic-related staff;
- To take responsibility for and oversight of student progress, communicating with parents on all academic matters;
- To create a happy and purposeful attitude amongst the students; to encourage high expectations and a conscientious work ethic;

Management responsibilities

- To be a member of the Senior Management Team, attending twice-weekly operational and strategic meetings and reporting to the SMT on student progress, the curriculum and academic staffing matters;
- To own, write and update relevant academic-related policies in the Staff Handbook;

- Under advice from the Principal, to coordinate the recruitment process for new academic and academic-related staff, participating in interviews and recruitment decisions;
- To maintain regular contact with parents on all academic matters pertaining to the Sixth Form, answering parental queries both electronically and in person, and to assist the Head of Lower School in doing the same for parents of students in Forms 3, 4 and 5;
- Alongside the Head of Lower School and the Assistant Principals, to organise and attend Parents' Meetings for parents of day students;
- To investigate, action and respond to academic complaints from parents and students in a timely and appropriate manner consistent with the College's complaints policy;
- To assist - with other members of SMT - in preparing for ISI inspections, and leading the academic response to this for the College;
- To line manage and oversee the work of the academic and academic-related Heads of Departments, including the SENCO, Head Librarian, Head of PSHE and SIMS Coordinator;
- To meet with individual Heads of Department regularly and conduct professional reviews of all Heads of Department and the four Heads of House;
- To review - with the Principal - the examination results of each department;
- To chair Heads of Department Meetings and ensure that minutes are taken and recorded;
- To line manage the four Heads of House, holding regular meetings with each and attending weekly house tutor meetings;
- To attend committee meetings of the Board of Trustees as required by the Chairman of Trustees and the Principal (specifically the Academic Committee and on occasion the Marketing Committee), attending Trustee Dinners on invitation;
- To take a role in the Senior Staff weekend and holiday duty rotas;
- To assist with the starts and ends of terms, addressing students and parents as appropriate;
- To attend College events (including concerts, plays, staff meetings and assemblies).

Curriculum and timetable

- To monitor curriculum developments nationally and internationally and to research possible new subjects;
- To stay up to date with current developments in teaching and attend conferences to this effect, as agreed with the Principal;
- To construct the timetable for each academic year, and undertake training on timetabling software as appropriate, ensuring that the timetable is structured to allow the best possible access to the most desired subject combinations;
- To liaise with Heads of Department on the most appropriate examination boards;
- To present subject combinations to students and to give them best advice on subject choices;
- To interview Sixth Form students ahead of all subject changes and to keep staff informed of the same;
- To assess staffing needs each year and to advise Heads of Department on teacher allocations.

Student Academic Oversight

- To monitor the academic performance of each cohort through liaison with teaching staff, tutors, Heads of House and Heads of Department;
- To monitor the academic performance of students through email correspondence and feedback from teaching colleagues;
- To intervene promptly with students of concern;
- To liaise regularly with the Head of Lower School on academic matters;
- To advise in the promotion processes from F5 to 6.1 and from 6.1 to 6.2 and to deal with ensuing correspondence with parents as required;
- To organise and lead regular Student Oversight Committee meetings to oversee academic performance and ensure minutes are taken and recorded;
- To lead relevant assemblies.

Reports

- To advise the Principal on the frequency and content of reports;
- To set the standards and expectations of report content with teaching staff;
- To oversee the reporting process in regard to deadlines, proof-reading, processing and sending to parents and students;
- To assist the Principal with the writing of SMT comments on report;
- To deal with follow-up enquiries from parents.

Examination Results and University Applications

- To lead and coordinate the College's activities and responses to students and parents on A Level and GCSE results days, helping the Assistant Principals with advising students on results day decisions;
- To work closely with the Assistant Principals in collecting, collating and interpreting the College's examination results;
- To liaise with the Assistant Principal (University and Careers) on all big picture matters concerning university applications, particularly with regard to A Level predictions;
- To assist the Assistant Principal and Heads of House in the framing and proof-reading of university references and the sending of UCAS applications.

Student Recruitment

- To assist and advise the Principal in strategic and operational matters regarding our Admissions policies and procedures, including entrance testing and interviewing students;
- To participate in the recruitment of high-calibre students, assisting the Principal on student recruitment matters, including testing and interviewing of prospective students;
- To attend domestic and international marketing events as requested by the Principal.

SIMS and SchoolComms

- To manage the SIMS co-ordinator;
- To undertake training to stay up to date with the SIMS software package;
- To ensure that SIMS is set up to manage the academic requirements of the College;
- To manage the SchoolComms software and to ensure it complies with the needs of the College.

The Concord Senior Management Team is a dynamic and collegiate body, and it is possible that some of the duties and responsibilities associated with the post may change in the future according to the needs of the College and the skills and experience of those in the team. This is at the discretion of the Principal and Trustees.

Key Skills, Qualifications and Experience

The candidate should be able to demonstrate:

- The strategic vision to develop and enhance the educational experience provided by Concord in a manner commensurate with the College's ethos and aims and the future needs of students demanded by universities and the workplace;
- A proven track record in the direct line-management of staff in an academic capacity;
- Education to honours degree level and an unashamedly intellectual outlook;
- A background as an effective and experienced educational practitioner, with appreciation of the importance of research and evidence-led practice;
- The ability to lead, guide and manage others;
- A genuine interest in young people and their academic and social development;
- The ability to communicate confidently, appropriately and professionally to a wide range of stakeholders including students, staff, parents and Trustees, both in person and in writing;
- Experience and/or an understanding of boarding and the independent sector;
- Clear understanding of the importance in the role of IT in enhancing students' learning experience;
- An understanding of and commitment to improving equality, diversity and inclusion;
- Experience and/or an understanding of international education is not a pre-requisite but would be an advantage;
- ISI inspection experience is not a pre-requisite but would be an advantage.

Person Attributes

A total commitment to and sympathy with Concord's ethos of excellence within an international, joyful and kind environment are fundamental.

Further, the successful candidate will be able to demonstrate the following qualities:

- Genuine warmth, approachability and a high degree of emotional intelligence;
- Integrity and discretion along with a sense of humour;
- Energy, moral consistency and flexibility of thinking;
- Proven high levels of organisational ability and the ability to prioritise a varied workload under pressure;
- The ability to work with others as part of a team;

- Clarity of thinking and the wisdom to make well-judged decisions;
- The ability to listen to the needs of others and respond accordingly;
- An understanding of the competing pressures that young people find themselves under, with the toughness to make difficult decisions when they are in the best interests of the students themselves and the College as a whole.

It is essential that the successful candidate enjoys the atmosphere of a full boarding school and wishes to play a significant role in its community: flexibility and generosity of spirit are absolute pre-requisites for the role.

Other key information

The successful candidate will be expected to teach up to 8 lessons per week in one of Concord's curriculum subjects.

This is not a residential post and on-site accommodation is not available.

The candidate will be paid as a member of the SMT. A generous salary is commensurate with the level of responsibility that the role affords. Benefits for staff include Teachers' Pensions, private health insurance, free lunches during term time, access to the College swimming pool and gym and a free counselling service.

Application Information

The closing date for applications is **midday Monday 6 March 2023**.

We expect to schedule longlist interviews during the week beginning Monday 13 March, with a final round shortly thereafter.

Application forms are available on our website: <https://concordcollegeuk.com/about-concord/general/job-vacancies/>, or from our HR Department: recruitment@concordcollege.org.uk; Tel: 01694 731631.

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Child protection screening is undertaken which includes checks with previous employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.



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ACADEMIC EXCELLENCE
INTERNATIONAL. JOYFUL. KIND