

## Vice Principal

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Worcester Sixth Form College is a successful sixth form college graded as good by Ofsted. We aspire to be the first choice for students seeking the highest quality sixth form education in Worcestershire and the surrounding areas and are currently experiencing significant growth in student numbers which we expect to maintain in future years. Our outcomes are good, with strong achievement and progression outcomes and high numbers of students gaining places at selective universities. In 2018/19, the College had the highest achievement rate of any sixth form college.

In 2019, Worcester Sixth Form College achieved academy status and forms part of the Heart of Mercia Multi-Academy Trust along with our partner, Hereford Sixth Form College. Our partnership has already brought financial benefits as well as enhanced staff development, sharing of good practice and quality improvement and we expect it to offer exciting opportunities as new partners join us.

Worcester is a great place to live and work with areas of outstanding natural beauty within easy reach. It has a vibrant sporting and cultural tradition and excellent transport links to Birmingham and London.

Due to the retirement of our current Deputy Principal, an exciting opportunity has arisen for an exceptional person to join us, whose leadership skills, strategic vision and sound management will enhance the current success and position of the College and allow it to meet the challenges of the future.

We are seeking someone with the ability, strategic vision and strength of purpose to work alongside the College Principal, Ed Senior, in shaping the next stage of the College's development as well as demonstrating the ambition and professional potential to progress to the role of Principal. You will have significant management experience gained in a College or secondary school, with a large sixth form and will be looking to establish the necessary track record of achievement to assume further leadership responsibility within the Heart of Mercia Multi-Academy Trust. The College will provide a stimulating, supportive and exciting environment where you can make a difference.

The primary focus of the role is on curriculum and quality improvement and will therefore suit applicants with these or related specialisms and experience. Included in the Vice Principal's responsibilities will be to act as College nominee and to provide line management to academic Heads of Department, MIS and examinations.

If you would like to discuss this further before making an application, please contact Ed Senior, College Principal, by contacting Jo Payne, PA to the Principal ([jo.payne@wsfc.ac.uk](mailto:jo.payne@wsfc.ac.uk)) or phone 01905 362602.

**Application forms are available at [www.wsfc.ac.uk](http://www.wsfc.ac.uk) under Job Vacancies and should be returned with the equal opportunities monitoring form by 9.30 am on Monday 18<sup>th</sup> January 2021.**

**Please note, Interviews will be held, in person, in the week commencing 1<sup>st</sup> February 2021.**

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.

## Vice Principal

### Conditions of Employment

<b>General Conditions</b>	Conditions of employment for teaching staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. Pay and conditions for teachers are similar to, but not the same as, those for school teachers.
<b>Start Date</b>	31 <sup>st</sup> August 2021
<b>Status</b>	Senior Post holder in accordance with the College's Instrument and Articles of Government. Full-time and Permanent
<b>Salary</b>	Salary will be paid on points L11 to L17 of the SFCA Leadership Spine, currently £59,789 to £68,931.
<b>Hours of Work</b>	Full time and exclusively in the capacity of Vice Principal, such hours as are required to discharge the duties of a Vice Principal of the College
<b>Pensions</b>	Teachers' Pensions Scheme: employee contributions are tiered and based on actual earnings. Employer contributions are 16.48%.
<b>Holidays</b>	Details of holiday periods will be made available to you. The College year is similar to the Local Authority's academic year with some variations.
<b>Child Protection/ Safeguarding</b>	<p>The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.</p> <p>Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a> for further information as to how you can apply for a 'certificate of good character' if you are appointed. Where there is a charge applicants will be required to pay for this themselves.</p>
<b>Equality and Diversity</b>	The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce.
<b>Disability</b>	Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made. Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process for this position will include a teaching activity.

### Leadership Spine at 1st April 2020

<b>Pay Point</b>	<b>Per Annum</b>	<b>Pay Point</b>	<b>Per Annum</b>
SFC-L1	£ 47,245	SFC-L15	£ 65,739
SFC-L2	£ 48,458	SFC-L16	£ 67,317
SFC-L3	£ 49,834	SFC-L17	£ 68,931
SFC-L4	£ 50,335	SFC-L18	£ 70,585
SFC-L5	£ 51,696	SFC-L19	£ 72,279
SFC-L6	£ 53,104	SFC-L20	£ 74,016
SFC-L7	£ 54,378	SFC-L21	£ 75,790
SFC-L8	£ 55,682	SFC-L22	£ 77,610
SFC-L9	£ 57,018	SFC-L23	£ 79,473
SFC-L10	£ 58,388	SFC-L24	£ 81,380
SFC-L11	£ 59,789	SFC-L25	£ 83,333
SFC-L12	£ 61,224	SFC-L26	£ 85,331
SFC-L13	£ 62,695	SFC-L27	£ 87,381
SFC-L14	£ 64,199		

## **JOB DESCRIPTION**

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**Post Title:** Vice Principal

**Responsible to:** The Trust and Local Governing Body of Worcester Sixth Form College through the line management of the Principal

### **PURPOSE OF THE JOB:**

To work with and support the College Principal in providing leadership, strategic vision and sound management to further develop Worcester Sixth Form College as an excellent provider of 16-19 education.

### **KEY RESPONSIBILITIES:**

#### **Strategic Direction and Leadership**

- To work with the Principal to provide direction and management of the College as set out in the Articles of Association and in accordance with the policies and procedures of the College
- Lead the translation of strategic objectives into operational planning which links the College mission to measurable delivery and provides for effective monitoring of progress
- Deputise for the Principal when necessary to lead the Senior Leadership Team and staff of the College
- Keep up to date with educational developments, policies and reforms, and apply as required to College strategies, plans and processes.
- Maintain, support and develop partnerships and collaboration to benefit the College, its staff, students and wider community.

#### **Teaching, Learning and Student Support**

- Lead the strategic development of a significant cross-College area i.e. curriculum, quality assessment and quality improvement
- Promote and secure high standards of academic and exam performance
- Ensure high quality teaching, curriculum development and pastoral care
- Apply a rigorous focus on data to monitor achievement, pass rates and progress of students
- Recognise and celebrate excellent practice and results, challenging unsatisfactory performance
- Ensure the enrichment of the student experience
- Maintain student discipline within agreed rules and procedures, including the suspension or expulsion of students on disciplinary grounds.

#### **Management**

- Work with the Principal to recruit and retain staff of the highest possible calibre, ensuring effective performance and professional development
- Guarantee appropriate systems of performance and quality management and their effective monitoring, including the production of the College Self-Assessment Report
- Ensure commitment to the College ethos of equality of opportunity and respect for diversity

- Ensure appropriate policies and procedures are in place to adhere to legal and statutory requirements.
- Line manage academic Heads of Department and cross-College areas including MIS, and examinations appropriately reviewing performance, setting targets and challenging areas of concern.

### **Communication and External Relationships**

- Promote effective communication within the College and with the wider community
- Maintain and develop highly effective working relationships with key external organisations, local schools, LA, partner colleges.
- Maintain and enhance the College's high profile and reputation
- Promote and market the College's mission, ethos and success

### **Other**

- Any other duties that may reasonably be requested by the Principal of the College.

## **JOB DESCRIPTION**

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**JOB TITLE:** Teacher

**JOB PURPOSE:** To teach students according to the College timetable to ensure excellent success rates and Value Added

**RESPONSIBLE TO:** Head of Department

### **MAJOR TASKS**

1. To know and understand the aims and objectives of the College and the department, the relevant examination syllabus or specification and the schemes of work for each of the courses taught.
2. To contribute to the policy-making process of the department and the College through staff, department or other meetings.
3. To gather and record information about the experience and entry qualifications of students following the courses taught.
4. To record the issue of books and other College equipment to students at the start of the course and to collect them in as necessary.
5. To prepare appropriate materials and activities to ensure high-quality learning opportunities for all students following the courses taught and to teach in a way designed to motivate the students.
6. To complete a register of attendance at all lessons taught and to contact tutors or Heads of Year as appropriate.
7. To set and mark work on a regular basis in accordance with the College and department assessment policy.
8. To give students an opportunity to review their work on a regular basis, and to discuss their progress with them.
9. To keep a record of students' progress and marks in all assessed work, and to write reports to parents and for other staff as the need arises.
10. To produce marks and other information for examination boards as necessary, and confirm the entry of students for public examinations.
11. To attend Parents' Evenings and inform parents of the progress and prospects of their sons/daughters.
12. To be informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information.
13. To review all aspects of the teaching role, especially teaching strategies used.
14. To contribute to all appropriate Quality Assurance processes.

15. To contribute as appropriate to the presentation of the department at Open Events and other similar functions.
16. To maintain teaching rooms used in as attractive a state as possible and to report any defects in fabric or equipment to the appropriate Head of Department or Health and Safety Officer.
17. To refer to the Head of Department, tutor or Head of Year any student who causes particular concern.

## **GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
4. To comply with all other College policies and procedures.
5. To undertake continuing professional development
6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

## PERSON SPECIFICATION

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### Person Specification

**Post Title:** Vice Principal

The College regards the following as important criteria and some essential (E).

#### Qualifications

- Good honours degree or equivalent qualification (E)
- Teaching qualification (E)
- Evidence of up to date continuing professional development (E)

#### Experience

- Successful teaching experience in the 16-19 age range (E)
- Record of successful management of a significant curriculum area in an institution providing 16-19 education with good or outstanding provision (E)
- A track record of rigorous quality assessment and leading successful quality improvement (E)
- Strategic planning and a record of delivering targets
- Leading organisational change
- Effective collaborative or partnership working
- Successfully managing a budget
- Experience of deploying staffing and other physical resources to ensure positive outcomes
- Experience of an OFSTED inspection

#### Knowledge and Awareness

- An understanding of the key issues for the sixth form sector (E)
- Knowledge of funding methodology and related financial issues (E)
- An understanding of the importance of financial management and control in a challenging environment (E)
- An understanding of the outward facing nature of the role in developing external relationships (E)
- Knowledge of current strategic curriculum issues and awareness of day to day issues (E)

#### Skills

- Leadership style which encourages, motivates, inspires and develops staff and students (E)
- Excellent communicator with effective listening, influencing and interpersonal skills (E)
- Strategic thinker, able to articulate a clear vision (E)
- Highly effective decision maker with excellent analytical and problem solving abilities (E)
- Open and consultative approach to management, breaking down barriers to find common solutions (E)
- Ability to maintain pro-active engagement with relevant educational bodies (E)
- Ability to interpret and interrogate data (E)
- To have excellent administrative, organisational and IT skills (E)
- To be able to demonstrate financial acumen



**Personal Qualities**

- Empathy with the needs and aspirations of post-16 students (E)
- A passionate commitment to raise standards of achievement across the College to continue to achieve excellence (E)
- Personal and professional integrity (E)
- Commitment to the principles of equality and diversity (E)
- Intellectual rigour and the ability to analyse and explain complex issues (E)
- Ability to maintain a sense of perspective and deliver sound judgements, even under pressure (E)
- Willingness to confront issues and make difficult decisions (E)
- An instinct for developing and maintaining positive and beneficial relationships with networks inside and outside the sector (E)
- An appreciation of the distinctive ethos of the sixth form college.

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted, any relevant issues arising from references will be taken up at interview.