



Exmouth
Community
College
Academy Trust

Job Pack

Deputy Head of Sixth Form

Permanent

MPS/UPR + TLR 1A (£9,272 per annum)

Closing Date: Wednesday 1 May 2024 at 10.00am

Interview Date: Tuesday 7 or Wednesday 8 May 2024

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman
Headteacher

Job Description

| | |
|----------------------------|--|
| Title: | Deputy Head of Sixth Form |
| Contract Type: | Permanent |
| Start Date: | 1 September 2024 |
| Salary: | MPS/UPR + TLR 1A (£9,272 per annum) |
| FTE: | 0.8000 – 1.0000 FTE (see below) |
| Reporting to: | Assistant Headteacher (Post 16) |
| Responsibility for: | Line management of an Assistant Head of House and Senior Raising Achievement Support Assistant. Overall leadership of the Sixth Form Tutor team. |

Introduction to the Post

The College is currently seeking an outstanding, inspirational and dynamic qualified teacher to take on the role of Deputy Head of Sixth Form. As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility, lead a team of tutors, a sixth form support team and be supported by a designated member of the Senior Leadership Team.

We have flexibility to offer between 0.8 – 1.0 FTE. Please state your preferred FTE range within the Supporting Statement section of your application.

Deputy Head of Sixth Form Role

Purpose of the Post

- Provide professional leadership and management to a significant number of students in the Sixth Form in order to secure high achievement and progression to aspirational destinations.
- Provide professional leadership and management to the Sixth Form Team.
- Develop the students in Sixth Form, in order to have an impact on their educational progress and social development.
- Develop and lead the Sixth Form personal development programme including planning for assemblies, outside speakers and events for or led by students.
- Promote high standards and a clear direction for the tutor team within the context of the whole College vision, in order to contribute to whole College improvement.
- Secure aspirational student destinations in the context of the College's overall aims and priorities.
- Ensure that there is consistency within the tutor team in the implementation of College policies and procedures.

Key Responsibilities

Students:

- Take action to promote and ensure good student attendance, attitude and behaviour.
- Make contact with parents of students on HOY report whenever necessary.
- Work with students and outside bodies so that students are prepared for higher education, further education, apprenticeships, gap years or employment.
- Manage UCAS training and implementation for tutors.
- Undertake or organise higher education early entry coaching, preparation and entrance exams.
- Promote a community ethos by preparing and holding events, such as year group assemblies.
- Organise year presentations during assembly time/award ceremonies, the celebration of achievement and the Prom.
- Coordinate work experience for year 12 students alongside the careers team.
- Support the year group in the wider life of the College, especially in their role as student leaders across the college and in the community.
- Actively promote the safeguarding of all students.
- Be proactive in improving the mental health and wellbeing of students.
- Take steps to prevent bullying and support victims of bullying.
- Effectively monitor student engagement and sentiment towards the Sixth Form.
- Create innovative opportunities for Sixth Form students to engage with students in years 7-11 in order to promote Sixth Form recruitment.
- Monitor instances of poor behaviour across departments following departmental intervention and respond accordingly to the results of such monitoring.

Links:

- Engage with transition arrangements into and within the College, particularly promoting Sixth Form to KS4 – so that recruitment is successful each year.
- Develop positive relationships with parents and carers, including those who are hard to reach and for those transitioning to the Sixth Form.
- Work with UCAS to ensure all students that apply to university are properly supported.
- Liaise with higher education institutions to facilitate student visits to open days, student conferences and other events.
- Liaise with other schools and external agencies to arrange student transfers and placements.
- Co-ordinate, with Heads of House, initiatives for Sixth Form students to support KS3 students with their learning.
- Work with providers to ensure a valuable and structured enrichment program is offered to all students in Sixth Form.
- Co-ordinate and oversee the 16-19 Bursary Fund at the college (application and payment).
- Work closely with other student services across the College and with partner organisations (e.g. Careers provision, Educational Welfare, counselling)
- Develop an active alumni network by cultivating an ongoing relationship with recent leavers and past students.

Staff:

- Support, monitor and develop the role of the tutor and exercise professional skills and judgements in order to support and develop tutors, to lead and enhance the professional development of others.
- Assist with the recruitment and induction of new members of the tutor team.
- Ensure personal development sessions are run effectively by tutors.
- Actively engage all staff in effective planning, development and delivery of personal development in line with College aims.

- Manage and develop non-teaching Sixth Form support staff roles.
- Hold regular Sixth Form tutor team meetings.
- Ensure effective organisation of resources and allocation of staff.

Whole College:

- Involvement in decision making and policy development across the College.
- Promote equal opportunities so that all learners achieve their potential.
- Act as a positive role model, in terms of leadership and own classroom practice, so that staff have a clear understanding of good professional conduct.
- Contribute to the on-going processes of Self Evaluation and Development Planning.
- Interest and involvement in the College's aim to service the needs of the whole community.
- Ensure high standards of Health and Safety within the Tutor Team.
- Any other duties commensurate to the post.

Classroom Teacher Role

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Department.
- Contribute to the effective working of the Department.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

Department Ethos

- Have an infectious enthusiasm for the teaching.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

Person Specification

| Attributes | Essential | Desirable | How Identified |
|---|-----------|-----------|---|
| Qualifications | | | |
| Qualified to degree level | ✓ | | Application, Certificates. |
| Qualified teacher status | ✓ | | |
| Teaching Experience | | | |
| Successful experience of teaching in a placement or a previous school | ✓ | | Application, Interview, Assessment/ Observation, Reference. |
| Proven track record of raising attainment in a positive classroom environment | ✓ | | |
| Ability to provide professional leadership and management | ✓ | | |
| Experience of providing professional leadership and management | | ✓ | |
| Experience of pastoral work in a school | ✓ | | |
| Using data effectively to monitor attainment and progress of students | ✓ | | |
| Working with external agencies to secure successful outcomes for students | ✓ | | |
| Teaching Standards | | | |
| Set high expectations which inspire, motivate and challenge students | ✓ | | Application, Interview, Assessment/ Observation, Reference. |
| Promote good progress and outcomes by students | ✓ | | |
| Demonstrate good subject and curriculum knowledge | ✓ | | |
| Plan and teach well-structured lessons | ✓ | | |
| Adapt teaching to respond to the strengths and needs of all students | ✓ | | |
| Make accurate and productive use of assessment | ✓ | | |
| Manage behaviour effectively to ensure a good and safe environment | ✓ | | |
| Fulfil wider professional responsibilities | ✓ | | |
| Personal Qualities | | | |
| Passion for subject | ✓ | | Application, Interview, Assessment/ Observation, Reference. |
| Enthusiastic and inspiring | ✓ | | |
| Capacity to adopt a variety of leadership and management styles | ✓ | | |
| Ability to develop mutual respect | ✓ | | |
| Capacity to analyse student engagement and attendance data and identify areas for development | ✓ | | |
| Awareness and understanding of data protection and confidentiality | ✓ | | |
| Facility to work with groups of students to raise expectations and achievement | ✓ | | |
| Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice | ✓ | | |
| Ability to work actively, productively and flexibly as part of a team | ✓ | | |
| Adaptable, flexible and creative | ✓ | | |
| Excellent written and oral communication skills | ✓ | | |
| Confident user of ICT including Microsoft 365 suite and Teams | ✓ | | |
| Ability to take responsibility and show initiative | ✓ | | |
| Ability to effectively plan and organise college events | ✓ | | |

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/db-filtering-guide-2015.pdf)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Questions?

For further information about this post please contact:

Email: recruitment@exmouthcollege.devon.sch.uk

Phone: 01395 255687