



Uckfield College

Recruitment Information Booklet

Deputy Principal

Leadership Spine L20 to L24

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special learning environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. One aspect that stands out is the tremendous support for teachers. There are comprehensive shared resources, detailed schemes of learning, Joint Professional Learning Time (JPL), exceptional CPD and our research informed, nationally recognised framework for teaching and learning (Uckfield Excellence). If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1002.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

Our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.

Our Aim: Is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Deputy Principal

Hours	Full Time
Commencement	1st September 2021
Contract	Permanent
TLR	Leadership Spine L20 to L24 (<i>currently £67,364 to £74,295</i>)

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 17th May 2021 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College, please do not hesitate to contact our Personnel Assistant, Christine Howell, on 01825 764844 extension 1008 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview days, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

Day 1

- Meeting leaders
- Carousel of interviews
- Monitoring the Quality of Education
- In tray exercise
- Tour of the College

Day 2

- Candidates observe a lesson
- Teach a lesson
- Deliver a 15 minute assembly
- Give feedback on the Quality of Education from Day 1
- Safeguarding Interview
- Formal Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.



Job Description

We have a large and experienced SLT who are able to take on a number of different accountabilities. The exact roles / accountabilities of this post will be dependent on the strengths / experience and CPD needs of the new postholder and the rest of SLT.

Job Title: Deputy Principal

Responsible To: Principal

Main Purpose of the Job

- To ensure the quality of Teaching and Learning, Progress and Achievement for all students is consistently excellent.
- To lead and be accountable for all aspects of the Ofsted framework (Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management) for some year groups (either 7-9, 10-11 or Sixth Form) and some departments.
- To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.
- To play a full part in the life of the College and its community, and to be a role model for staff and students.
- To support, promote and actively educate our students to embody:
 - o our Uckfield College Motto: Love Learning for Life
 - o our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.
 - o our Aim is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.
 - o our Values are reflected in the Uckfield Qualities (Integrity, Curiosity, Resilience, Kindness, Aspiration and Self-regulation).

Strategic Leadership Team Purpose

- To achieve the College's aims, vision and values (see above)
- To turn our College vision into reality. Underpinning our vision is the way our students are at the heart of everything we do.
- To nurture our College ethos summed up by our motto: Love Learning for Life
- To effectively implement our Development Plan leading to measurable impact.
- To actively promote how our staff work together: teamwork, trust, respect, everyone matters, honesty, reliability and responsibility.
- To actively promote our College values, summed up in the Uckfield Qualities (see above).

Job Dimensions

- Provide professional leadership and management across the College to secure its success and continuous improvement.
- Ensure high quality education and educational opportunities for all students.
- Achieve consistency with the College's 'high reliability' protocols.
- Promote outstanding teaching and learning.
- Improve progress, achievement and attainment.
- SLT: Play a major role under the overall direction of the Principal in:
 - o achieving the aims and objectives of the College
 - o establishing the policies through which they shall be achieved
 - o managing staff and resources and monitoring progress towards their achievement
 - o undertaking any professional duties reasonably delegated by the Principal
- Students: Accountable for the oversight of learning of all students
- Staff: Accountable for the direct line management of a significant number of colleagues. This will include SLT, subject leaders and other relevant personnel.
- Resources: Accountable for the various budgets allocated, e.g. staff development.
- To deputise for the Principal when required.



Whole School Leadership Accountabilities

- Outstanding Quality of Teaching, Learning and Assessment (as judged by our School Self Evaluation and by Ofsted).
- Comprehensive monitoring of the quality of Teaching and Learning by all SLT and TLR leaders across the College through:
 - Lesson observations
 - Work scrutiny
 - Learning walks
 - Teachers marking/assessment records (mark books)
 - Student voice interviews
- Thorough departmental and whole school Self Evaluation and Review system that drives the Development Plan and Staff Development.
- Staff professional development (Joint Professional Learning).
- Performance Management
- Detailed Schemes of Learning for all years 7-13 that:
 - support the spreading of best practice
 - have strong pedagogical advice
 - promote differentiation
 - improve learning
- Achievement, progress and outcomes for all learners in a Key Stage are outstanding
- Effectiveness of Leadership and Management at all levels are outstanding
- Further accountabilities to be added once appointed and depending on the individual strengths of the new team.

Key Accountabilities for all Leaders

Strategic Direction and Development: Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

- Develop and implement policies and practices which reflect the College's commitment to high achievement and effective teaching and learning
- Develop and implement policies and practices which reflect the College's commitment to developing the whole person
- Lead developments across the curriculum area which identify clear targets, timescales and success criteria i.e. the Curriculum Area Development Plan
- To monitor and evaluate progress against the Curriculum Area Development Plan including the quality of teaching and learning
- To lead the development of syllabus choice and schemes of learning taking account of College and National trends
- To ensure the maintenance and availability of accurate and up to date information about the Curriculum area
- To analyse departmental and college data to ensure that student performance targets are in line with whole College targets
- To create a positive atmosphere for learning for all students across the Curriculum area including the management of behaviour
- To contribute to the development of College policy
- To act as a Champion for your Curriculum area and contribute to whole College issues
- To implement College policies and procedures eg Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area
- To ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities

Leading and Managing Staff: provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning

- To develop and sustain a shared vision and common purpose and to secure commitment from your team
- To be a positive role model for your team
- To develop team-working strategies
- To oversee the coordination of INSET provision that meets the training needs of the team
- To use coaching and mentoring strategies as appropriate to develop team members
- Line Management of a team to include Performance Management
- Where relevant to provide advice on threshold, upper pay spine and other professional development opportunities
- To be aware of the welfare and wellbeing of staff in the Curriculum Area



Teaching and Learning: secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

- Pedagogy and methodology - to draw upon best practice in teaching and learning and share across the team e.g. use of pedagogical research and thinking skills
- To develop the use of lesson observations to improve practice i.e. part of College self-evaluation and review and internal procedures
- To ensure marking and assessment across the Curriculum area is in line with College policies (including AFL policy) and meet exam board criteria
- Reporting on student progress
- Educational enhancement (booster classes, trips and visits)
- To establish and develop the process of target setting across the Curriculum area in line with curriculum practice and work towards their achievement
- Coordinate praise, rewards and good news/publicity about student participation and achievement
- Monitor student progress and implement intervention strategies

Deployment of Resources: identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

- To manage the teaching and learning budget of the Curriculum area to ensure Best Value for Money
- To ensure that the Curriculum area's teaching commitments are effectively and efficiently timetabled and roomed
- To deploy resources to maximise student learning;
- To oversee the use of accommodation and resources to create a positive learning environment
- To coordinate the organisation and maintenance of equipment and stock
- To implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH
- To oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum area with the cover supervisor/relevant staff
- To be responsible for the efficient and effective deployment of the Curriculum area's technician/support staff
- To participate in the selection of staff new to the College and/or to teaching and to ensure effective induction
- To set up review procedures to support staff promoted to new posts within the Curriculum area

Communication

- Communicate and consult with parents and Governors where appropriate
- To contribute to the corporate life of the college and represent the Curriculum area through effective participation in meetings eg Curriculum Leaders; Leadership Team and Key Stage discussions
- To liaise with external agencies as appropriate
- To chair meetings
- To take responsibility for Curriculum area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools
- To represent the wider Curriculum area as and when required

Curriculum Development

- To lead on and evaluate Curriculum development and provision (syllabuses/schemes of work) across the subject area in order to ensure appropriate challenge and success for every student
- To keep up to date with National developments in the curriculum area and teaching practice and methodology
- To actively monitor and respond to Curriculum development and initiatives at National, Regional and local levels

Quality Assurance

- To ensure the effective implementation of High Reliability protocols
- To evaluate the practice within the department and reporting and evaluate on examination performance in line with the College self-evaluation process including:
 - lesson observations
 - work scrutiny
 - learning walks
 - teachers' mark books
 - student voice



Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually.



Person Specification: Deputy Principal

	Essential Criteria	Desirable Criteria
Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Graduate 	<ul style="list-style-type: none"> • Evidence of relevant further professional development
Experience	<ul style="list-style-type: none"> • Leadership experience on an SLT • Use of strategies to have successfully raised student achievement • Evidence of the impact of your leadership • Responsibility for developments that have improved student progress • Track record of excellent teaching in secondary education 	
Personal	<ul style="list-style-type: none"> • Outstanding classroom teacher • High quality interpersonal skills • Team player • Flexible, resilient and highly professional • Proactive and able to make decisions • Ambitious, personally and for the College • Positive 'can do' attitude • A values-driven educational vision for students • Excellent range of communication skills; listening as well as speaking, presenting, writing 	



Strategic Leadership Team

Roles and Responsibilities 2020-2021

Between the SLT roles we focus on highly effective leadership that has strong impact on the following areas:

- ★ Line management of depts
- ★ Line management of year teams
- ★ QA of teaching, learning, assessment and the curriculum
- ★ QA of wider experience (PDT, before/ after school, enrichment/extra-curricular)
- ★ Achievement / progress
- ★ Outstanding outcomes for all students
- ★ Outstanding pastoral care for all students

Hugh Hennebry, Principal

Sara Marshallsay, Head of School: Sixth Form (Teaching & Learning and Raising Achievement Lead)

Martin Bradley, Deputy Principal: Y7-9 (Teaching & Learning and Raising Achievement Lead)

Dan Wynne-Willson, Deputy Principal: Y10-11 (Teaching & Learning and Raising Achievement Lead)

Gemma Fassam, Assistant Principal - Head of Sixth Form

Jeremy Davison, Assistant Principal - Aspiration & Expectations

Hannah Butcher, Assistant Headteacher - Inclusion & Engagement

Rob Wakeling, Assistant Headteacher - Teaching & Learning

Jamie Bowie, Assistant Headteacher - Data, Exams and Timetable

Assistant Head: Caroline Tucker (Finance and Resources)

Assistant Head: Vanessa Spencer-Smith (Personnel)

There is one Director of Year and one Pastoral Leader for each Year group.

Uckfield College also has a Raising Achievement and Standards Leader for GCSE (Y9-11).

The Sixth Form has three Directors of Sixth Form and a Pastoral Leader as well as the Head of Sixth Form.

We have Curriculum Leaders and TLR leaders (Deputy and Assistant Curriculum Leaders) for all subject areas.

There are some Lead Practitioners as well.

Candidates invited for interview will be sent a more comprehensive document illustrating detailed roles and responsibilities for all SLT as well as the pastoral structure. Please note that the Deputy Principal roles will be reviewed and changed for 2021/22 depending on the strengths of the successful applicant.



The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Christine Howell, Personnel Assistant at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 17th May 2021 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact Christine Howell at Uckfield College on 01825 764844, extension 1008 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1002, or email t.fletcher@uckfield.college.



Uckfield College

Love Learning for Life



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