

November 2021

Dear Candidate,

Firstly, I would like to thank you for considering our wonderful school as a place you would like to develop as a senior leader. It goes without saying that the role of Assistant Headteacher is a crucial role for us here at The City of Leicester College. Not only will the successful candidate influence and shape the life chances of our fantastic students, but they will also lead and support our dedicated staff in setting high expectations and contributing towards a behaviour culture where every child can flourish and has the opportunity to achieve their potential.

I am extremely proud to be the Head teacher of The City of Leicester College. TCOLC is a very diverse place, drawing students across East Leicester and beyond. We are ambitious for all students and wish to see them being active in their learning and ambitious in meeting their potential. Our students are community spirited, polite and treat each other with kindness, accepting of the many faiths, ethnicities and identities we welcome in our inclusive school. Our parents and carers are extremely supportive and appreciative of our work, they value education and genuinely want the best for their child; it is a pleasure to work in an inner-city community, that despite its local and national challenges upholds such a strong moral compass.

We are committed to developing well rounded learners, who not only gain a set of formal qualifications that reflect their academic potential, but who also possess a set of characters and behaviours that enable them to flourish in life. Our TCOLC Character Pillars; Intellectual, Moral, Community and Performance underpin our commitment towards developing the whole child and are the foundations of our pastoral programme.

You will see from the job description that we believe each member of the senior leadership team has a duty to contribute to all areas of leadership. Each member brings valuable knowledge and insight to the strategic improvement of the school. However, the main focus of this role will be working as part of the pastoral team lead by our Pastoral Deputy Headteacher, Jill Walton. Whilst a very large majority of our students behave extremely well, the successful candidate will be committed to improving our provision for students with complex behaviour needs. They will be focussed on working with individuals and developing effective systems to improve the behaviour and engagement of some of our most vulnerable students. We are looking for an individual who can display both the strategic leadership required for the role, and the ability to understand and advocate for students facing many intersecting barriers to achievement.

The successful candidate will lead on our behaviour inclusion strategy; the college PSP process; alternative provision; exclusion policy and process; as well identifying and implementing targeted programmes for those students at risk of repeat exclusion or high-level behaviour. To ensure we have a detailed understanding of the challenges being faced by our students beyond our gates, this post will require significant contact with local agencies and the communities we serve. The post holder will also provide high quality line management and support to some of our Heads of Year to ensure all students are displaying the high levels of conduct that we expect on a daily basis.

The College Leadership Team is a dedicated, highly effective and dynamic group of professionals who feel a deep sense of accountability to improve all aspects of our offer to

students. The college has made a wide range of significant changes in the last few years. The team would be looking for someone who is similarly driven to see our fantastic students flourish as learners and as young people.

The City of Leicester College sits at the heart of the community and has many staff who attended here as students, including senior leaders. The diversity of our community means that we also understand the value of different perspectives and of knowledge gained elsewhere. We therefore warmly welcome applications from anyone who feels they have the ability to improve the life chances for our students, regardless of their individual experience or background.

We actively encourage you to visit our vibrant school prior to your application. If you would like to come for a tour, please email my PA Louise Modi: [lmodi@cityleicester.leicester.sch.uk](mailto:lmodi@cityleicester.leicester.sch.uk) . However, as busy professionals it is often difficult to squeeze in time to visit a school before applying so not doing so would not be a disadvantage to any prospective applicant.

I close this letter on the same note I opened with. Please accept my genuine thanks that you have taken the time to read this letter and consider an application to The City of Leicester College. I passionately believe that great staff are the key to great outcomes for our students and I hope you feel inspired to help us be truly ambitious for all.

Kind Regards,

A handwritten signature in black ink, appearing to be 'Ken Vernon', enclosed within a faint, light-colored oval border.

**Ken Vernon**  
**Head Teacher**