

ASSISTANT HEAD OF SCHOOL CANDIDATE BRIEFING PACK



WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

By joining UTC Swindon, you will also be joining Activate Learning Education Trust. This is an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the *employer of choice*; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners.

Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper

CEO, Activate Learning Education Trust



If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Nicci Gisby, ngisby@utcswindon.co.uk

ASSISTANT HEAD OF SCHOOL

Location: UTC Swindon, Bristol Street, Swindon, Wiltshire, SN1 5ET

Salary Range - £46,594 to £53,140

We are looking for a Senior Leader with a STEM back ground to join our forward thinking Senior Team. You will be a dynamic individual with Middle leader experience and a proven track record of raising attainment in a STEM subject and passionate about research informed curriculum delivery. You will be confident in coaching and imparting expertise by exemplary role modelling your own practice. This is a fantastic opportunity to step into Senior Leadership.

UTC Swindon is in a period growth and with the backing and support of employers both locally and Nationally we deliver a specialised STEM curriculum that provides students an excellent grounding to move on to prestigious destinations.

UTC Swindon is part of the Activate Learning Education Trust (ALET). All staff across the Trust are involved in delivering the key values of Enterprise, Empowerment, Connectedness and Transformation and Learning Philosophy of Brain, Emotion and Motivation. At UTC Swindon we believe that our core attributes of Respect, being Organised, Constructive and Kind allow us to make connections that support our understanding of the world around us and our place within it.

UTC Swindon's vision is to 'transform lives through learning' by providing an excellent education that promotes academic, technical and employability skills that allow our students to be successful life-long learners.

Our students benefit from a focused and rich curriculum with Technical Engineering, cyber security and digital technologies at its core. The curriculum is designed to support industry for the next generation of STEM specialists by empowering our students to think and act confidently and with professionalism and succeed by meeting the future demands of employers.

There is an opportunity for potential candidates to visit the school and meet Sam Knowlton, Executive Principal, and/or to speak to Joanne Harper, CEO, regarding the Trust. Please contact Nicci Gisby, ngisby@utcswindon.co.uk to arrange a visit to the school and conversation with Sam or a video call with Joanne.

For more information visit: www.utcswindon.co.uk and <http://www.alet.org.uk/>

Closing date for applications is: 9am, Wednesday 22nd March 2023

Interviews will take place on: Thursday 30th March 2023

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.



WELCOME FROM THE EXECUTIVE PRINCIPAL OF UTC SWINDON

Thank you for your interest in the post of Assistant Head of School at UTC Swindon.

This is an exciting leadership position for a candidate that has a passion for education with an industrial focus. We are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.

Our UTC ensures that every student can flourish academically and personally in an aspirational and supportive environment. Students are enthusiastic about learning. They make good progress as they journey through our school. Our students benefit from a curriculum with Science and Engineering excellence at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think and act confidently and with professionalism which allows them to compete to be the candidate of choice in the world renowned, local companies' workforce. Students work independently to master their subjects and apply their knowledge.

Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways. Our students are the sustainable talent behind the rapidly expanding, innovative industries of the world.

Appropriate technologies, which reflect the tools of the workplace, are used creatively and intelligently to enrich learning and work in partnership to connect parents, students, employers and teachers. We look to ensure that UTC Swindon is the establishment of choice for Engineering, Cyber Security and Digital Technologies students and professionals transforming lives through learning.

If you are an ambitious and aspirational school leader looking for a role in a school which provides opportunity for growth and collaboration, then we look forward to receiving your application.

Sam Knowlton
Executive Principal UTC Swindon



ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-Academy Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To 'transform lives through learning' by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through Our Learning Philosophy and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

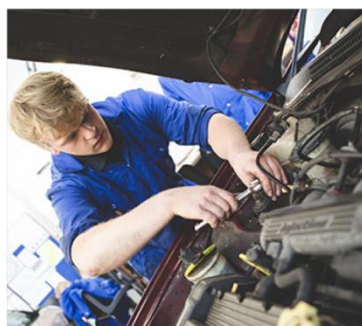
OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



THE LEARNING PHILOSOPHY

Our award-winning Learning Philosophy helps us all understand how best our students learn and how we teach our learners effectively.

We utilise the important relationship between the following elements:

Brain

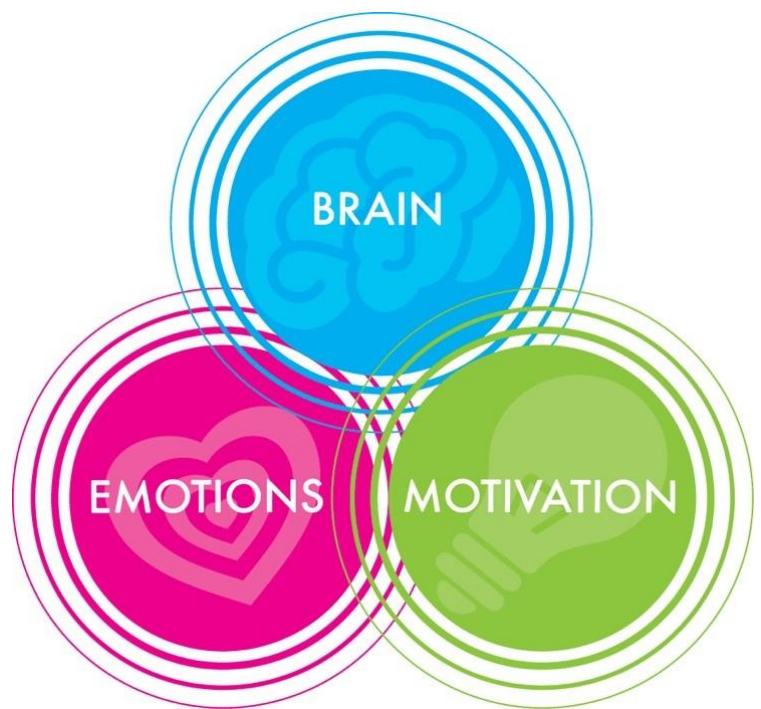
Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures so that we are constantly learning and improving.

Motivation

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly learnt skills and knowledge, we maintain our students' motivation.

Emotions

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.



CURRICULUM

UTC Swindon's vision is to 'transform lives through learning' by providing an excellent education that promotes academic, technical and employability skills that allow our students to be successful life-long learners.

Our students benefit from a focused and rich curriculum with Technical Engineering, Cyber Security and Digital Technologies at its core. The curriculum is designed to support industry for the next generation of STEM specialists by empowering our students to think and act confidently and with professionalism and succeed by meeting the future demands of employers.

Learning at UTC Swindon is designed to meet the needs of the scientific, engineering and digital industry sectors. Employer engagement is embedded into the curriculum to enrich the student experience, allowing for the development of knowledge and technical skills.

All subjects collaborate to identify knowledge, skills and thematic links that enable students to embed transferable skills. UTC Swindon prepares students for the jobs of tomorrow that are driven by technical needs in areas of high skills and demand.

UTC Swindon is an inclusive environment. We treat every student equally regardless of their academic, emotional or physical challenges allowing learners to fulfil their potential.

The curriculum offered at UTC Swindon is designed to both inspire the next generation of engineers, computer programmers and entrepreneurs, as well as provide academic and vocational qualifications to support students' progression.

In order to achieve this, we continue to work with industry partners to design opportunities for students to experience industry-led projects and challenges that complement subjects studied and facilitates application of knowledge and problem-solving. Consequently, students develop a range of skills and attributes that are much needed in engineering and related careers, thus providing a competitive edge when students complete their studies with us.



ROLES AND RESPONSIBILITIES

Assistant Head of School

Core Purpose:

The post holder will be a member of the Senior Leadership Team of the UTC and will take the lead in ensuring that staff development and pedagogy is exemplary at UTC Swindon. Working closely with the Deputy Head of School and the Head of School to ensure excellent quality of education for UTC Swindon.

The Assistant Head of School is accountable for supporting the Deputy Head of School to quality assure the development of the learning experience of students by ensuring that staff receive excellent CPD and development opportunities in both subject and pedagogical skills to make sure that students achieve their highest potential and secure aspirational destinations on leaving UTCS. They will help ensure the quality of teaching and learning, operational management and supervision and development of teaching and support staff. He/she should create a culture of constant improvement within a collaborative, professional learning environment and be an inspirational leader, committed to the highest achievement for all, in every area of UTC Swindon's work.

Role:

Leadership & Management	<ul style="list-style-type: none">• Ensure that the school is fully compliant with all legal obligations in relation to the ECT programme• Lead and line-manage 2 specific curriculum areas dependant on subject specialism• Effective Leadership and management of Head of Key stage 5 through line management
Staff Development	<ul style="list-style-type: none">• Provide and facilitate training for staff to ensure the staff body is literate in all key aspects of Rosenshine Principals and advocates the Leadership Matters programme• Keep and maintain accurate Staff training records and utilises the electronic system for ECT tutoring and mentoring• Be a role model of excellence in classroom delivery demonstrating a prowess in a STEM subject• Be a member of the Safeguarding team and respond to safeguarding concerns as appropriate• liaise with appropriate external bodies and act as the point of contact within UTCS for staff development and CPD• Nurture strong relationships with key personnel in our Trust group of schools• Collate all reports and provide analyses as required by the Head of School/Executive Principal/LGC
Behaviour and attitudes	<ul style="list-style-type: none">• Ensure there is a highly effective system of student support in the school to ensure academic rigor and differentiation in line with Trust policy and school procedures• Ensure there are effective systems in place to utilise the assessment data to bridge the gaps in learning and promote knowledge acquisition.• Work with the Deputy Head of School to promote positive learning and achievement• Provide data analysis of progress and attainment of students across KS5 in conjunction with the Head of KS5• With LT, Heads of key stage and the Pastoral team, implement clear guidelines for establishing high levels of expectation with respect to student achievement

	<ul style="list-style-type: none"> • Have oversight of student academic interventions • Have input to alternate timetables working in conjunction with the Deputy Head of School • Ensure that ICT, Literacy, Numeracy and SMSC and British Values are reflected in the teaching/learning experience of students at Key stage 5 and has a coherent route through from Key Stage 4 • Support Head of Key stage 5 with academic interventions and parent meetings • Liaise with the Head of School and the Deputy Head of School to ensure that the Quality of Education incorporates employability and attributes into the curriculum • Liaise with Head of Key stage 5 to ensure data is inputted into destinations spreadsheet for the sixth form • Represent UTCS at careers events locally as required and as part of the LT
SLT Duties	<ul style="list-style-type: none"> • Assist in the formulation of the School's Development Plan as a member of the SLT • Deputise for the Deputy Head of School as appropriate • Identify, in consultation with other members of SLT, whole school day-to-day issues that need to be addressed • Represent UTC Swindon at Trust level through Pillar groups • Meet with Link Governor on a termly basis to inform the LGC of progress • Support with the recruitment of quality staff across UTCS • Work with the SLT and staff to ensure synergy between the Trust vision and UTC Swindon mission and strategy, developing and promoting positive relationships and collaborative partnerships with Activate Learning Education Trust.
Behaviour and Attitudes	<ul style="list-style-type: none"> • As a member of the Senior Leadership Team you should adhere to Activate Learning Leadership Attributes and Behaviours Framework • Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude • Promote equal opportunities and celebrate diversity in all aspects of UTCS and actively promote UTCS and ALET corporate policies • Comply with UTCS and ALET Health and Safety policy and undertake risk assessments as appropriate

Person Specification

QUALIFICATIONS	Essential (E) or Desirable (D)
First degree or equivalent	E
Evidence of commitment to own continuous professional development in leadership, current education initiatives and learning approaches	E
EXPERIENCE	
Significant recent experience as a Middle Leader in an education setting	E
Demonstrable track record of success in leading change and school improvement at secondary level	D
Experience of effective monitoring school performance as a Middle Leader	E
Track record of achievement in raising standards and outcomes and achieving excellence	E
Experience and understanding of management of human and financial resources at a Middle Leader level	E
Experience of effective performance management of staff, including the ability to hold staff to account for performance and outcomes	E
Experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students	E
Evidence of successful promotion and implementation of effective teaching and learning strategies	E
Experience of working effectively with governors	D
Experience of working successfully with local community and external agencies/stakeholders and of sustaining and developing effective partnerships with other organisations	D
KNOWLEDGE, SKILLS AND UNDERSTANDING	
An up-to-date knowledge of school improvement planning and evaluation	E
Able to provide strategic and creative leadership and develop a school vision, which has learning and achievement at its core and incorporates its ethos and values	D
A detailed understanding of current educational issues, including national policies, priorities and legislation	D
A detailed knowledge of quality assurance systems (including school review self-evaluation and staff appraisal)	D
An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance	E
A knowledge and understanding of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, race, relations, Disability, Human rights, Employment and Health and Safety legislation	D

PROFESSIONAL AND PERSONAL ATTRIBUTES

Outstanding leader, committed to partnership and collaborative working	E
Leadership style which reflects the importance of delegating responsibilities and empowering others	E
Commitment to the academic, personal and social development of children and families	E
Excellent interpersonal, communications and organisational skills	E
Commitment to involving others and maintaining strong and positive relationships with the whole school community	E
Strategic thinker	E
Adaptable and creative in changing circumstances	E
Shows resilience and decisiveness under pressure	E
High level of perseverance, energy and enthusiasm for the school	E