

ABBEYGATE

SIXTH FORM COLLEGE

*A brand new Sixth Form College
opening in Bury St Edmunds in 2019*

PRINCIPAL APPLICATION PACK

WELCOME FROM THE CEO

I feel very privileged to serve our students and give them the best possible rounded education and future opportunities, both as Principal and Chief Executive of West Suffolk College and Chief Executive of the Suffolk Academies Trust. I am very proud to lead an amazing team of dedicated and passionate professionals. I see my job as a facilitator in getting great organisations, great teachers, great managers and dedicated employers together and supporting them in doing what they do best, serving students and our community.



Student success is at the heart of everything we do, if you share our values and aspirations, we want to hear from you. As the new Principal of Abbeygate Sixth Form College, I will work closely with you and together with our four founder schools, we will continue to raise aspiration and achievement in our region.

Our vision is to ensure that Abbeygate Sixth Form College quickly establishes a reputation for outstanding academic success. Ideally located between two excellent educational establishments (West Suffolk College and King Edward VI School), Abbeygate Sixth Form College will become the A Level provider of choice in the West of Suffolk, complementing the wider curriculum offer available at the WSC campus.

I am looking forward to working with the successful candidate, to build a brand new team of the very best academic teaching staff and to introduce them to this fabulous part of the country, which is vibrant yet steeped in heritage and culture.

I do appreciate the time you have invested in researching this role and the additional commitment required in submitting an application. Of course, I would be very happy to discuss this opportunity and our aspirations if that would be helpful to you.

I am really excited about this incredible project which will make a very real and positive difference to our community.

Dr Nikos Savvas



SUFFOLK ACADEMIES TRUST

The Suffolk Academies Trust (SAT) was formed in September 2015 as a visionary collaboration between One Sixth Form College in Ipswich and West Suffolk College in Bury St Edmunds, both financially outstanding institutions. SAT is committed to strengthening access to outstanding post-16 education for young people across Suffolk.

www.suffolkacademiestrust.ac.uk

ABBEYGATE SIXTH FORM COLLEGE

Abbeigate Sixth Form College will be purpose built to provide world class A Level provision to young people in the region. Build will commence in Summer 2018, ready for students and staff to start work in September 2019.

Working very closely with colleagues from the four founder schools, King Edward VI School, Newmarket Academy, Stour Valley Community School and Sybil Andrews Academy, Abbeigate Sixth Form College will continue to build on the excellent foundations these schools already provide and will offer outstanding progression opportunities for their pupils. Moving forward, we are excited about growing this partnership to include other schools in our region. The success of Abbeigate Sixth Form College will be complimented and supported by the exceptional teaching and vocational curriculum on offer at West Suffolk College.

www.suffolkacademiestrust.ac.uk

ONE SIXTH FORM COLLEGE

SAT's existing academy, One Sixth Form College, is rated as 'Outstanding' by Ofsted. One is the only outstanding Sixth Form College in Suffolk, offering an inclusive and fresh approach to learning. It is an inspirational environment, dedicated to offering students first class teaching, resources and support whilst they study. Indeed, students' success is the priority, as demonstrated by the 'ranking of 1st in the Government's 2016 Performance Tables for progress or value added in all three categories (A Level, Academic and Vocational) across Suffolk and Norfolk.

www.suffolkone.ac.uk

WEST SUFFOLK COLLEGE

West Suffolk College (WSC) is a vocational College which inspires ambition in all students. It is set in a stunning campus, in the heart of Bury St Edmunds and has very close relationships with businesses.

WSC is committed to providing outstanding education to all students, focusing on the success of each learner, enabling them to be the best they can be. Our results are outstanding across the board and we rank first for our Level 3 vocational qualifications amongst all Further Education colleges.

WSC provides a wide range of courses, facilities, tutors and opportunities to build an excellent foundation for a career or go onto Higher Education. As a partner College of the University of Suffolk, WSC also offers more than 40 foundation and honours degrees at the College across a wide range of subjects.

www.westsuffolkcollege.ac.uk

OUR VISION

Inspiring every student to achieve excellent outcomes, by placing their success and happiness at the heart of everything we do.

OUR VALUES

SAT's shared values reflect the tradition of educational excellence and commitment to student success.

- *We are student focussed*
- *We are inclusive*
- *We are innovative and creative*
- *We are aspirational*
- *We have integrity, always*
- *We are a highly effective team*
- *We celebrate success*

As Principal of Abbeigate Sixth Form College, you will have the opportunity to create the values and shape the culture of this remarkable new institution.

WHY APPLY FOR THIS POSITION?

This is the ideal opportunity for a visionary leader to fulfil their aspiration of becoming a Principal and creating and leading an outstanding institution. Supported by a tradition of excellence, experienced leaders and established procedures from within SAT, sharing common services with West Suffolk College, the Principal will be able to focus on establishing their team to deliver exceptional A Level teaching and learning to 1700 students.

In return you can expect a competitive salary and benefits package that will grow as Abbeigate Sixth Form College flourishes, support to relocate if appropriate, eligibility for the Teachers Pensions Scheme, and investment in your personal and professional development.

TIMELINES

The application process will close on 15th January in order for shortlisting to commence. The selection process is scheduled for 30th and 31st January.

Ideally, the successful candidate will be appointed from September 2018 (either on a full or part time basis) in order they can work closely with us in creating and forming this new institution, ready to open its doors in September 2019.

During 2018-19, the Principal and the SAT Team will focus on recruiting students and the very best staff, meeting key stakeholders to share our vision and finalise the build in order it meets the current and future needs of learners.

HOW TO APPLY:

We encourage you to contact us for an informal discussion about this post before you apply. Please call Hannah Cox, our recruitment advisor, on 07584 206362 regarding the position and to request an application pack. Alternatively all information can be found at www.suffolkacademiestrust.ac.uk

To apply, please complete the application form and submit it, together with your supporting statement, (which should be no longer than two sides of A4 and should address the selection criteria detailed in the person specification) to recruitment@wsc.ac.uk. SAT is committed to Safeguarding. We aim to create the safest environment within which every student has the opportunity to achieve and progress.

We will offer a truly unparalleled opportunity, competitive pay and package for the right senior leader. In addition, a contribution towards relocation expenses will be discussed at interview.

ARE YOU READY?

Closing date: 15th January 2018

Interview date(s): 30th & 31st January 2018

Start date: We would love you to join us in September 2018, either on a full or part time basis, however this role will be full time from April 2019. To be discussed at interview.

JOB DESCRIPTION: *Principal*

GRADE: *To be discussed at interview*

RESPONSIBLE TO: *The CEO of Suffolk Academies Trust*

JOB PURPOSE: *To lead and manage Abbeygate Sixth Form College to achieve the objectives set by the Trust in accordance with the College's mission*

MAIN ACCOUNTABILITIES:

Abbeygate Sixth Form College

- To provide inspirational leadership in order to create a centre of educational excellence for all stakeholders.
- To develop, communicate and promote Abbeygate Sixth Form College's vision, objectives and priorities effectively to staff, partners and the public and lead by example by promoting its values at all times.
- Develop high motivation and aspirations for all students so they attain the highest possible levels of achievement and best outcome from their experience at Abbeygate Sixth Form College.
- Motivate, satisfy and inspire all staff at Abbeygate Sixth Form College to deliver their highest levels of performance and to provide an environment in which they will develop and grow.
- To support the development of networks and partnerships needed to enhance Abbeygate Sixth Form College.
- Ensure effective reporting and compliance to regulatory bodies.

SAT (Suffolk Academies Trust)

- To work in partnership with members of Suffolk Academies Trust to grow and develop the Group.
- Ensure the cultural transformation and the delivery of outstanding post-16 education for all young people across the region.
- To support the CEO in ensuring that the Suffolk Academies Trust Board receive information in the way it needs to function effectively and to properly discharge its responsibilities.

CONTINUED...

MAIN DUTIES AND RESPONSIBILITIES:

Develop high motivation and aspirations for all students so they attain the highest possible levels of achievement and best outcome from their experience at Abbeygate Sixth Form College.

- Lead student recruitment.
- Create an enjoyable, challenging and stimulating environment where students take individual ownership of their learning, realise their potential and progress successfully to the next stage.
- Ensure that the College maintains and develops an inspiring curriculum responsive to the needs of the local and wider community while reflecting national needs and priorities.
- To maintain and develop an environment which promotes and secures outstanding teaching, effective learning and high standards of achievement.
- Ensure that there are effective systems to monitor and record the progress of students and to give appropriate feedback.
- Ensure that the College has effective arrangements for the welfare of students and that students feel safe and supported.
- Ensure the learning, pastoral and social environment for all students is one of high standards of behaviour, responsibility, respect, safety and fairness and, when necessary, ensure action is taken to maintain discipline including, the suspension or exclusion of students on disciplinary grounds and the exclusion of students for academic reasons.
- Ensure effective communication/ consultation with parents/ carers of students.
- Ensure that the College complies with requirements of statutory bodies, such as Ofsted.

Give visionary leadership in order to create a centre of educational excellence for all stakeholders:

- Create and maintain an organisational structure that reflects SAT's vision, values and ethos and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Promote the vision, values and ethos of the College to key stakeholders and the wider community.
- Support the work of SAT including making proposals about the continuous development of the educational character, mission and strategic direction of the College and to implement SAT's decisions.
- Work with the CEO to create the College's Strategic Plan, then ensure that the strategic direction of the College is communicated and understood and supported by staff through individual, departmental and team objectives.
- Together with the Chief Financial Officer for SAT, ensure compliance with relevant accounting and audit requirements and the effective and proper operation of the College's financial and management controls.
- Ensure robust financial planning and the efficient and effective management of the College's budget and resources - advise SAT on a timely basis of risks to the College's financial or reputational status.
- Develop and implement the College's Estates and IT strategies consistent with the strategic direction of the College and SAT.
- Provide motivational leadership to staff and students leading by example through high standards of behaviour, integrity, commitment and compassion.
- Advise the CEO and the Trust on actual and potential changes in the external environment in order to establish the College's viability and its local, regional and national reputation for excellence in post-16 education.
- Maintain and develop mutually supportive partnerships, to represent the College and to foster links that will promote the College's interests and position the College successfully in a changing environment.
- Establish effective arrangements for quality assurance including through the annual Self-Assessment Report, preparation for Ofsted inspection and the monitoring of key performance data to generate year on year improvement in results.
- To create an effective learning environment, responsive arrangements for the support and guidance of students, and an effective framework for the management, organisation and development of staff.
- To review regularly policies relating to the work of the College and produce revised/ new policies as appropriate, for the approval of the Trust Board.
- Establish effective procedures to monitor the College's performance in respect of health and safety, staff and student well-being, safeguarding (including the Prevent strategy), equality and diversity and environmental responsibilities.
- Assess and manage risks against a shifting background, using a significant degree of evaluative judgement and innovative thinking to analyse, evaluate and arrive at conclusions.
- Maintain an up to date risk register, advising SAT of emerging risks and the actions being taken to mitigate the effects of such risks.
- Ensure that the College's activities are compliant with the statutory and regulatory framework (fulfils the requirements of the DfE, the ESFA and other government agencies) and with the provisions set down by Suffolk Academies Trust.

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Motivate, satisfy and inspire all staff at Abbeygate Sixth Form College to deliver their highest levels of performance and to provide an environment in which they will develop and grow.

- Foster a climate of mutual respect and honesty where staff feel valued and encouraged to engage, develop and achieve.
- Inspire staff to perform to the highest levels of their ability; ensure they are appropriately qualified, motivated and demonstrate high ambitions for their students.
- To develop and promote excellent management practice, positive staff engagement, effective communication and clear procedures.
- Ensure that demanding targets are set and achieved throughout the organisation, where quality and performance are monitored rigorously.
- Monitor and review the organisational structure to ensure that the level of staffing, skills and knowledge matches current and future need. Recommend changes to the trust Board.
- To strategically develop and manage resources allowing for flexible deployment across the organisation and, where appropriate, across SAT.
- Responsible for the appointment, induction, grading, appraisal, continuous professional development and discipline of staff, within the framework set by SAT.
- Determine, within the framework set by SAT, the pay and conditions of service of staff.
- Direct line management responsibility of the Senior Leadership team.

Strategically lead, manage and develop the wider networks and partnerships needed to enhance Abbeygate Sixth Form College and meet the needs of the local communities.

- Be an outstanding ambassador for Abbeygate Sixth Form College, ensure the College is appropriately represented at local and regional level and safeguard its interests, reputation and influence.
- Encourage the development of mutually supportive partnerships and alliances with the region, other education providers, professional bodies and government departments.
- Develop close working relationships with appropriate employers, to understand and meet their needs in terms of curriculum delivery and development.
- Widen participation and access to learning from disadvantaged groups.

Ensure effective reporting and compliance to regulatory bodies

- Assist the Trust Board in the application of good corporate governance, in particular, compliance of statutory returns and audit requirements.
- Working closely with the Director of Finance, take responsibility for ensuring the proper and effective operation of all financial, planning and other management controls. Provide regular reports to the Trust.
- Manage the approved budget and resources, ensuring that public funds are deployed effectively.
- Maintain, develop and oversee Safeguarding, health, safety and security policies and strategies comply with legislation and reflect best practice, providing a welcoming and safe environment for all.

This job description sets out the major duties associated with the post. It is not intended to be an exhaustive list. It is assumed that other duties of a similar level or nature undertaken are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as the result of new legislation, changes in technology, policy or for other business reasons. In these circumstances training to undertake new roles will be offered.

In addition to this Job Description, annual objectives are agreed to provide focus and assist prioritisation.

PERSON SPECIFICATION:

Essential

COMMITMENT

- To ensuring the success of Abbeygate Sixth Form College and delivering SAT's aims and objectives.
- To play a pivotal role within SAT to develop innovative practice and transform learning experiences.
- To work with partnerships and the wider community including other educational establishments, Governors and other partners/agencies.
- To promote social cohesion and remove barriers to progress.

QUALIFICATIONS

- Good Honours Degree, or equivalent.
- Qualified Teacher Status, or equivalent.
- Further relevant professional studies.
- Evidence of recent and relevant continuing professional development.

EXPERIENCE

- Substantial management and leadership experience gained as a Headteacher, Principal, Deputy Head, Vice Principal or Assistant Principal in a secondary school or academy with a substantial sixth form, or FE establishment.
- Recognised as an inspirational and visionary leader.
- Significant experience in appointing and developing staff, enabling them to be outstanding and creating a dynamic organisation.
- Excellent practitioner with a proven understanding of outstanding teaching and learning and the changing demands of the curriculum, funding and governance requirements in post-16 learning, particularly A Level provision.
- Demonstrable focus on results and a proven track record of raising standards for students of all abilities in a challenging environment.
- Evidence of an innovative approach to the development of teaching and learning.
- Experience of leading curriculum development and in monitoring and evaluation strategies - successfully implementing initiatives across a range of disciplines and focussing on closing the gap.
- Experience of creating and developing systems and processes which enable the organisation to operate effectively and meet the needs of it's stakeholders.
- Evidence of delivering enrichment and relevant extra- curricular opportunities for students, to support their growth and enhance their progression prospects.
- Experience of ensuring the provision of outstanding pastoral support, including a current knowledge of appropriate agencies and networks that offer specialist support and advice to young people.
- Evidence of working in partnership and relationship management with a range of stakeholders, including Governing Bodies and external agencies.

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Desirable

QUALIFICATIONS

- Relevant Further Degree.
- Completion of, or working towards, NPQH.
- Ofsted nominee experience or additional inspector training.
- Designated Safeguarding Lead.

EXPERIENCE

- Senior leadership experience.
- Evidence of good strategic budget management.
- Evidence of curriculum quality management.

Essential

KNOWLEDGE / SKILLS / ABILITIES

- Evidence of careful and successful management of safeguarding and a comprehensive knowledge of the Prevent Strategy.

CURRICULUM

- Extensive knowledge and understanding of curriculum developments and pupils learning styles in secondary schools and colleges.
- Extensive knowledge of A Level curriculum provision.
- Understanding of issues related to special educational needs.
- Ability to:
 - Respond flexibly and positively to new and changing contexts and to drive through transformational change.
 - Analyse and interpret student performance data, manage interventions and set challenging but realistic targets.
 - Ensure an ethos and structure for managing behaviour which enables all students to achieve.
 - Guide and deliver on action planning, observation and evaluation.

FINANCIAL

- Demonstrate ability to plan strategically and creatively, to assess the feasibility of new ideas, resolve problems, ensure resources are used effectively and to exercise sound judgement.

LEADERSHIP

- Working closely with the CEO to create the strategic vision and lead the growth and development of the College.
- Recruit, lead, inspire, develop and support staff.
- Knowledge and understanding of principles and practices of appraisal and effective performance management for all staff within an educational setting, inspiring staff to achieve the highest levels of performance.
 - Work effectively as part of a team with trustees, governors, students and parents.
 - Represent and promote the College, its values, performance and objectives locally and nationally to a wide range of audiences, including potential students and their parents thereby developing the college as a community resource.

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Desirable

KNOWLEDGE / SKILLS / ABILITIES

- Evidence of leadership through a period of significant change.
- Experience of developing an inspiring academic curriculum.

Essential

COMMUNICATION AND INTERPERSONAL SKILLS

- Inspiring leader, effective team player.
- Outstanding written and verbal communication skills at all levels.
- Excellent presentation skills.
- Evidence of negotiation, consultation, influencing and persuasion skills – able to operate effectively with stakeholders nationally and regionally.
- Excellent knowledge and understanding of public relations and marketing.
- Excellent interpersonal and management skills, with evidence of success.
- Ability to analyse, synthesize, evaluate and communicate complex data.

EQUALITY ISSUES

- Demonstrable knowledge and understanding of equality legislation and issues.
- Ability to incorporate equality policies into service delivery and employment practices, ensuring inclusion.

OTHER REQUIREMENTS

- Visionary leader; balances presence with approachability and strategic vision with attention to detail.
- The ability to think innovatively, to effectively communicate and implement change.
- Resilient, ability to work under pressure, demonstrating energy, passion and determination.
- Well organised, able to prioritise and delegate effectively and to develop contingencies to cope with the unforeseen.
- Reflective and self-aware, ability to assess complex situations and adapt style to ensure the best outcome.
- Demonstrates professional and personal integrity.
- Committed to collaborative working while also being able to act with decisiveness and give clear direction when required.
- Committed to the ethos and values of the College and SAT.
- Ambitious; committed to personal growth and continuous development; engage actively in appraisal and progression processes.

Desirable