

Applicant Pack

Assistant Principal - Student Support and Welfare

Salary: £58,568.00 - £69,140.00 per annum (pay award pending)

Reports to: Deputy Principal

Closing Date: Noon on Monday 20 February 2023

Interview Dates: Thursday 2 and Friday 3 March 2023

Start Date: Tuesday 29 August 2023



Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of 'Assistant Principal – Student Support and Welfare'. We are pleased that you are considering Greenhead College as the next stage in your career and we hope, subject to matching our criteria, you will apply.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. Therefore, the College is an easy commute from much of the Northwest and Yorkshire.

The College provides outstanding education to approximately 2725 students, who study predominantly A Level courses. The philosophy of the College is based on the principle that each student and staff member is an individual and to be valued. According to the Government performance tables, Greenhead is currently the top performing Sixth Form College in the Yorkshire and the Humber for A Level results and third best nationally¹.

In March 2022, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified. This is testament to the resilience, ambition and success of our students, and the hard work of staff. Therefore, Greenhead is both a successful and significant Sixth Form College, with an outstanding local and national reputation.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able Senior Leadership Team, experienced Governors, and a team of highly skilled teaching and support staff who work collaboratively to deliver the College's key purpose and principles, and strategic objectives.

This is an exciting time to be joining Greenhead College. Recently, we were one of only 50 schools and colleges nationally to be granted multi-million-pound funding to build a new four-storey block, which is currently under construction and will open during the next academic year.

The Pastoral team at Greenhead College was Graded Outstanding in the most recent Ofsted inspection and highly commended for the support and guidance offered to students. The team currently comprises of 30 Tutors, including two Assistant Principals (SSW) and three Senior Tutors, who are responsible for line managing the team.

Assistant Principals and Senior Tutors meet Tutors fortnightly to discuss current ongoing student issues, including their attendance, progress, wellbeing and any safeguarding concerns.

All our Personal Tutors are fully qualified teachers, being highly experienced in pastoral care, careers guidance and trained in Mental Health First Aid. The team consists of a mixture of full-time Tutors and those who also have a curriculum role.

All students are assigned a Personal Tutor from the day of induction, who is the go-to person if they require help or guidance. Students meet their Tutor on a weekly basis in group tutorials. Twice a year, a student's progress is formally assessed against their target grade and an action plan to maintain or improve student performance is discussed with subject teachers. Students then have a further one-to-one monitoring meeting with their Tutor to assess overall performance, review the targets set by subject teachers, discuss attendance, and open up dialogue about general wellbeing. If necessary, further support is offered.

The aims of our Tutorial programme are to cultivate personal and social development, promote academic achievement, and continuously build self-esteem and self confidence. The Tutorial programme is therefore specifically designed to help students quickly settle into College life, effectively manage the transition from School to College, inform them of current risks which they may encounter,

¹ January 2020 – average result and % of students achieving A*/A/B in two or more facilitating subjects.

and prepare them for life after they leave Greenhead. This is in addition to helping students develop the necessary independent study skills to meet the demands of challenging A Levels.

The programme undergoes a review every year, with both students and Tutors surveyed on the topics covered. This ensures all topics are relevant and up-to-date. The themes we cover within the Tutorial programme include College processes and induction, careers, academic focus, safeguarding, health and wellbeing, practical life skills and real-world understanding.

In addition to their Personal Tutor, students at the College are supported by a highly experienced Careers team during the online UCAS application process. This includes selecting their university, providing guidance on personal statements, writing their reference, and offering guidance on widening participation schemes. Detailed guidance, with a focus on apprenticeships and employment, is also offered to all students in the Tutorial programme, with Tutors liaising closely with Careers to seek further guidance.

The College also has a large Counselling service, currently made up of nine part-time Counsellors, offering counselling, CBT and life coaching. The Assistant Principal – Student Support and Welfare, is also responsible for the line management of the Lead Counsellor.

If you are interested in joining Greenhead College, please contact Jessica Norcliffe, our Director of Human Resources, via email jnorcliffe@greenhead.ac.uk. She will be happy to answer your queries and provide further information about the College and this role.

We look forward to receiving your application.

Best wishes,

Simon Lett
Principal



Job Description

Assistant Principal – Student Support and Welfare

Line Manager: Deputy Principal

Start Date: 29 August 2023

Contract Type: Permanent

Key purpose of role:

The post holder is responsible for supporting the Principal and Deputy Principal in ensuring that the College develops, maintains and achieves its strategic aims and objectives through leadership, vision, flair, enthusiasm and the freedom to develop new ideas. This will mean contributing to the existing ethos which has been designed to maximise student potential, and to ensure the efficient and effective use of resources within the framework of the College's mission and values.

General:

1. Line manage six Personal Tutors, two Senior Tutors and the Lead Counsellor, in line with the reporting structure.
2. To be the Deputy Designated Safeguarding Lead.
3. To lead on student induction, attendance, punctuality, support, behaviour, welfare and discipline.
4. Work as a member of the Senior Leadership Team, including attending and contributing to SLT meetings and Corporation and Committee meetings.
5. Work with the Deputy Principal and the Assistant Principals (Quality of Education) on reporting mechanisms which monitor student assessment and progress.
6. Work with the Deputy Principal and Diversity and Inclusion Lead on policy/strategy.
7. To be the joint lead contact for parents/carers in the pastoral support of students.
8. Lead on the development of the pastoral curriculum and its resources, and CPD for Personal Tutors.
9. Lead Senior Tutor meetings.
10. Lead whole team Personal Tutor meetings.
11. Work with Senior Tutors and Personal Tutors on the development, review and implementation of performance management reviews.
12. Organise Parents Information Evening.
13. In collaboration with the Careers Lead, organise the HE Information evening for parents.
14. Organise and allocate Tutorial sessions to meet the needs of the College.
15. Attend LAC, CIN, PEP reviews/meetings, in conjunction with line management responsibilities when required.

Safeguarding:

1. Act as part of the designated College team for Safeguarding and Child Protection. Ongoing training and support will be provided.
2. Assist with the development, review and implementation of the College's Safeguarding, Prevent, Child Protection and e-Safety policies.
3. Contribute to Safeguarding meetings.

Teaching:

1. Responsibility for the personal, academic, social and emotional needs and progress of two tutor groups.
2. Taking group Tutorials through a programme of work.
3. A contribution towards enrichment (non-examination) courses.
4. Taking responsibility for the College's administrative needs regarding students' records, for students in your care.
5. Act as the lead practitioner in the development of teaching, learning and assessment materials for the Tutorial programme.

General duties - the post holder will also:

1. Undertake any personal development necessary to ensure effective performance in their role.
2. Represent the College at external meetings and attend, where necessary, cross-College events.
3. Participate in the annual Performance Management process.
4. Demonstrate day-to-day commitment to the College's core values of community and its mission statement.
5. Be required to carry out such reasonable additional duties as may from time-to-time be determined by or on behalf of the Corporation.

It would also be expected that, as a member of the Senior Leadership Team, the Assistant Principal is prepared to undertake other specific tasks and duties. Over time, the range of responsibilities might be changed by negotiation; this would be a positive factor should the post holder be interested in future promotion to a more senior level.

The Assistant Principal will have a duty to act as a role model to implement and promote Health and Safety, Diversity and inclusion and Safeguard all students. All staff and senior post holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding training identified by the College as relevant to their role.

This job specification is subject to annual review by the Corporation. Any changes in substance or interpretation will be implemented after consultation with the post holder.

Diversity and inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement:

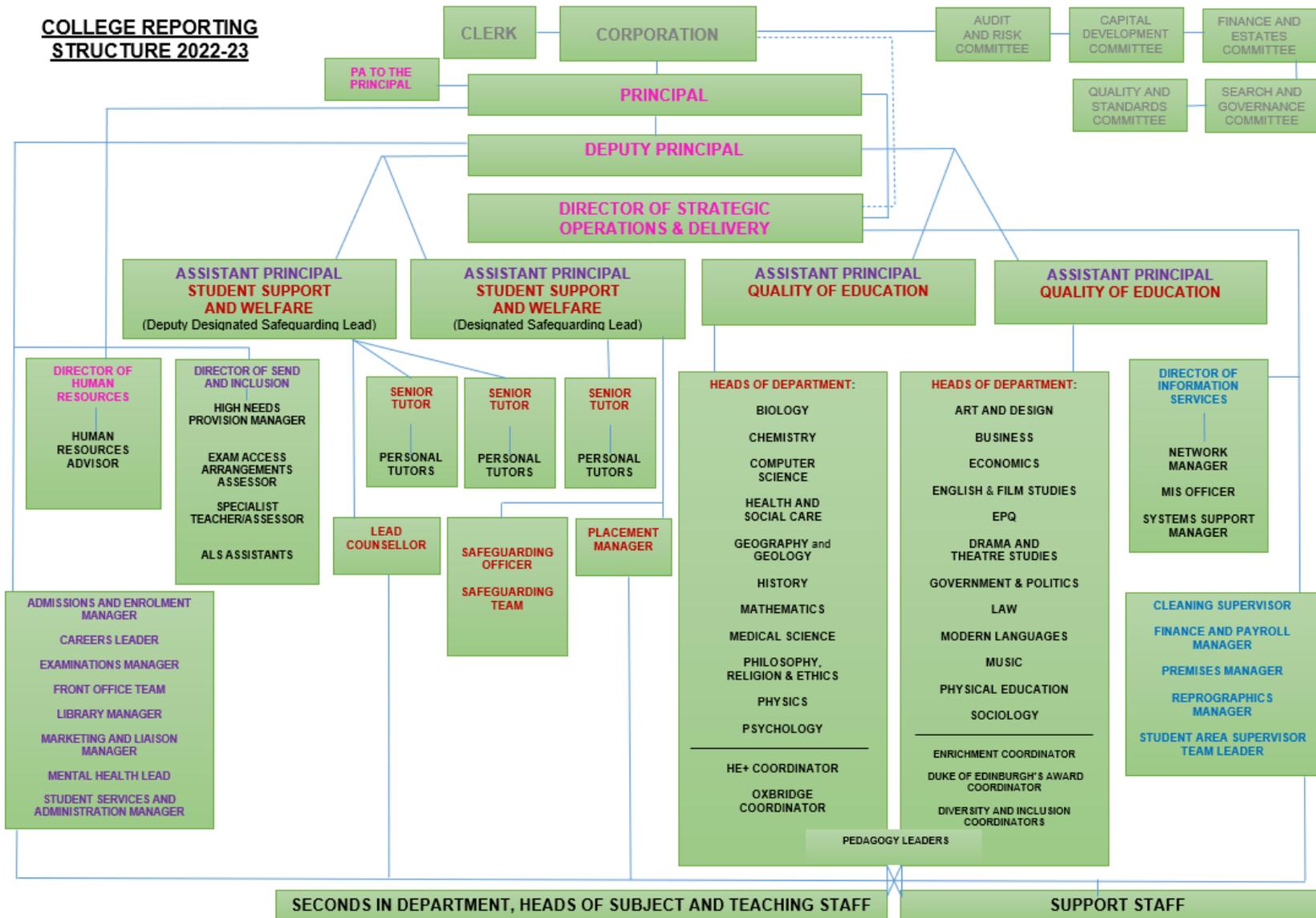
The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

**COLLEGE REPORTING
STRUCTURE 2022-23**

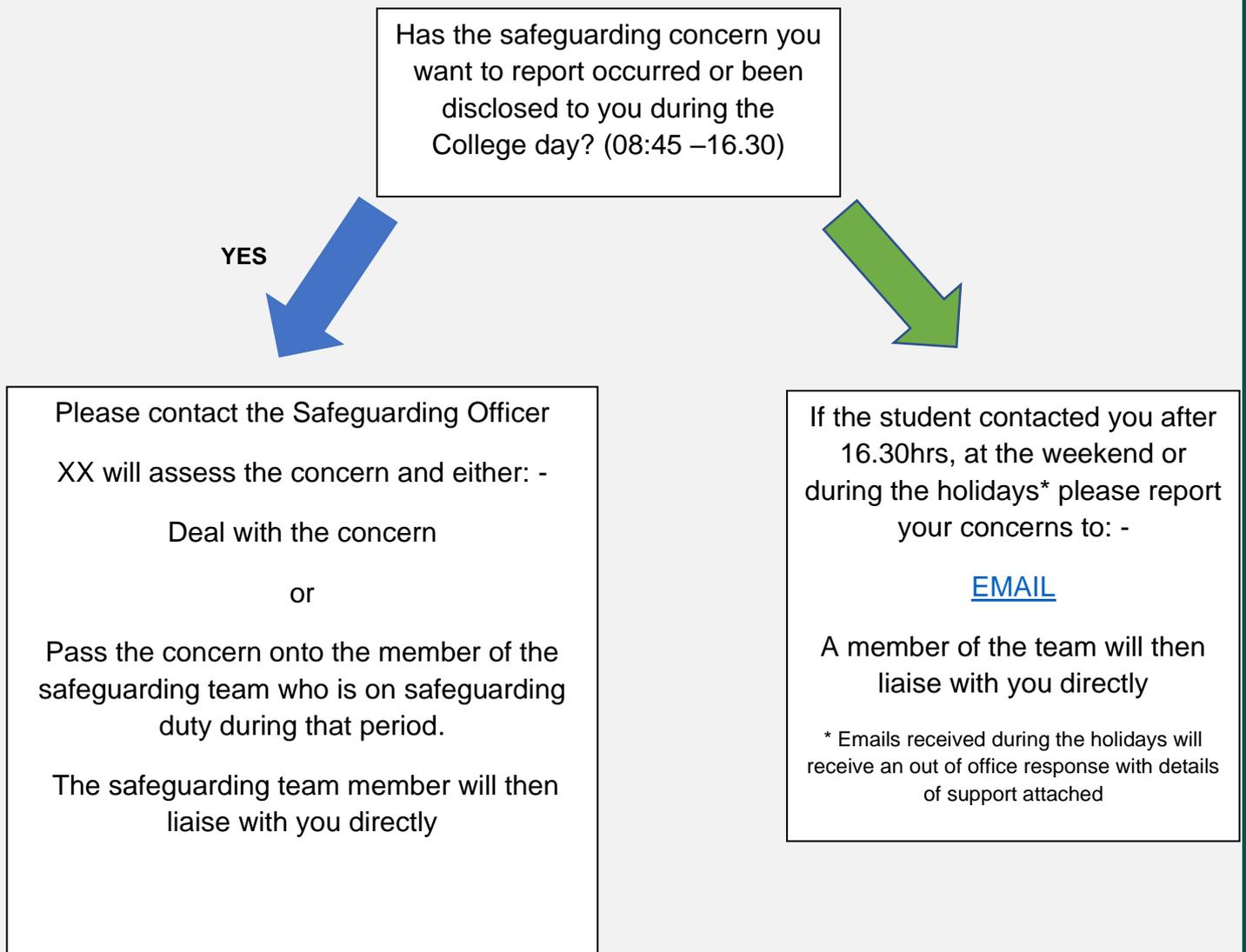


SECONDS IN DEPARTMENT, HEADS OF SUBJECT AND TEACHING STAFF | SUPPORT STAFF

Greenhead College

Staff procedure for reporting safeguarding concerns

If you have any student safeguarding concerns to report please use the flow chart below to determine how it should be reported.



Please note: -

- Non-urgent concerns can be recorded by all staff on CPOMS
- **You should never wait until the next day to report the concern**
- In XX absence please contact main College reception

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Assistant Principal – Student Support and Welfare Further Particulars and How to Apply

Salary:

The salary for this post will be within the Assistant Principal's pay spine, which is currently £58,568.00 - £69,140.00 per annum (pay award pending).

Conditions of Appointment:

Appointment is to a full-time, permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

Holiday Entitlement:

You will be entitled to take up to 35 days holiday in any year which will normally be during College holidays but may also be at such other times as agreed by the Principal. You will receive an additional five days annual leave entitlement following five years continuous service at the College.

Pension:

You will be entitled to join the Teachers' Pension Scheme.

College Security:

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

Safer Recruitment:

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

Closing Date:

The closing date for applications is noon on Monday 20 February 2023 and interviews will take place on Thursday 2 and Friday 3 March 2023.

Applicants for this post are asked to:

1. Complete the College's application form or TES application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful.

Please send the completed documents to:

Jen Rothery, Human Resources Advisor, as an email attachment to jobs@greenhead.ac.uk.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.



Person Specification – Assistant Principal – Student Support and Welfare

	Essential	Desirable
QUALIFICATIONS:		
Degree or equivalent	x	
Teaching qualification	x	
Higher degree		x

	Essential	Desirable
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING:		
Ability to contribute to the clear definition and understanding of the role and mission of a Sixth Form College	x	
Understanding of current issues and trends in 14-19 education	x	
Successful record as a teacher and/or tutor	x	
Evidence of recent and relevant continuous professional development	x	
Proven record of implementing a quality improvement measure(s) or a team initiative(s)	x	
Ability to produce written reports and analyse numerical data	x	
Understanding of and commitment to College policies on safeguarding, diversity and inclusion, and health and safety	x	
Knowledge and understanding of value added systems	x	
Experience of dealing with safeguarding issues	x	
Successful record of developing teaching, learning and assessment strategies		x
Understanding of funding issues		x
Knowledge of the legal responsibilities of a Sixth Form College		x
Varied experience in more than one educational institution		x
Experience of successful management of change		x

	Essential	Desirable
LEADERSHIP AND MANAGEMENT SKILLS:		
Clarity of vision and philosophy, centred on the individual student's value and potential	x	
High levels of emotional intelligence with evident positivity, integrity, sensitivity, warmth and humour	x	

	Essential	Desirable
Excellent communication and interpersonal skills	x	
Ability to line manage others, work with existing teams and to build new teams	x	
Experience of dealing with staffing and student issues	x	
Effective time management and organisational skills	x	
Ability to show resilience and work under pressure in order to meet deadlines	x	
Ability to think innovatively and strategically, and remain open to change	x	
Ability to set priorities and give clear direction to others	x	
Ability to delegate effectively and support others when required	x	
Ability to develop positive and effective working relationships, and motivate others	x	
Ability to deal with difficult situations swiftly and in a manner which shows empathy to others	x	
Experience of leading and/or contributing to staff meetings	x	
Current or previous experience of leading/managing a team		x
Experience of using MIS data as an effective management and information tool		x
Experience of working with local schools and/or other external agencies		x
Ability to manage resources		x
Experience of managing a budget		x

The above criteria will be assessed by the:

- Letter of application
- Interview
- Assessments