



**MEDWAY
UTC**

a University Technical College
for 14-19 year olds

Principal Recruitment Pack

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Covering Letter

Dear Applicant,

Thank you for expressing interest in the role of Principal of Medway University Technical College (UTC).

As a school that specialises in Engineering, Construction Management and Design – along with traditional academic subjects - Medway UTC provides an inspiring and aspirational addition to the educational landscape of Medway and the surrounding areas for students between the ages of 14-19.

We are looking for a top class Principal who is going to own and deliver this unique type of educational establishment, which first opened its doors in September 2015.

Through employer partnerships, Medway UTC is a school that offers each student the opportunity of a great future with clear employment routes, whilst providing a strong traditional education. At Medway UTC, students are developed to be employable young professionals.

Medway UTC's partners, including BAE Systems, Delphi Diesel Systems and Redrow, have all had an input in moulding the UTC's technical curriculum which meets the requirements of not only themselves but employers within the Engineering, Construction and Design industries. Employers need to be able to recruit able young people qualified in these specialist areas therefore the UTC students will be in an outstanding position when it comes to future employment, education and training opportunities.

We want you to continue developing Medway UTC into a Centre of Excellence, specialising in the application of engineering and construction to real world situations that provide real employment opportunities for UTC students in these sectors, thereby enhancing the career prospects of students, the effectiveness of the companies they go on to work for, and, thereby, the general prosperity of the sub-region radiating out from Medway.

In any Centre of Excellence, quality of teaching is directly linked to student outcomes. A key purpose of this role is to develop and grow the current teaching staff to an excellent level. This role requires someone who can lead by example and demonstrate excellent classroom teaching abilities.

You will be a highly skilled and effective leader who understands the challenges of educating 14-19 year olds and have the ability to develop strong relationships with industry leaders, policy makers, education professionals, parents and students and build effective partnerships that will be absolutely critical to this role. You will, therefore, need to be personable and inspirational and possess a drive and resilience to establish an outstanding institution. You will also be able to demonstrate successful strategic planning capability at a senior leadership level and have the ability to lead and inspire a team of staff to deliver high quality provision and excellent outcomes.

If you believe you have the required skills and experience to rise to this challenge, we want to hear from you. Should you wish to make further enquiries into this role, or to request additional information, this can be arranged by contacting Jade Legge on j.legge@medwayutc.co.uk or 01634 505800. Further information about Medway UTC can also be found on the website www.medwayutc.co.uk.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Paul Charman".

Paul Charman
Chair of Governors at Medway UTC

Person Specification

Values

Measured by:
A – Application
I – Interview

*Essential or
Desirable*

Demonstrate a passion for educating young people in the technical specialisms of engineering and construction management.	A, I	E
Have experience of teaching in a classroom to an excellent standard as a way to develop and grow the current teaching staff to an excellent level by leading by example.	A, I	E
Be able to articulate to various audiences a well-developed understanding of technology, innovation and enterprise, and the important and interrelated roles these play in society at large.	A, I	E
Be an inspirational role model for students, staff, parents/carers and others in the community	A, I	E
Create an environment where honesty, respect, integrity and inclusiveness are vital elements of the way everyone conducts themselves within the UTC.	A, I	E
Demonstrate a commitment to developing an educational experience that not only prepares young people to progress into careers in the chosen specialisms, but also develops a breadth of interest and the associated life-long skills base that will facilitate them to make a positive contribution to wider society.	A, I	E

Experience & Skills

Significant successful Leadership experience within a secondary education setting.	A, I	E
Secure understanding of financial and resource management.	A, I	E
Have clear views about how to improve MUTC and the mechanisms for this and how potential challenges will be addressed.	A, I	E
Have significant experience of improving a school in an environment where a school has been under-performing. Have evidence in terms of student outcomes of the impact of their actions.	A, I	E
Be able to create and inspire confidence in the vision, mission and purpose of Medway UTC across a wide range of stakeholders.	A, I	E
Have the ability to work productively and collaboratively with young people and commercial organisations to the mutual benefit of both groups.	A	E
Have a track record of strategically leading a team in an organisation and forming effective relationships with stakeholders inside and outside the organisation.	A, I	E
Have an ability to demonstrate clear leadership and management through working in partnership with stakeholders.	A	E
Demonstrate an ability to set challenging goals, build confidence in students and staff and be achievement driven.	A, I	E
Have significant experience of leadership in a school with a minimum of a 'Good' Ofsted rating.	A, I	E
Have an experience of managing complex budgets and other data, and assuring the quality of legally required returns.	A, I	E
Be capable of assuring that expected standards are met, as evidenced by a track record.	A, I	E

Behaviours/Attitudes

Ability to provide inspirational leadership and generate high expectations, innovation and commitment	I	E
Secure knowledge and understanding of education policies	A, I	E

Ability to initiate and maintain innovative curriculum design and delivery to meet all students' needs	I	E
Ability to empower and develop staff and students through support and challenge, whilst delivering learning outcomes	A,I	E
Flexible and innovative in thinking and able to effectively respond to complex and conflicting priorities.	A, I	E
Able to demonstrate a commitment to good/excellent Quality of Teaching.	A, I	E
Able to think and acting strategically, tactically and operationally in line with the needs of the UTC and partners.	A, I	E
Able to work with the Governing Body in setting and communicating the strategic direction of the organisation.	A, I	E

Education

A first degree/equivalent or higher degree relevant to a STEM (Science, Technology, Engineering, Mathematics) area.	A	E
QTS	A	E
NPQH	A	D
A demonstrable record of commitment to CPD (Continuing Professional Development) including current and recent (within 12 months) Prevent and Safeguarding certificates.	A	E

Specific Competencies

Strong and demonstrable track record of working and collaborating with young people, industry and further and higher education providers.	A, I	E
A thorough knowledge and experience of operations and management of educational institutions.	A, I	E
Demonstrate an unrelenting commitment to, and focus on raising individual student outcomes.	A, I	E
A high level of report writing skills across a range of relevant strategic matters.	I	E
A demonstrable commitment to equal opportunities, inclusivity and diversity.	A, I	E

Personal Qualities

Personal integrity, honesty and transparency	A,I	E
A commitment to safeguarding and promoting the physical and emotional health and well-being of young people	A,I	E
Relentless energy and passion in pursuit of the vision, working collaboratively with colleagues to achieve the common goals	A,I	E
A commitment to diversity and the unique contribution every individual makes to the learning community	A,I	E
Ability to work effectively under pressure	A,I	E
Ability to employ an appropriate range of leadership and management styles appropriately, to motivate others	A,I	E
Ability to inspire commitment	I	E
A commitment to continuous self-development	I	E

Job Description

Reporting to: Chair of Medway UTC Governing Body

Accountable to: Medway UTC Governing Body

Main purposes of the role are to:

- Provide outstanding strategic leadership and management required for the UTC to realise its ambitious vision and priorities on behalf of students, employers and the communities it serves as determined by the Governing Body.
- Be responsible for setting the educational leadership standards around the progression and attainment of young people.
- Create a Centre of Excellence for engineering and construction management which enables the UTC to deliver its pledge of providing UTC students who succeed with clear routes to future employment.
- Lead by example and demonstrate excellent classroom teaching abilities as a way to develop and grow the current teaching staff to an excellent level.
- Instil knowledge of best business practice and enterprise skills in the students.
- Maintain and create successful partnerships with employers, parents, local educational establishments and the community.
- Create a culture of openness, respect and in valuing 'difference', leadership, teamwork and pride in achievement.

Key roles, responsibilities and accountabilities are to:

- Working with the Board of Governors, sponsors and partners, parents, pupils and other Stakeholders to set the aims and objectives of Medway UTC and ensure the appropriate strategies and plans are put in place to deliver them.
- Lead the design, development, communication and implementation of the strategic and financial plan for the UTC to meet the strategic vision and priorities set by the Governing Body, including meeting the required student recruitment and organisation growth targets.
- Establish key local policies and procedures for the successful operation of the UTC.
- Lead on the selection of the UTC teaching, administrative and support teams to deliver the vision for the UTC.
- Capitalise on the benefits available in working in partnership and collaboration with the sponsors of the UTC on behalf of and for the benefit of learners.
- Ensure that the Higher Education and employer sponsors have direct involvement in the planning and delivery of the curriculum and in integrated work experience.
- Develop, grow and maintain high levels of employer engagement and support for the UTC so that all students benefit from these relationships.

- Provide a UTC curriculum offer, both vocational and academic, that is monitored and updated to ensure it meets the needs of students and is informed by local and regional employment trends and responds to changes in the national qualifications framework.
- Ensure that the educational and pastoral needs of the students are prioritised at all times, and that student safeguarding is assured.

Operational and Managerial Responsibilities:

- To be directly responsible for the recruitment and retention of the senior leadership team with providing leadership, senior management responsibility and direction to ensure all staff (both teaching and non-teaching) are motivated and empowered to work in an efficient and effective manner.
- To ensure that appropriate performance management and appraisal systems are in place for all staff and that opportunities for personal and professional training and development, coaching and mentoring are available.
- To ensure that the physical environment, including technical and IT equipment is safe, fit for purpose and that all health and safety environmental and any other statutory requirements are met.
- To be responsible for any other legal and/or statutory compliance responsibilities e.g. Ofsted, employment legislation, provision of an educational facility, with lead responsibility for Health and Safety and Safeguarding. In addition, to be responsible for ensuring that all reporting/audit requirements are met and relevant policies and procedures are in place.
- To provide regular reports on achievement of key objectives, targets etc, to the Board and that appropriate monitoring and contingency planning arrangements are in place.
- To be accountable and responsible for financial Leadership and Management, to include ensuring that the appropriate financial planning and budgetary controls are in place. Also, that budgets are regularly reviewed, monitored and approved via the relevant financial controls, audits and statutory requirements.
- Act as the Accounting Officer for the academy ensuring compliance with the Academies Financial Handbook within the organisation.
- Ensure 'value for money' for the UTC through the appropriate use of the public and private funding and investment, and seek additional sources of income to assisting in 'growing' the UTC.
- Ensure the effective leadership and management of Health and Safety, Equality and Diversity and other legal requirements.

Further accountabilities to be delivered by the Leadership Team once the Principal is appointed:

- Create a leading edge learning environment that provides students with industry standard equipment, machinery, and work experience drawing on the expertise and facilities available through the UTC sponsors and partners.
- Design enlightened learning experiences for students which encourage collaboration and problem solving as a key enabler to learning.
- Ensure that the human resources strategy encourages the recruitment, selection and retention of appropriately qualified, experienced and motivated staff to achieve the objectives of the UTC strategic plan.
- Enable students and staff to study and work in an appropriately resourced, healthy and safe environment.
- Set and monitor student achievement to ensure that all students are progressing at the appropriate rate and that UTC targets are met and exceeded. Facilitate appropriate, proactive interventions where it is identified that student progress is inadequate.
- Provide effective support mechanisms and appropriate interventions to ensure student safeguarding and their education remains a priority for all students.
- Develop, implement and maintain admission procedures to the UTC which ensure compliance, inclusivity, transparency and fairness, and recruitment meets set targets.
- Actively ensure, encourage and commit to the provision of Equal Opportunities across every aspect of UTC life.
- Manage the financial strategy of the UTC to ensure that the budget, targets and the financial memorandum and procedures agreed by the Governors are realised and adhered to.

Terms and Conditions of Employment

Proposed Start Date

1st September 2018 or earlier if possible

Salary

Competitive, L27 – L33 Band Range

Pension

Teachers' Pension Scheme

Holidays

Holidays will be expected to be taken outside of term time.

Working Hours

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role.

Previous employment

Any previous continuous local government service covered by redundancy payments (Local Government Modification Order) will be part of your continuous employment for redundancy pay purposes.

Place of work

The principal place of work will be Medway UTC, South Side Three Road, Chatham, Kent. As part of your duties, you may be required to travel within the United Kingdom. Such travel may include attendance at conferences, seminars or meetings etc.

Travel to work

As part of your Contract of Employment you should live within reasonable travelling time/distance of the UTC to fulfil the requirements of the role.

Relocation expenses may be made available to the right candidate.

Health Check

Confirmation of appointment to the post will be contingent on a satisfactory health check.

References

Confirmation of appointment is also subject to the receipt of satisfactory references.

Other Requirements

In accordance with the criteria defined in and the provisions of the joint Home Office/Department of Education and Science circular Protection of Children; 'Disclosure of

Criminal Background of those with access to children dated 17th July 1986; the appointment is subject to a check by Disclosure and Barring Service in respect of any possible criminal convictions.

The Employee warrants as follows:

- 1) The post holder will disclose to the Employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 for example, where the Employee is involved in the teaching, supervising or training of persons under the age of 18.
- 2) That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she had been convicted of any offence during the period of his/her employment.

AND in the event that the Employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct.

How to Apply

A completed application form are required to apply for this post. Your personal statement within the application form should cover how you fulfil the person specification and how you will deliver the vision of Medway UTC. The application form will ask you for two references who will be contacted prior to interviews.

Assessment and interviews will be held over two consecutive days during the week commencing 19th February 2018.

Please send your application form to Jade Legge on: j.legge@medwayutc.co.uk

Closing date for completed applications is:	26th January 2018
Shortlisting will take place week commencing:	5th February 2018
Two day assessment will take place:	22nd & 23rd February 2018.

If after receiving details of this post, you decide not to proceed with the application we may, as part of our continuing quality standards and our commitment to equality of opportunity, contact you again to ascertain your reasons for not proceeding.

Applicant's details are not recorded to assist in monitoring our recruitment processes. This information is not shared with a third party and is destroyed when the recruitment process is complete. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Useful Websites for Further Information

If you would like to find out further information regarding Medway UTC, or University Technical Colleges as a concept, please visit the websites below.

www.medwayutc.co.uk

www.utcolleges.org

Alternatively you can contact Jade Legge on j.legge@medwayutc.co.uk or 01634 505800