**Candidate Pack**

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**Deputy Principal - Head of A Levels**

Recruitment managed by FE Associates

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**Welcome from the Chair of Governors and Co-Executive Principals**

October 2019

Dear Applicant

Thank you for your interest in becoming our new Deputy Principal - Head of A Levels. We hope the information you find here will give you a good picture of what is required and will encourage you to apply for what is a high profile and exciting role.

Our college motto is ‘Ut Vitam Habeant’- ‘that they may lead life to the full’. We want all of our 2,300 students across our three sites to have the fullest life chances they can. Our vision is to be the best provider of sixth form education in South East London with a reputation for excellence with students, parents, schools and members of the wider community.

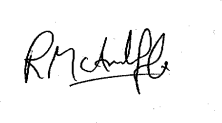
We have recently embarked on a truly exciting and unique strategy to develop a new selective A Level centre of excellence and in 2020 CTK Aquinas will open its doors to high performing A Level students which will make it the area’s only sixth form centre of its kind. In shaping this new strategy, we have consulted extensively with staff, parents, alumni, universities, our employer advisory boards and Catholic partners and as a result we have built a distinct picture of why students and parents choose each of our sixth forms as a place to study. Our new focus on A Levels excellence will combine the Christian values of a Catholic college with a high quality curriculum, developed in partnership with independent schools and the scholarship graduate programme, which will appeal to those with top GCSE grades. Students will be taught in great facilities by specialist teachers with a focus on progressing to the UK’s top universities.

To succeed in this role you will come to us with a demonstrable track record on leading excellent A Level provision which delivers strong outcomes and outstanding progression opportunities for learners. You may currently be working in a high performing school, in either the state or independent sector, or one of the country’s top sixth form providers. You will have the proven leadership credentials to lead others towards the implementation of a new vision and strategy and you will have a genuine commitment to our values and distinctive ethos.

As well as being a Deputy Principal, the post holder will also be the Head of A Levels and as a Senior Post Holder you will work with your fellow senior leaders to contribute to the wider strategic development of the college.

We have appointed FE Associates to support us in finding the right person for the role. Interested parties are encouraged to have an initial discussion with our lead consultant, Jo Johnston, ahead of the closing date and prior to submitting and application. This can be arranged by emailing [jo.johnston@fea.co.uk](mailto:jo.johnston@fea.co.uk)

Yours sincerely



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| **Dr Rupert Evenett** | **Mrs Shireen Razey** | **Rob McAuliffe** |
| **Chair of Governors** | **Co-Executive Principal** | **Co-Executive Principal** |

**Job Description: Deputy Principal - Head of A Levels**

**Responsible to:** Executive Principal

**Job Purpose**

To have whole college strategic and operational responsibility for A Level curriculum. As a Senior Post Holder working closely with senior leaders and members of the Board of Governors to ensure provision is best practice, innovative, well planned, coherent and delivered to a high standard. To provide leadership of our A Level Centre for Excellence.

**Main Accountabilities**

**Academic Curriculum**

* To lead and manage the whole college A Level curriculum, implementing the strategic specialism developments so that students achieve best possible examination outcomes and so that the A Level provision is outstanding
* To develop evidence informed best practice pedagogical approaches to A Level delivery, ensuring teaching, learning and assessment expectations and standards are clear and complied with
* To ensure teacher approaches to specification delivery are fully grounded in subject specific best practice, ensuring a logically sound approach to how A Level content is delivered
* To ensure subject delivery is suitably challenging, knowledge-rich and has a clear focus on the development of strong academic skills.
* To ensure all courses offer an extensive Super-Curriculum through the provision of electives, workshops and all other academic extension
* To lead and manage strategies that promote ambitious academic progress and ensure that value added outcomes are very strong
* To develop and lead quality assurance and appraisal strategies that are data informed and drive the curriculum forward
* To line manage teachers, ensuring that every teacher is an outstanding practitioner, has up to date subject knowledge, is engaged in professional networks and fully committed to continually developing their practice
* To lead on and advise SLT and the Governing Body on academic matters and developments
* To promote and oversee academic partnerships with other selective schools and universities
* To work with the MIS Director to ensure data produced for internal and external purposes is robust and accurate
* To control and manage the annual academic budget for all teaching and related departments
* To ensure the Mission, Vision for Students and CTK Graces are central to life of the whole college and informs how staff and students work with each other to ensure success
* To work with senior colleagues and lead the whole college A Level CPD strategy ensuring that it is innovative, leads the way and underpins the development of outstanding professional practice
* To work with senior colleagues to ensure student attendance, punctuality and behaviour are exemplary
* To lead and manage tracking and monitoring processes, working with senior colleagues to ensure a joined up approach
* To work with senior colleagues to ensure A Level courses develop strong and ambitious wider partnerships so that A Level students make exceptional progress.

**Site Leadership**

* Ensure the smooth day to day running of the Aquinas college site.
* Provide leadership for teaching and support staff on a day-to-day basis through agreed role management structures, liaising with other senior leaders to ensure that teaching, learning, assessment and central services are highly effective in enabling students to succeed.
* Ensure the site follows the college’s health and safety, safeguarding and other policies and procedures in accordance with legislation and good practice.

**Executive Leadership**

* Deputise for the Executive Principal in her absence as required.
* Work with Executive Team members and contribute to the development and implementation of whole college systems to ensure that success rates, value-added and other performance indicators are consistently above national bench marks.
* Develop and maintain respectful and collaborative relationships across the college, building professionally credible teams whilst promoting a culture of best practice, value for money and effective service delivery across the college.
* When appropriate, represent the college externally, working closely with stakeholders and partners to promote the work of the college.
* As a member of the Executive Leadership Team, make an ongoing contribution to the leadership of the college, playing a full leadership role in college life.

*The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Deputy Principal - Head of A Levels. In recognition of the ever-changing environment in which the college operates, the contents of this job description will be the subject of regular review in consultation with the post holder. The post holder will take part in an annual cycle of appraisal which will be conducted by the Board of Governors and Executive Principal.*

**Person Specification: Deputy Principal - Head of A Levels**

The successful candidate will have the following experience, skills and qualities:

**Experience and Knowledge**

**Essential**

* Successful experience of academic leadership and working at a strategic level in a school or college.
* Proven track record of outstanding outcomes on A Level courses including value added and achievement.
* Significant and relevant awareness of the strategic management of academic courses.
* Clear understanding of, and a desire to achieve, excellence in all areas of academic provision, within and outside the timetable.
* Proven management experience of establishing and delivering strategic objectives and achieving targets within time and resource constraints.
* Track record as an accomplished and engaging teacher with a proven understanding of teaching, learning and assessment and the changing demands of the curriculum for key stage 5 students.
* Successful experience of leading CPD across an institution.

**Desirable**

* Demonstrable success in managing organisational change.
* A working knowledge of the funding methodology and processes of the Education and Skills Funding Agency.
* Experience of working with funding bodies and regulators in an educational context.
* Experience of managing a range of support services and resources.

**Skills and Qualities (All Essential)**

* Ability to create and deliver a strong, dynamic strategic vision.
* Inspiring and collaborative leadership and the ability to lead, manage and motivate staff to deliver high levels of performance.
* Ability to maintain high standards through intervention and by acting as a role model.
* Ability to build and lead a strong and committed team.
* Ability to communicate, consult and negotiate effectively on a wide range of issues with students, teachers, managers and parents.
* Sensitivity to the needs of a spiritually, culturally and socially diverse community.
* Knowledge and understanding of leadership and management issues related to quality assurance.
* Ability to remain calm and decisive in time-pressured or challenging situations, with a strong aptitude in prioritising, managing workload and meeting deadlines.
* Ability to seek continuous development and improvement and not afraid to challenge and change established approaches.
* Demonstrable analytical skills with an ability to focus, coordinate and synthesise data information, producing concise, timely reports for a variety of audiences.
* Ability to use IT at a level commensurate with job role.
* An ability to develop highly productive and effective relationships with staff, Governors and external stakeholders.
* Emotional intelligence with a strong moral compass. Resilient, curious and determined.
* A relentless commitment to excellence. Energetic, enthusiastic and highly motivated with excellent attention to detail as well as sense of humour.

**Qualifications**

* Qualified to degree level or equivalent professional qualification.
* Hold a recognised teaching qualification.
* Evidence of strong commitment to continuing professional development.

**How to Apply: Deputy Principal - Head of A Levels**

We have retained FE Associates to support us in finding an outstanding individual to inspire practice across our college.

We encourage all interested parties to arrange an informal discussion with Jo Johnston, as soon as possible ***ahead of the closing date*** ***and prior to submitting an application,*** by registering your interest at [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk).

Once you have obtained the full information from the FE Associates jobs site (https://www.fea.co.uk/ctk-dp-alevels/) and discussed the role with Jo Johnston, you must email your application to recruitment@fea.co.uk in advance of the closing date and time (see below). Applications received after this time will not be considered.

**Email Checklist**

Please ensure your email includes **3 documents** necessary for your application to be considered:

* **A completed Candidate Application Cover Sheet** – located above the Candidate Pack on the jobs page at [www.fea.co.uk/ctk-dp-alevels/](http://www.fea.co.uk/ctk-dp-alevels/)
  + 2 referees (preferably your current employer or failing that, a previous employer) who can be approached during the selection process. ***Please include telephone numbers, full postal and email addresses of both referees.*** We will always contact you before taking up references.
  + Please save this document with your name i.e. ***Surname, Firstname – Application Cover Sheet ctk-dp-alevels.***
* **A fully completed Application Form**
  + Please save this document with your name i.e. ***Surname, Firstname – Application Form ctk-dp-alevels*.**
* **The Equality and Diversity Monitoring Form**
  + This is a word format document with check boxes. Please click on each check box that applies to you.
  + Once you have fully completed the form, please save this document with your name i.e. ***Surname, Firstname – E&D ctk-dp-alevels*.**
  + NB: This form is located beneath the candidate pack on the FEA jobs page for this role and is accessible once you have entered your details in the registration form of the How to Apply section.

**Key Dates for Submitting Your Application**

Closing date:**Noon on Wednesday 30th October 2019**Interview dates: **Tuesday 12th and Wednesday 13th November 2019**