

## Application Pack – Vice Principal - Quality of Education

<b>Post title:</b>	Vice Principal - Quality of Education
<b>Reports to:</b>	Principal
<b>Contract type:</b>	Permanent
<b>Salary:</b>	Pay points 1 to 5 of the GC Vice Principal pay scale - £88,165.00 to £95,720.00 per annum
<b>Holidays:</b>	35 days annual leave (increasing to 40 days after five years' service) plus statutory bank holidays
<b>Pension:</b>	Teachers' Pensions
<b>Other benefits:</b>	<ul style="list-style-type: none"><li>• Access to Kirklees Employee Healthcare (e.g. private counselling, physio, etc)</li><li>• Eye test vouchers</li><li>• Flu vaccination vouchers</li><li>• Free onsite car parking</li><li>• Cycle to work scheme</li><li>• Health and wellbeing events throughout the year, including dedicated staff wellbeing day</li><li>• Enhanced maternity and paternity pay</li><li>• Personal and professional development opportunities</li></ul>
<b>Closing date:</b>	Sunday 8 September 2024



## Welcome Letter

On behalf of the Board of Governors, thank you for your interest in applying for the position of Vice Principal – Quality of Education at Greenhead College.

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

The College has been providing the highest quality academic Sixth Form College education in the area for 50 years. According to Government performance tables, Greenhead is currently one of the best performing Sixth Form Colleges nationally and is heavily oversubscribed.

Approximately 2600 students attend the College studying predominantly A Level courses across 35 subjects, and the College has ambition to grow to at least 2800 students by 2025-26. The academic structure of the College is based on Heads of Curriculum who are subject specialists. The College also maintains a unique tutorial system, with all Personal Tutors being fully qualified teachers, highly experienced in pastoral care, careers guidance and trained in Mental Health First Aid. Students are also offered numerous extra-curricular enrichment activities and a comprehensive programme of projects and work placement opportunities as part of our 'Step Into Your Future' scheme.

At Greenhead, we are very proud of our students' achievements, and we have a strong ethos of ambition and aspiration which runs through all aspects of College life. The purpose of the College is 'to be exceptional'. The College has excellent progression rates to higher education, including a substantial percentage of entrants to Russell Group Universities.

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.

The College has an annual income in excess of £16.5 million. Like most similar educational establishments, Greenhead has, in recent years, faced funding pressures and increasing costs. However, the College maintains and forecasts 'Outstanding' financial health, which is a demonstration of the strong ethos of ambition and aspiration which runs through all aspects of our work.

The College employs 285 staff and is a great place to work, with a warm, inclusive atmosphere. Our staff are recognised for their hard work and are encouraged to inspire each other, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic objectives.

This is an exciting time to be joining Greenhead College. We were one of only 50 schools and colleges nationally to be granted multi-million-pound funding to build a new four-storey science block, which opened in November 2023. Further building work is ongoing, and the College has ambitious plans for future growth.

If you are interested in this position, please contact Jessica Norcliffe, our Director of Human Resources, via email [jnorcliffe@greenhead.ac.uk](mailto:jnorcliffe@greenhead.ac.uk). She will be happy to answer your queries, arrange an informal visit and provide further information about the College and role.

We look forward to receiving your application.

Best wishes,

**Richard Armstrong**  
**Chair of Governors**

## Job Description

The post holder is responsible for supporting the 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 through creativity and innovation. 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.

The Principal is responsible to the Corporation of Greenhead College and in charge of the overall management of the College, leading on the strategic planning of quality, standards, administration and financial management. The Vice Principal - Quality of Education, in collaboration with the Vice Principal - Student Support & Welfare / DSL, will play a key role in the development of this planning and its implementation.

### General

1. Determine and implement the strategic direction of the College.
2. Lead and manage staff.
3. Manage the day-to-day running of the College.
4. Lead on the development of the curriculum to meet the College's strategic objectives.
5. Review on an annual basis the effectiveness and efficiency of the College's curriculum offer.
6. As the College's Ofsted Nominee, have responsibility for ensuring that the College is Ofsted ready and that all staff understand their roles and responsibilities in meeting the criteria of the Education Inspection Framework.
7. Lead on the pedagogical approach for the College, to ensure that all teachers are maximising opportunities to support their students to achieve to their full potential, using research-based informed practice.
8. Lead on maximising opportunities for students to secure university places at the top performing universities, which includes working with staff from the appropriate universities.
9. Lead on the examination process that all students undertake, to ensure that the appropriate infrastructure is in place, to provide the highest standard experience for students, including appropriate exam access arrangements.
10. Lead on the strategic aspects of marketing for the College, to ensure that the College's brand and reputation is protected and maximised, to support the aims in the College's Strategic Plan.
11. In conjunction with the Vice Principal - Student Support & Welfare / DSL, monitor College retention and attendance, and ensure that intervention strategies are put in place in a timely manner, to support students in their ability to maximise their potential.
12. Review annually the effectiveness of curriculum intervention in place to support students that are underperforming and ensure that the College maximises all opportunities to help them to achieve to their full potential.
13. In conjunction with the Vice Principal - Student Support & Welfare / DSL, and the Assistant Principals, lead on the strategic approaches to maximise the development of employability skills for all students, whilst supporting the local, regional and national skills agenda.
14. In conjunction with the Vice Principal - Student Support & Welfare / DSL, lead and write the College level Self-Assessment Report (SAR) and Quality Improvement Plan (QUIP).
15. Support the Principal in further developing opportunities to share good practice and become a College that is recognised nationally for being outstanding in the opportunities that it affords to its staff and students.
16. Write the College's annual Accountability Statement.
17. In conjunction with the Vice Principal - Student Support & Welfare / DSL, lead on developing cohesive and effective CPD, that provides staff with opportunities to enhance their skills and knowledge, to maximise their performance.
18. In conjunction with the Vice Principal - Student Support & Welfare / DSL, develop an approach to performance management that considers staff well-being at the heart of it, whilst developing staff, in achieving the College's aims, as set out in its Strategic Plan.
19. In conjunction with the College Leadership Team, lead the recruitment, deployment and retention of staff, to support the delivery of an efficient organisation.

20. Attend internal meetings, including staff briefing, department, College Leadership Team, Corporation and (where appropriate) Committee meetings, and external meetings, e.g. meeting with the Local Authority, and events with key stakeholders, i.e. school assemblies.

### **Line Management**

1. The Vice Principal of Quality of Education will line manage the Assistant Principals - Quality of Education x 2, Pedagogy Leaders x 3, Oxbridge Coordinator, HEE Coordinator, Exams Manager and Marketing and Liaison Manager.

### **Quality of Education**

1. Lead (with the Principal) on ensuring outstanding academic standards and student outcomes, including attendance, retention and exam results (e.g. pass rates, achievement rates, high grades, ALPS value added grades).
2. Lead (with the Assistant Principals – Quality of Education) on ensuring comprehensive and continuous quality improvement across the curriculum.
3. Lead on the production of the College's annual Self-Assessment Report and Quality Improvement Plan, including supporting documents.
4. Lead on the production of an efficient and effective timetable and the deployment of curriculum staff.
5. Lead on reporting mechanisms which monitor student assessment and progress.
6. Act as the nominee in Ofsted inspections, taking the lead on pre-and-post inspection planning and keeping staff and the Corporation aware of national developments relating to external inspection.
7. Advise the College Leadership Team, the Corporation and its Committees on matters relating to quality matters and student outcomes.

### **Marketing & Liaison**

1. Lead with the Marketing and Liaison Manager on liaison with local schools and, with the Admission Team, on the enrolment of new students to the College.
2. Organise Open Morning/Evening events, in collaboration with the Marketing Team and Vice Principal - Student Support & Welfare / DSL.

### **Performance Management / Continuous Professional Development**

1. Develop, review and implement annual performance management reviews with staff.
2. Carry out administration associated with internally and externally provided CPD.
3. Work with the College Leadership Team in the provision of courses for both College and external staff.

### **Additional Duties**

1. Demonstrate day-to-day commitment to the College's purpose and principles.
2. In negotiation with the Principal, engage in Enrichment activities (approx. 1 hour per week).
3. Be in sympathy with a College ethos which finds its roots in a staff strongly committed to the College in all aspects and activities. This is based on a philosophy of valuing students, helping them to experience success and sometimes work through failure, to help them grow in confidence and succeed.
4. Promote, act as a role model, and implement the College's policies and procedures including those relating to safeguarding, diversity and inclusion and health and safety.
5. Participate in the College's performance management process and carry out performance management reviews of line reports.
6. Undertake any personal development necessary to ensure effective performance in the role.
7. Undertake other specific tasks and duties as directed by the Principal.
8. Carry out such reasonable additional duties as may from time-to-time be determined by or on behalf of the Corporation.

**Safeguarding:**

All staff and senior postholders 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 children training identified by the College as relevant to their role.

**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.

**Employee Wellbeing Statement:**

The College is committed to promoting and supporting employee wellbeing to improve working lives and allow our staff to flourish and reach their potential. The employee wellbeing priorities of the College are integrated throughout, embedded in our culture, leadership, and management. Staff are encouraged to talk about mental health, have good self-care routines, and seek help where needed. Employee wellbeing is an integral part of the College's performance management process, which allows Heads of Departments and the College Leadership Team to regularly review workloads and deadlines in a meaningful way. The College has a holistic framework in place to support staff, including early access to specialist sources of help, such as counselling and physiotherapy, as well as an employee assistance programme, occupational health service and dedicated employee wellbeing days.

**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.

## How to Apply

### Closing Date:

The closing date for applications is Sunday 8 September 2024.

### 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:

Jessica Norcliffe, Director of Human Resources, as an email attachment to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk)

### Safer Recruitment:

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

All offers of employment are subject to the following pre-employment checks:

- Proof of identity
- Evidence of right to work in the UK
- Enhanced Disclosure and Barring Service check
- Overseas criminal record check if you have lived or worked outside the UK in the last five years, for a minimum of three months
- Teacher prohibition, sanction and restriction check
- Letter of professional standing (EEA applicants only)
- Evidence of relevant qualifications
- Fitness for work
- Two references, including one from current and/or most recent employer

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Good Honours Degree or equivalent.</p> <p>Recognised teaching qualification.</p> <p>Evidence of recent and relevant continuous professional development (including a significant management/leadership component).</p>	<p>Postgraduate degree/equivalent.</p> <p>Management/Leadership qualification.</p> <p>External Ofsted Nominee training or Inspector training.</p>
<b>Knowledge and understanding</b>	<p>Comprehensive understanding of the principals of effective leadership.</p> <p>Thorough understanding of the Ofsted Education Inspection Framework and how to prepare a College effectively for an inspection.</p> <p>High level of understanding of curriculum-related processes and functions in a post-16 institution, e.g. timetabling and staff utilisation, self-assessment and quality, teaching, learning and assessment, lesson observation, performance management etc.</p> <p>Thorough understanding of key issues facing the secondary and post-16 sectors.</p> <p>Thorough understanding of the Ofsted post-16 Common Inspection Framework and the role of the nominee in pre-and-post inspection.</p> <p>Knowledge of the principals of post-16 funding and how they impact on the curriculum in complex post-16 organisation.</p> <p>Proven commitment to Safeguarding and promoting the welfare of young people, and an understanding of the College's policies on Health &amp; Safety.</p> <p>A proven commitment to Diversity &amp; Inclusion and an understanding of the College's policies in this area.</p> <p>Knowledge and understanding of Self-Assessment Processes and the ability to be able to deliver to targets set out in Quality Improvement Plans.</p>	<p>Currently employed in a school or college rated at least Good (ideally Outstanding) by Ofsted.</p> <p>Currently an Ofsted Nominee or have played a proactive role in an Ofsted inspection, under the current Education Inspection Framework.</p> <p>Knowledge and understanding of the workings of the following College functions: Pedagogy Leaders, Oxbridge, HEE, Exams and Marketing.</p>

<p><b>Experience</b></p>	<p>Substantial and successful experience of working with student and teaching in the 16-18 age range.</p> <p>Significant and successful recent middle or senior management experience in a relevant educational institution, across a range of contexts including curriculum organisation.</p> <p>Strong record of successfully leading and managing curriculum staff, e.g. Head of Department, Curriculum Leaders etc.</p> <p>Experience of using data to analyse and act on organisational performance.</p> <p>Proven experience of successfully leading and managing an internal quality cycle that is rigorous, systematic and evaluative.</p> <p>Proven management experience of establishing and delivering College-wide objectives and of achieving targets within time and resource constraints.</p> <p>Ability to successfully manage cultural and organisational change.</p> <p>Extensive range of experience including curriculum, quality, funding and inspection.</p>	<p>Evidence of significant contribution to strategy development and innovation.</p> <p>Experience of success in a recent Ofsted inspection.</p> <p>Experience of reporting to the Corporation on curriculum, quality and student outcomes.</p>
<p><b>Skills</b></p>	<p>Excellent ability to communicate, negotiate and consult at face-to-face level on a wide range of issues.</p> <p>Excellent presentation skills, with the ability to present effectively, compellingly, inclusively and motivationally to a variety of audiences.</p> <p>Excellent written skills, with the ability to present detailed but concise reports to the College Leadership Team and the Corporation.</p> <p>Numerate, with the ability to analyse and interpret data.</p> <p>Strategic thinker with the vision and ability to ensure outstanding student outcomes.</p> <p>An ability to cope effectively with a high workload and many priorities.</p> <p>Inspirational people leadership and teambuilding skills, combined with sound judgement and effective problem solving.</p>	



	<p>Drive and determination to ensure the implementation of strategic plans and priorities.</p> <p>The ability to effectively delegate, prioritise, organise and manage the performance of others, including supporting staff in their development, tackling underperformance &amp; rewarding outstanding merit.</p> <p>Innovative with the ability to lead and inspire staff to achieve the highest levels of quality and performance, empowering and developing them through appropriate delegation.</p> <p>Highly competent in the use of IT.</p>	
<p><b>Personal Attributes</b></p>	<p>A role model for a culture of continuous improvement and promoting excellence.</p> <p>A rational, affiliative style but able to give clear direction and influence others when needed.</p> <p>High ethical and professional standards.</p> <p>High levels of emotional intelligence with evident openness, integrity, warmth, humour and sensitivity to the needs of others.</p> <p>Passionate about teaching, learning and assessment, quality improvement , and the wider Sixth Form College experience.</p> <p>Strong intellectual powers and the ability to be reflective.</p> <p>Treats others with respect and dignity.</p> <p>Collaborative but able to give clear direction when needed.</p> <p>Emotional resilience, positivity and drive.</p> <p>Clarity of vision and philosophy, centred on the individual student's value and potential.</p> <p>High level of commitment to the College and the development of the full potential of each and every student.</p>	

	<p>A proven commitment to safeguarding and promoting the welfare of young people.</p> <p>A proven commitment to diversity and inclusion and an understanding of the College's policies.</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.</p>	
--	--	--