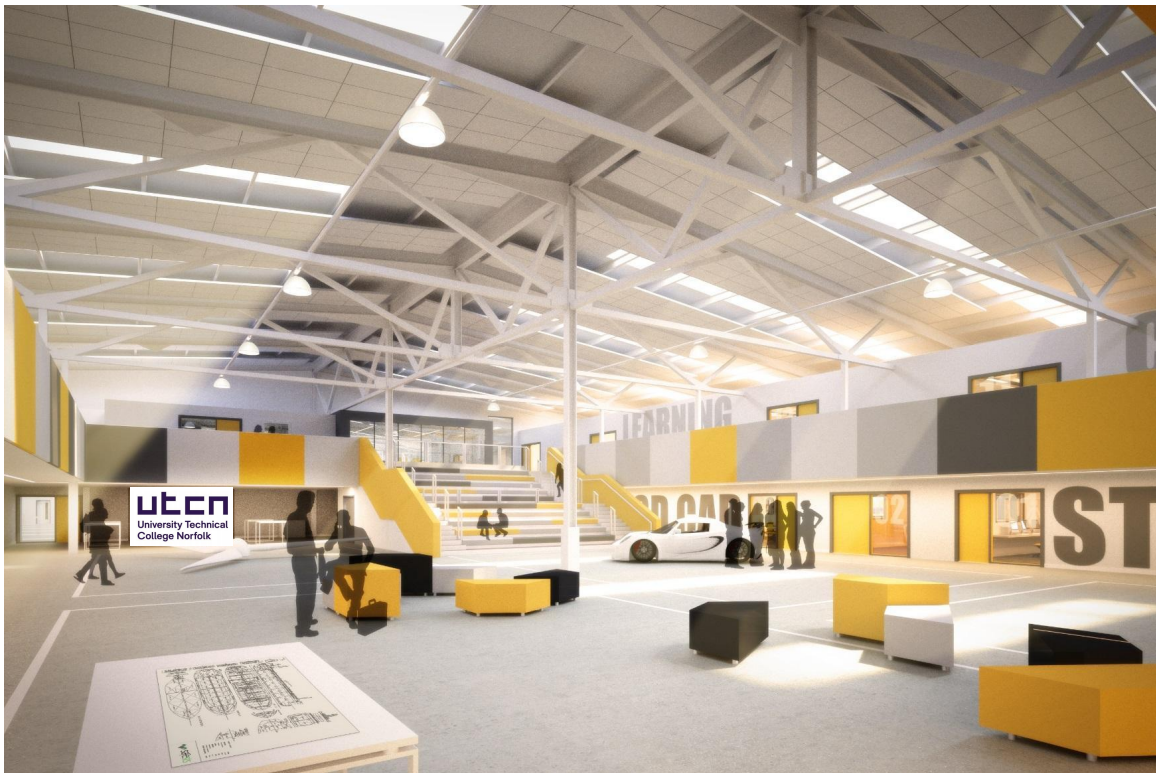


# Assistant Headteacher: Student Experience

## APPLICATION PACK



We need an outstanding and committed leader to play a vital part in our Senior Leadership Team.

Our vision is to create exceptional young people who are ready for the world of work. We do this through our E<sup>3</sup> strategy: Examinations, Employability and Experience. In this role, you will lead on the Experience part of E<sup>3</sup>.

UTCN exists to develop the next generation of STEM specialists. We have a fabulous building including a new Engineering facility with state-of-the-art equipment. We have also received funding to develop and improve our Science facilities to offer the new T Level in Health in 2023.

We have been open eight years and we are already one of the top performing UTCs in the country. UTCN was graded 'Good' across all areas in May 2019 but we are determined to be 'Outstanding' at our next inspection. We are oversubscribed for Year 10 entry.

If you are an excellent leader who has:

- Experience at a senior level e.g. managing a faculty or whole school initiative
- Track record in raising standards
- The ability to do what you say you will, when you say you will
- The determination to ensure UTCN is the top provider of its type in the country
- The vision to ensure that students reach their personal, as well as their academic potential

Then we want to hear from you!

For further information and to apply, please see our website  
<https://utc.org.uk/contact/job-vacancies/>

Closing date: 9.00am, Friday 14th October, 2022

Interviews: w/c 17th October, 2022

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

September 19, 2022

Dear Candidate

Thank you for your interest in University Technical College Norfolk.

Our vision is to create exceptional young people who are ready for the world of work. We do this through our E<sup>3</sup> strategy: Examinations, Employability and Experience. In this role, you will lead on the Experience part of E<sup>3</sup>.

UTCN exists to develop the next generation of STEM specialists. We have a fabulous building including a new Engineering facility with state-of-the-art equipment. We have also received funding to develop and improve our Science facilities to offer the new T Level in Health in 2023.

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UTCN has recently joined the London-based MAT Community Schools Trust (CST). CST have a track record of achieving some of the best exam results in the country. This partnership of technical expertise with academic excellence will create some fabulous opportunities for both staff and students.

As well as making a real difference to young people's lives, I believe that UTCN is a great place to work. But don't take my word for it! In our November 2020 (anonymous) Staff Survey, 97% of staff strongly agreed (61%) or agreed (33%) with the statement: *'I enjoy working at this school.'*

If we can provide any further information, please do not hesitate to get in touch, we'd love to talk further.



Emma Palik  
Headteacher

## Key Facts

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 150 places) and Year 12 (100 places)
- In due course, UTCN will have up to 540 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- School runs from 0900 to 1445 Monday and Friday, and 0900 to 1540 Tuesday to Thursday
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by [OFSTED](#) in May 2019 and was graded 'Good' across all areas

## Employer Support

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

## The UTCN Local School Board

Reflecting the key role that employers will take, the UTCN LSB is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and SafeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Emma Palik of UTCN
- David Attwell of UTCN (Staff Governor)
- Clive Kindred
- Steve Love
- Steve Perry
- Jean Wilcox
- Vanessa Collins – Parent Governor
- Francisco Davilda – Parent Governor

## The Curriculum

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake Industry led projects.

## **Basic Salary**

Salaries are paid in twelve equal instalments on the 19th day of the month by direct credit transfer.

## **Other Benefits**

Membership of the Local Government Pension Scheme will apply to this role. UTCN staff also benefit from membership of BHSF.

## **Working Pattern**

UTCN term dates largely follow the pattern of Norfolk schools.

## **Professional Appearance and Dress**

The principle of smart business dress for staff applies.

## **Safeguarding**

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

## Job Description

<b>Job Title:</b>	Assistant Headteacher: Student Experience
<b>Reports to:</b>	Headteacher
<b>Grade:</b>	L13 - L17
<b>Hours of Work:</b>	Full Time
<b>Teaching Load:</b>	Approximately 12, 50-minute lessons per week
<b>Overarching Job Purpose:</b>	To develop a positive learning environment where all students can fulfil their potential

Main Tasks and Responsibilities	
Strategic	
1	To take full accountability for Personal Development: Student Experience
2	To lead on all matters relating to Personal Development: Student Experience
3	To devise and implement the Personal Development section of the School Development Plan
4	To attend governors' meetings and Pillar Scrutiny meetings as required
5	To contribute to the strategic direction of UTCN and participate in corporate decision making at leadership meetings
6	To participate fully in marketing and student recruitment activities
7	To play an active part of the Senior Leadership Team
Specific	
8	To ensure students' employability skills are explicitly developed and students progress to aspirational destinations
9	To ensure students' study skills are explicitly developed
10	To develop and oversee the Destinations' Tracker and Employability Skills Tracker
11	To co-ordinate the delivery of careers guidance, information and advice to all students paying additional attention to disadvantaged students
12	To oversee the delivery of Get Ready for Work Day, WEX launch and other careers related events
13	To revise and develop the personal, social, health and citizenship (PSHE) programme including British Values
14	To arrange for visiting speakers to come and support PSHE activity and other off-timetable events
15	To direct careers guidance, information and advice
16	To complete Compass evaluation

17	To work towards the Careers Quality Mark
18	To lead and develop the Industry Liaison Group
19	To overview the work experience programme
20	To liaise with external partners to enhance the student experience
21	To direct the Admissions process
22	To lead on Admissions events eg. induction days, CAT testing and open events
23	To review the UTCN Catering provision to encourage healthy eating

<b>Line Management</b>	
24	To Line Manage: <ul style="list-style-type: none"> <li>* Employability &amp; Engagement Manager</li> <li>* Careers Advisor</li> <li>* Site Manager</li> <li>* Catering (Edwards &amp; Blake)</li> </ul>
<b>Day-to-day</b>	
25	To set an example in following school policies and procedures and to model appropriate professional behaviours to staff and students at all times
26	To ensure that school policies and procedures are understood and are implemented by students, parents and staff
27	To enforce standards of uniform and behaviour across the school at all times
28	To offer support and praise to staff
29	To be an effective class teacher, adhering to the classroom teacher job description
30	To liaise with students, parents and staff regarding student experience matters as required
<b>General Responsibilities</b>	
31	To work with colleagues across CST to raise standards
32	To contribute to the school assembly programme
33	To undertake any other similar duties of this level as required by the Headteacher

## Person Specification: Assistant Headteacher

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Graduate (or graduate calibre)</li> </ul>	<ul style="list-style-type: none"> <li>Degree in relevant subject</li> <li>QTS/QTLS</li> <li>Higher level degree</li> <li>NPQSL qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant whole school leadership experience eg. leading a faculty or year group team</li> <li>Significant line management experience</li> <li>Track record of successful leadership</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing projects across a MAT</li> <li>Industrial or commercial experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent classroom practitioner</li> <li>Track record of successful examination outcomes</li> <li>Able to motivate staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Skilled meeting chair</li> <li>Strong negotiator</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to deliver what you say you will deliver when you say you will deliver it by</li> <li>Unrelentingly optimistic and enthusiastic</li> <li>Ambitious for students</li> <li>Determined</li> <li>Organised</li> <li>Resilient</li> </ul>	<ul style="list-style-type: none"> <li>Innovative</li> <li>Sense of humour</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Professional manner</li> <li>High personal standards of literacy and numeracy</li> <li>Willingness to attend evening and/or weekend events</li> <li>Keen to work with local employers</li> <li>Determination to ensure UTCN is the highest performing UTC in the country</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to organise on and off-site activities</li> <li>Keen to commit to further study and CPD in own time eg. NPQSL, MA, examination marking</li> </ul>

## Further information

The UTC Norfolk website is: [www.utcn.org.uk](http://www.utcn.org.uk)

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at [www.utcolleges.org](http://www.utcolleges.org)

To arrange an informal discussion about this role, please contact Emma Palik, Headteacher on 01603 580280 or via email on [emma.palik@utcncst.org](mailto:emma.palik@utcncst.org)

## Visits to UTCN

It is not necessary to visit UTCN before making an application as a full tour will be provided at interview, however, if you would like to visit prior to making an application, we are holding two information sessions at the school. The sessions will take place on Wednesday, 5th October at 1630 to 1700 and Tuesday, 11th October at 1630 to 1700. If you would like to book a place, please contact Alison Howes on [alison.howes@utcncst.org](mailto:alison.howes@utcncst.org)

## Application

Please apply using the UTCN application form. This can be found at:

[www.utcn.org.uk/job-vacancies](http://www.utcn.org.uk/job-vacancies)

As part of the application, you should provide a supporting statement to:

1. Explain why you would like to work at UTCN.
2. Address each element of the Person Specification individually and using a separate sub-heading e.g.

### Qualifications

### Experience

**You should explicitly address the areas of the person specification that are highlighted.**

*Please note that candidates who do not follow this guidance will not be shortlisted.*

Closing date: 9.00am, Friday 14th October, 2022

Interviews: 19th & 20th October, 2022