

Deputy Principal Vocational Curriculum

Salary: £80k - £100k p.a. incl. London weighting and dependent upon experience.

Christ the King (CTK) is a highly successful and popular Catholic sixth form located on three sites in south east London. We specialise in meeting the needs of sixth form students and have an established track record of excellent examinations success. Our financial status is 'Outstanding' and in 2023 we were graded as a 'Good with Outstanding features' by Ofsted.

You will have whole-college strategic and operational responsibility for our vocational curriculum. As a Senior Post Holder, you will work closely with senior leaders and members of the Board of Governors to ensure provision is best practice, innovative, well planned, coherent and delivered to the same high standard across our two vocational sites. As site Principal of our CTK: Emmanuel site, you will lead a team of dedicated Assistant Principals. You should already be working as a senior leader within an education setting and possess the ambition to progress to the next level.

We have engaged FE Associates to support us in finding an outstanding individual to inspire excellent practice across our college. Contact our lead consultant, by emailing Amanda.Hart@fea.co.uk, to discuss this exciting opportunity before the closing date.

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



CHRIST THE KING SIXTH FORMS



Register your interest at
www.fea.co.uk/ctk-deputy/

Closing date:

Monday 20th May 2024 (9am)

Interview dates:

Thursday 23rd and Friday 24th May



INVESTORS IN PEOPLE™



Deputy Principal Vocational Curriculum



CHRIST THE KING
SIXTH FORMS

Candidate Information Pack

May 2024



www.fea.co.uk/ctk-deputy/

FEA
FE ASSOCIATES

Welcome

Dear colleague,

Thank you for your interest in becoming our new Deputy Principal of Vocational Curriculum. We hope you will find the information provided useful in understanding what is required and that you will be inspired to apply for what is an exciting and high-profile position.

Our college motto is 'Ut Vitam Habeant'- 'that they may lead life to the full'. We want all of our 2,200 students across our three sites (CTK: Emmanuel, CTK: St Mary's and CTK: Aquinas) to have the fullest life chances they can. Our vision is to be the best provider of sixth form education in South East London. In October 2023, Christ The King Sixth Forms (CTK) was graded as 'Good with Outstanding features' by Ofsted. We have a strong reputation locally and nationally and our goal is now to attain an 'Outstanding' Ofsted rating overall.

Following the external promotion of our current Deputy Principal of Vocational Curriculum to a position of Principal & CEO, we are now actively seeking a successor to lead our Emmanuel Sixth Form while taking our vocational curriculum to the next level, delivering an excellent student experience.

Our Emmanuel Sixth Form has a focus on vocational excellence and combines the Christian values of a Catholic college with a high-quality curriculum, developed in partnership with employers and universities. Candidates should be committed to supporting and promoting our sixth forms ethos that strives to treat everyone inclusively and recognises the importance of a holistic approach to education in our diverse community. Students are taught in great, modern facilities by specialist teachers with a focus on progressing to university or employment. This is an excellent opportunity to have site responsibility in an ambitious and forward-thinking sixth form college.

To succeed in this role, you will come to us with a demonstrable track record on leading excellent vocational curriculum which delivers strong outcomes and outstanding progression opportunities for learners. You will currently be working in a high-performing school or college as a senior leader reporting into Vice/Deputy Principal or CEO/Principal levels. This is a fantastic opportunity to join a dedicated and skilled executive team in the UK's only three-site sixth form college.



The college has excellent financial health and there has been significant capital investment across our sites over the last 5 years, with £5 million redevelopment in state-of-the-art engineering, nursing, business, science and media facilities.

The successful applicant will have the support of a highly committed and passionate governing body and an enthusiastic and skilled leadership and management team who are equally committed to working together to continue our positive journey.

We have appointed FE Associates to support us in finding the right person for the role. If you think this might be you, we really want to hear from you, please contact, Amanda Hart for an initial conversation to discuss the role before the closing date.

If you decide to pursue your interest further, then we look forward to meeting you soon.

Yours sincerely

Nana Reynier

Chair of Governors

Shireen Razey

Executive Principal & CEO



Our Vision and Ethos

As Catholic sixth forms, we have a distinctive ethos which underpins all our work and is a key factor in our success. While we put great stress on qualifications, hard work, effort and academic success, we're about far more than that. We are here to educate young people in the widest sense, developing the whole person so that all our students realise their full potential. We not only want our students to leave us as rounded, thoughtful, caring and confident adults equipped with the skills and attitudes they need to make a success of their lives, we also want them to be ready to make a positive contribution to society.

Through our character education programme, The CTK Graces, we help our students to develop the traits and attributes of grit, respect, awareness, curiosity, endeavour and self-control so that they have the qualities they need to be discerning and to thrive in the highly competitive world that awaits them. Our tutorial and pastoral support systems ensure that every young person is nurtured and valued as an individual. Our sixth forms are underpinned by values of mutual respect and positive encouragement.

We welcome students of every faith and none at all, and all our young people take part in a learning programme in which they are invited to consider the personal, spiritual and moral issues they will face as they move into adult life.



Our Sixth Forms



CTK Aquinas is a selective A Level centre for excellence offering a wide range of A Level courses aimed at high-achieving students. Located in Brockley with excellent transport links, CTK Aquinas students are high achieving and are not afraid to aspire to be extraordinary and they encourage everyone to do the same.



CTK Emmanuel is located on the Blackheath borders and is a professional centre for excellence offering Applied Technical programmes equivalent to 3 A Levels and highly specialised routes to university. CTK Emmanuel students aspire to be the best and to reach the top in their chosen ambitions.



Located in Sidcup on the Kent borders and surrounded by green playing fields, CTK St Mary's offers a wide curriculum of A Level and Applied Technical qualifications. CTK St Mary's students are like-minded, ambitious and hard-working students, inspired and motivated to succeed with the support of high-quality teaching.

Working at CTK Sixth Forms

Why CTK?

As a family of three sixth forms, we are unique in the sector. We are a forward-looking, highly innovative organisation, specialising in education for young people aged 16-19. Our students are hugely ambitious and through our specialist academic and general vocational programmes, we are highly successful in ensuring that ambition is fulfilled.

Benefits of working at Christ the King Sixth Forms

We look for talented individuals who share our vision and want to be part of our unique family. In becoming part of our community, you will benefit from:

- A supportive and caring community
- Healthcare
- Season ticket loans
- The Evans Ride to Work cycles scheme
- Convenient on-site parking facilities
- DAS counselling services
- Staff discount scheme
- Free eye tests
- Generous holiday entitlement.
- Free on-site gym at all sites
- Professional development and training which is second to none and offers a range of bursaries
- Membership of a pension scheme (TPS and LGPS) plus generous employer contributions
- On-site canteen
- Staff well-being forum



Job Description

Job title: Deputy Principal Vocational Curriculum

Reports to: Executive Principal & CEO

Salary: £80,000 - £100,000 per annum
(inclusive of London weighting and dependent upon experience).

Job Purpose

To have whole sixth forms strategic and operational responsibility for vocational 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 CTK: Emmanuel Sixth Form.



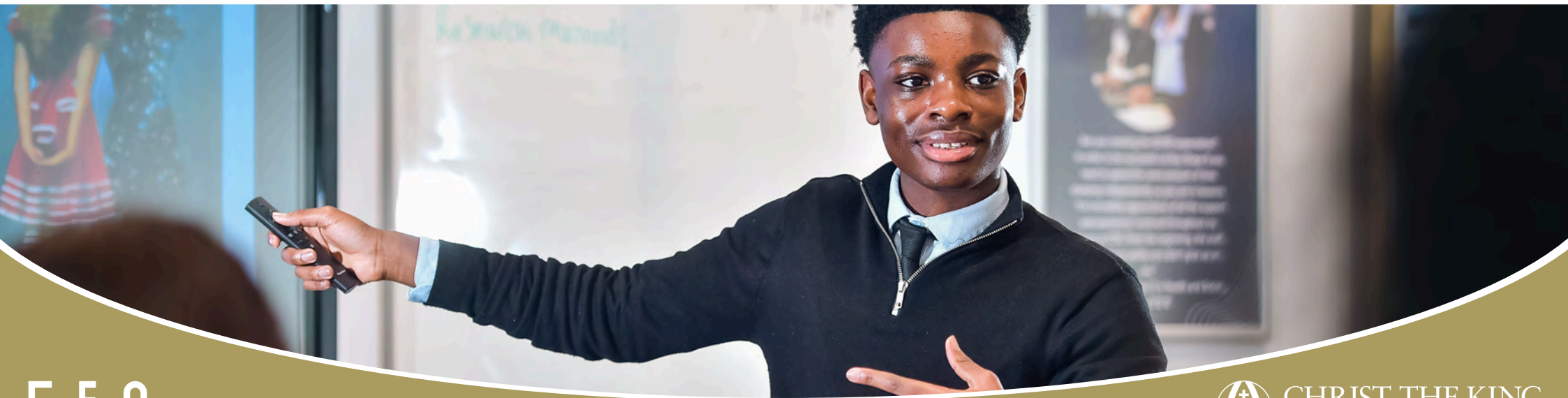
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Main Accountabilities

Vocational Curriculum

- To lead and manage the whole sixth forms vocational curriculum, implementing strategic specialism developments to ensure students achieve the best possible outcomes and so that the vocational provision is outstanding.
- To lead on the strategy for Maths and English.
- To develop evidence-informed, best-practice pedagogical approaches to vocational 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 vocational curriculum is delivered.
- To ensure subject delivery is suitably challenging, knowledge rich and has a clear focus on the development of strong vocational skills.
- To ensure all courses offer an extensive 'Super Curriculum' through the provision of electives, workshops, industrial placements and all other work related extension.
- To lead and manage strategies that promote ambitious progress and ensure that value added and achievement 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 Assistant Principal's, to ensure 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 vocational matters and developments, ensuring the sixth forms are at the forefront of new initiatives and change.
- To promote and oversee partnerships with employers and universities to ensure the local skills agenda is fully embedded.



- To control and manage the annual vocational budget for all teaching and related departments.
- To ensure the Mission, Vision for Students and CTK Graces are central to life of the whole sixth form and informs how staff and students work with each other to ensure success.
- To work with senior colleagues and lead the whole sixth form vocational 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 vocational courses develop strong and ambitious wider partnerships so that students make exceptional progress.
- A commitment to equity, diversity and inclusivity, underpinned by the willingness and ability to contribute to the holistic implementation of this, is demonstrated in performing the duties of the post.

Site Leadership

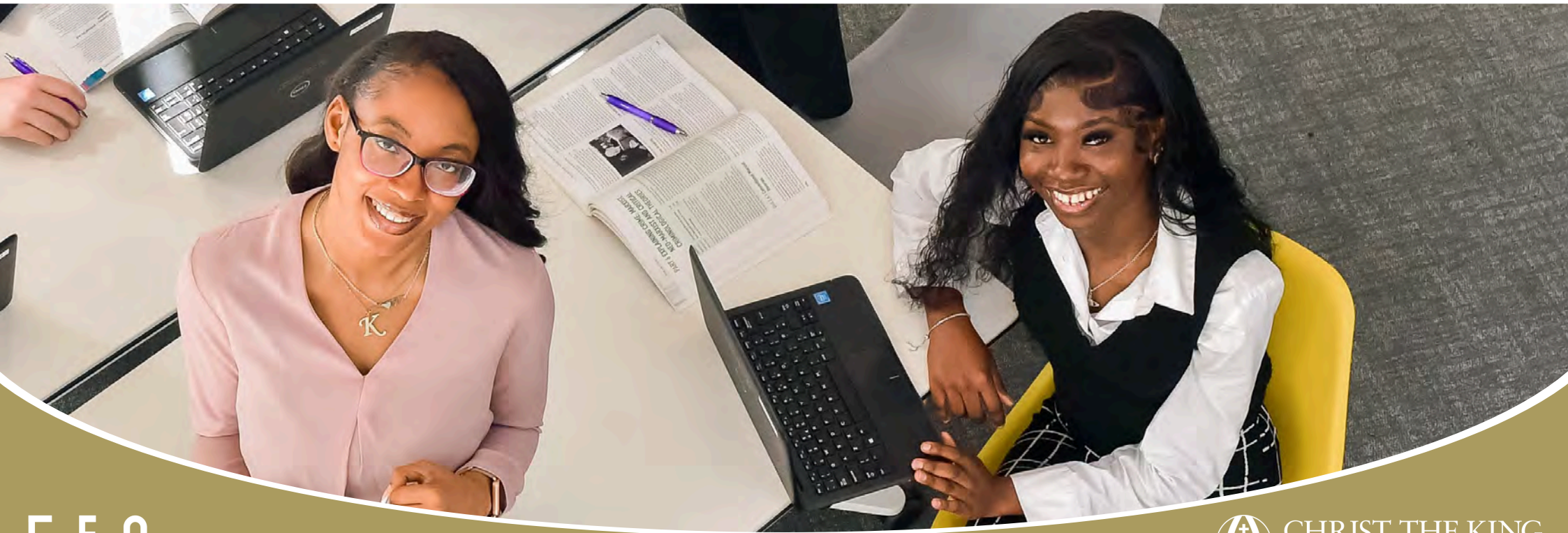
- Ensure the smooth day-to-day running of the Emmanuel Sixth Form site.
- Provide leadership for teaching and professional service staff on a day-to-day basis through agreed role management structures, liaising with other senior leaders to ensure that teaching, learning, assessment and central services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



Executive Leadership

- Deputise for the Executive Principal & CEO in their absence as required.
- Work with executive team members and contribute to the development and implementation of whole sixth form's systems to ensure that achievement rates, value added and other performance indicators are consistently above national benchmarks.
- Develop and maintain respectful and collaborative relationships across the sixth form, building professionally credible teams whilst promoting a culture of best practice, value for money and effective service delivery across the sixth form.
- When appropriate, represent the sixth form externally, working closely with stakeholders and partners to promote the work of the sixth form.
- As a member of the Senior Leadership Team (SLT), make an ongoing contribution to the leadership of the sixth form, playing a full leadership role in sixth form life.
- Undertake such other duties after due consultation, which may be required by the Chair of Governors on behalf of the governing body.

The lists above are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Deputy Principal Vocational Curriculum. In recognition of the ever-changing environment in which the sixth form operates, the contents of this job description will be the subject of regular review in consultation with the postholder. The postholder will take part in an annual cycle of appraisal which will be conducted by the Board of Governors and Executive Principal & CEO.



Person Specification

The successful candidate will have the following qualities and characteristics:

Essential Experience and Knowledge

- Successful, recent experience of working at a strategic level of an Assistant/Deputy Principal within a school, sixth form or college.
- A proven track record of outstanding outcomes on vocational courses including value added and achievement.
- Significant, relevant and successful experience of strategic management and managing organisational change.
- Outstanding and up-to-date knowledge of BTEC/T Levels, A Level and GCSE programmes of study and their requirements.
- A clear understanding of, and a desire to achieve, excellence in all areas of curriculum provision within and outside the timetable.
- Proven management experience of establishing and delivering strategic objectives and achieving targets within time and resource constraints.
- A 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.
- A working knowledge of the funding methodology and processes of the Education and Skills Funding Agency (ESFA).
- Experience of working with funding bodies and regulators in an educational context.

Essential Qualifications

- Qualified to degree level or an equivalent professional qualification.
- A recognised teaching qualification.
- Evidence of a strong commitment to continuing professional development.



Leadership Skills

- A clear strategic vision for 16-19 education and for the impact you will have in this role.
- The ability to work strategically across three sites in a coherent and consistent manner.
- A proven ability to motivate and lead staff so that the student experience is enhanced.
- The ability to lead by example, modelling the qualities of integrity, honesty and belief in the values implicitly and explicitly contained in the collegiate mission statement.
- The ability to demonstrate robustness, imagination, consistency, ambition and fairness in undertaking this key strategic role.

Essential Skills and Qualities

- 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 academic 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 workloads 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 and digital skills 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.

Key Dates and the Recruitment Process

Closing date: Monday 20th May 2024 (9am)

Interview dates: Thursday 23rd and Friday 24th May 2024

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Amanda.Hart@fea.co.uk, to discuss the role before the closing date. Once it is agreed for you to proceed with an application you should submit your application. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.



Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/ctk-deputy/> and discussed the role with Amanda Hart, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the [job page](#) for this role and not older, out-of-date versions.

These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An Application Form with all sections completed including:

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – ctk-deputy - Application**.

2. The Equality and Diversity Monitoring Form

- Please click *inside* each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – ctk-deputy - ED**.