



Aylesbury UTC

Merchant Taylors' Oxfordshire Academy Trust

Principal Recruitment Information



Appointment of Principal

Contract Type:	Permanent L18-22
Required for:	1st September 2023
Closing Date for Applications:	9am, Monday 20th March
Interview Date:	Week beginning Monday 27th March

An outstanding opportunity has arisen to lead Aylesbury UTC on the next stage of its journey. The UTC has undergone a significant transformation since joining Merchant Taylors' Oxfordshire Academy Trust in November 2021 and the person appointed will lead the next phase of its development. This is a wonderful, potentially career-defining, opportunity for someone who is passionate about making a difference to the lives of young people to do so within a Trust. The person appointed will promote the UTC's culture and ethos, embodying the Trust's vision and values by ensuring the highest standards and expectations in teaching, learning, behaviour and management, partner engagement and resource management. You will be a collaborative, ambitious leader, with experience of delivering the highest possible educational outcomes; we are seeking a leader who will see working in our context as another step on their professional journey and who is committed to our Trust value of "making a difference". As Principal you will be supported by our dedicated and talented staff, governors and trustees and led by the CEO.

Aylesbury University Technical College is a unique school offering the very best of technical education with outstanding links to our specialist employer sponsors. Our UTC specialises in Computing/Digital, Health Care/Social Care, and Building Studies (final cohort). Our curriculum embraces the core subjects at Key Stage 4 coupled with an innovative focus on our specialisms which is then further developed into our Sixth Form.

The UTC joined Merchant Taylors' Oxfordshire Academy Trust on 1st November 2021. This has enabled an even sharper focus on professional development for staff with excellent support for teaching and learning and wellbeing. Shared practice across our schools lies at the heart of our Trust ethos and is already having an impact at the UTC.





Aylesbury UTC is a growing, non-selective school with students aged 14-19 who come from a very wide area including Buckinghamshire, Hertfordshire and Oxfordshire. We have an excellent reputation for supporting young people from diverse backgrounds in their pursuit of purposeful destinations. Our students successfully secure competitive university places, apprenticeships and employment positions. Importantly, we gain huge satisfaction from seeing students successfully joining local job sectors. We are proud of the careers focus throughout the school and we aim to support young people no matter what their chosen pathway.

Students enjoy a huge range of employer engagement opportunities such as work placements, mentoring, guest speakers, workshops, site visits and industry-specific projects. We have strong links with large multi-national and local organisations alike and we are particularly proud of the excellent working relationships with our local community.

Outside of the core curriculum, students predominantly complete vocational courses as these provide opportunities to gain valuable technical qualifications and offer more flexibility than academic courses. However, from September 2023 we will be offering T-Level Health and, from 2024, T-Level Digital. We review courses regularly to ensure that specific modules and qualifications match our students' and industry needs, giving students the strongest possible start to their careers. We are very fortunate to have industry-standard facilities which are frequently commented upon by visitors and students as being inspiring. Throughout the curriculum there are industry links and practical activities to ensure that students leave us with the experience and techniques to be able to thrive in their next steps.

Our students join us because they have a passion for the Computing/Digital, Health Care/ Social Care or Building Studies sectors and they want to specialise in one of these. We are an inclusive school in a selective Buckinghamshire educational landscape and are determined to serve our local community well. Students of all abilities thrive at Aylesbury UTC and we pride ourselves on ensuring that every student fulfils their potential.

Staff – teaching, support and associate – are happy at Aylesbury UTC. Professional development is important to us and our programme is varied but also bespoke to support individual needs and priorities. Our annual two-day Teaching and Learning Conference is probably the highlight of this programme. We embrace the inevitable challenges of working with young people and staff are supportive of each other. It is an excellent place to work and we are committed to staff wellbeing and a healthy work-life balance for all our colleagues.

Job Description

Job purpose: To provide professional leadership and management of Aylesbury UTC and to ensure high quality education for all its students and for its ongoing improvement and success.

Position: The Principal is responsible to the school's governing board and where appropriate to the Trust Board of Merchant Taylors' Oxfordshire Academy Trust for the leadership, teaching and learning, internal organisation, and management of the school. The Principal is line-managed by the CEO of Merchant Taylors' Oxfordshire Academy Trust.

Main duties and responsibilities: To undertake the professional duties of a Principal as set out in the School Teachers' Pay and Conditions Document and the DfE's Headteachers' standards (2020) in the following key areas:

Strategic direction and development of the school

- Work with governors to set the strategic direction of the UTC.
- Lead by example, providing inspiration and motivation to students, staff, and governors, whilst seeking the support of parents/carers.
- Create an ethos and educational vision/direction to which parents/carers and the wider community are committed.
- Create and implement a school improvement plan which identifies the aims, objectives and targets needed for effective school improvement.
- Ensure the commitment and motivation of everybody involved with the UTC to meeting the targets needed for effective school improvement.
- Instigate, develop and sustain the on-going management of change.
- Ensure that the management, finance, organisation and administration of the UTC supports its vision and aims.
- Ensure that the UTC has the necessary policies, practices and action plans in place to respond to national, local and school data, as well as inspection and research findings. Ensure that these are regularly monitored, evaluated, reviewed and acted upon.
- Ensure that the UTC has an embedded culture in which safeguarding students is the top priority.
- A focus on achieving excellent outcomes for students.

Teaching and Learning

- Create and maintain an environment and code of behaviour which will secure good teaching and learning, and high standards of achievement.
- Determine, organise and implement the curriculum and its assessment and regularly monitor and evaluate it to identify and act on areas for improvement.
- Develop the wider curriculum so that students may gain new skills and experiences, develop interests and enhance their personal qualities.
- Ensure that students develop good study skills and have access to support where needed.
- Monitor and evaluate the quality of teaching and learning, including that of all vulnerable groups of students in order to set and meet challenging, realistic targets for improvement.
- Promote diversity, equality and inclusion throughout the UTC.



- Develop effective links with the community to extend the curriculum.
- Create an effective partnership with parents/carers to support and improve student's achievement and personal development.

Leading and Managing staff

- Maximise the contribution of staff and ensure constructive working relationships are formed between all members of the UTC's community.
- Plan, allocate, support and evaluate work ensuring clear delegation of tasks and responsibilities.
- Implement and sustain effective systems for performance management.
- Provide high quality continuing professional development to all staff based on assessment of needs, leading through example.
- Ensure that trainees and newly qualified staff are appropriately trained, assessed and supported in relation to the standards for Qualified Teacher Status.
- Challenge, develop and motivate all staff.
- Ensure that professional duties and conditions of employment, as set out in the School Teachers' Pay and Conditions document, including those for the Principal, are fulfilled.

Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Work with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided.
- Set appropriate priorities for expenditure, linking the allocation of funds to the school improvement plan and ensuring effective administration and control.
- Manage the UTC's estate efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, quantity and use of resources to improve the quality of education and secure value for money.

Accountability

- Provide information, advice and support to the governing board to enable it to meet its responsibilities.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the UTC's performance to a range of audiences including governors, the Trust Board, parents/carers, the local community and Ofsted.
- Develop community links and maintain good community relations.
- Ensure that parents/carers and students are well informed about the curriculum, attainment and progress, and the contribution they can make to achieving the school's targets for improvement.
- Implement and monitor the measures to ensure the safeguarding of the welfare of students.

Duties and Responsibilities

Health and Safety

- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and the UTC's child protection policy.
- To work with SEMH students to direct/re-focus them on their work and to diffuse potential conflict.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the UTC's.
- Take part in the UTC's appraisal procedures.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
 - Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
 - Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the UTC's community.
 - To model appropriate social skills, particularly for students with communication difficulties.
 - Respect individual differences and cultural diversity.



Person Specification

Qualifications/ Education/Training

- First Degree
- Qualified Teacher Status
- Recent and relevant training
- A commitment to CPD
- Evidence of further post graduate study

Experience

- Knowledge and understanding the curriculum and assessment at Key Stages 4 and 5.
- Implementation of performance management and target setting.
- Effective management of change and ability to promote new initiatives .
- Clear understanding of safeguarding issues, with experience in the successful implementation and monitoring of measures which promote and ensure the safeguarding of children.
- A clear vision of what makes an outstanding school.
- Experience of undertaking school self-evaluation and contributing to school development plans.

Skills and Abilities

- Effective communication skills, particularly in marketing the UTC to prospective students and their families.
- Prioritise, plan effectively and deliver on targets.
- Deal sensitively with others and engender support and confidence.
- Raise aspirations for students and staff.
- Motivate others.
- Meet challenges.
- Build sound relationships with the local community, Local Authority and other agencies.
- Engage parents as partners in improving aspirations and standards.
- Understand how to work with governors in partnership for effective school leadership.
- Be open and approachable.
- Think strategically, innovate and be creative.

Professional Knowledge and Understanding

- Characteristics of effective schools and strategies that raise attainment.
- Strategies for promoting good behaviour and shared values.
- Strategies for developing effective teaching and learning across the curriculum.
- Understanding and knowledge of the use of data across the school to raise standards.
- Effective deployment of budgets to meet the school priorities.
- Role and importance of extended school's provision.

Leadership and Management

- Lead by example, inspire confidence and motivate others.
- Commitment to being an inclusive school community.
- To uphold and develop the UTC's ethos and values including equality of opportunity.
- Oversee financial planning, budget management and principles of best value.
- Maintain and develop successful partnerships with other schools, stakeholders and agencies.

Personal Qualities

- Demonstrate personal and professional integrity, including promoting and modelling values and vision.
- Drive and ambition.
- Approachable, encouraging and adaptable.
- Management and resolution of conflicts.
- Effective communicator at all levels with the ability to adapt to different audiences as appropriate.
- Ability to engage on all levels with students and staff.
- Ability to hold people to account and challenge under performance.

General Duties

Aylesbury UTC is part of Merchant Taylors' Oxfordshire Academy Trust. At MTOAT we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it.

Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

Please note that the points above are illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the principal will carry out.

Next Steps

- Further information and an application form can be found on our school website at <https://aylesburyutc.co.uk/about/team/vacancies/>
- For more information or to arrange a visit to the school with the Trust CEO (strongly encouraged), please email enquiries@mtoat.co.uk
- Please email all completed applications to: recruit@mtoat.co.uk (our Trust HR team).
- **Closing date: 9am on Monday 20th March**
- **Interviews: Week beginning Monday 27th March**





**MERCHANT TAYLORS'
OXFORDSHIRE
ACADEMY TRUST**

Aylesbury UTC, Oxford Road, Aylesbury, Buckinghamshire, HP21 8PB
Aylesburyutc.co.uk | 01296 388 688 | reception@aylesburyutc.co.uk
Follow us @Aylesburyutc