



Uckfield College

Recruitment Information Booklet

**Deputy Principal
Teaching & Learning,
Progress and Achievement**

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 environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. 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 and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

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 1101.

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

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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

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 - Teaching & Learning, Progress and Achievement

Hours	Full Time
Commencement	1st September 2019
Contract	Permanent
Salary	Leadership Spine L20 to L24

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 Tuesday 7th May 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 prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uckfield.college. There will be tours available for prospective Deputy Principal applicants in the week beginning the 29 April.

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. You can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Assembly
- Presentation
- Safeguarding Interview
- Panel 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

Job Title: Deputy Principal - Teaching & Learning, Progress and Achievement

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, to support its aim of 'realising potential' and to be a role model for staff and students.

Strategic Leadership Team Purpose

- To achieve the College's aim of 'Realising Potential' because we want every student and member of staff to achieve that particular kind of happiness you get when you strive for and make progress towards your goals.
- 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 in three words: happy, caring and challenging.
- 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 phrase, Love Learning for Life.

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:

- ~ achieving the aims and objectives of the College
- ~ establishing the policies through which they shall be achieved
- ~ managing staff and resources and monitoring progress towards their achievement
- ~ 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"

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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"

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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"

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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 - Teaching & Learning, Progress and Achievement

	Essential Criteria	Desirable Criteria
Education and Training	<p>Qualified Teacher Status</p> <p>Good Honours Graduate</p>	Evidence of relevant further professional development
Experience	<p>Leadership experience</p> <p>Use of strategies to have successfully raised student achievement</p> <p>Evidence of the impact of your leadership</p> <p>Responsibility for developments that have improved student progress</p> <p>Track record of excellent teaching in secondary education"</p>	
Personal	<p>Outstanding classroom teacher</p> <p>High quality interpersonal skills</p> <p>Team player</p> <p>Flexible</p> <p>Proactive and able to make decisions</p> <p>Ambitious, personally and for the College</p> <p>Positive 'can do' attitude</p> <p>An educational vision focused on students</p> <p>Excellent range of communication skills; listening as well as speaking, presenting, writing</p>	

Strategic Leadership Team roles and responsibilities 2018-19

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Between the SLT roles our Key Focus ensure:

Line management of depts

Line management of year teams

QA of T&L

QA of wider experience (PDT, before/ after school, enrichment/extra-curricular)

Raising achievement

Achieve outstanding outcomes for all students

Principal: Hugh Hennebry

David Burren, Deputy Principal: Y7-9

Dan Wynne-Willson, Deputy Principal: Y10-11

Sara Marshallsay, Deputy Principal: Sixth Form

Gemma Fassam, Assistant Principal - Head of Sixth Form

Rob Wakeling, Assistant Headteacher - Teaching & Learning

Jeanette O'Connor, Assistant Headteacher - Personal Development & Digital Technologies

Jamie Bowie, Assistant Headteacher - Data, Exams and Timetable

Assistant Head: Caroline Tucker (Finance and Resources)

Assistant Head: Vanessa Spencer-Smith (Personnel)

Uckfield College has two Raising Achievement and Standards Leaders (one for Y7-9, one for Y10-11). There is also one Director of Year and one Pastoral Leader for each Year group.

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 2019/20 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 Caroline Selden, 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 Tuesday 7th May 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 Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email t.fletcher@uckfield.college.

