

JOIN US

Associate Principal



Dear Applicant,

Welcome to the Pinnacle Learning Trust, and thank you for your interest in the post of Associate Principal at Oldham Sixth Form College (OSFC). This is a vitally important role to the Trust and the successful applicant will have a real chance to make a significant difference to the lives of young people both at the College and across the full range of education. Working closely with the Executive Principal, Trustees and the Local Governing Body, the role of Associate Principal involves leading the College on a day to day basis, with responsibility for all aspects of the core provision, including curriculum, quality, student support and staffing.

The College's long-standing mission focuses on providing an excellent sixth form education to the young people we serve, and transforming their life chances and life opportunities by opening up for them a world of possibilities beyond the college for their future learning and careers. Further details are provided below, and I hope that you will find this pack useful in completing your application.

The Pinnacle Learning Trust was established in 2017, to build upon the excellent work of the founding colleges (Hathershaw and Oldham Sixth Form) and their shared belief that young people in Oldham and the local area should have access to excellent educational provision. Working within and beyond the Trust structure, our aim is to provide support and drive improvement in all phases of education. With the addition of Werneth Primary School in February 2019, the Trust now comprises three academies, covering all phases of education. This gives us a fantastic opportunity to work with children and young people throughout their formal education, ensuring they have the best possible experiences and transitions.

Our aim is to provide an outstanding education for all our students alongside superb professional development for our staff and to grow the Trust, through a carefully managed approach in line with our vision and mission. These are focused on improving the lives and life chances of young people in Oldham and the local area. In order to achieve this, we are committed to continuing to raise aspirations and achievement across all our academies through the development of outstanding practice based upon partnership.

Having been in place for several months as a fixed term appointment, the Associate Principal role is now offered as a permanent, full-time position. For further information please look through this booklet to see what we can offer you.

We very much look forward to receiving your application.

Yours faithfully,



Andrew Kilburn
Chair of Trust Board



Jayne Clarke
Executive Principal



Applying for the role

Should you have any questions in relation to this position or the application form which can be found on the PLT website (<http://www.pinnaclelearningtrust.org.uk/news/vacancies/>), please contact the HR Department for assistance on 0161 287 8001.

All completed applications must be returned to by 12 noon on Monday 17 January 2022 to hr@pinnaclelearningtrust.org

The provisional dates for interviews are 26 and 27 January 2022

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about you and how you meet our requirements. Using the job description and person specification provided will assist you with this. Please ensure you provide a day-time contact number on your application form.

You should remember to include information on all your previous employment and qualifications gained from secondary school onwards, providing details on any gaps in employment which are longer than 2 months.

In the meantime, may we take this opportunity to thank you for your interest in working with us. We look forward to receiving your completed application.

If you require this or any of the documents in an alternate format please contact a member of the HR Department.

Best wishes and good luck with your application,

The HR Department

The Pinnacle Learning Trust Vision, Mission and Values

Vision

Our vision is of a locally-focused Trust with academies in all phases of education, an understanding of the communities we serve and a rigorous culture of high aspirations and strong academic performance creating opportunities that will be transformational and improve the life chances of our young people.

Mission

We seek to achieve our vision with a relentless determination to show our students and others we support, both within and beyond the Trust what is possible by:

- Expecting excellence and achieving the highest standards for young people; encouraging them to have the highest aspirations for themselves
- Providing innovative training to staff so they are the best they can be
- Working collaboratively to ensure best practice across Trust schools and colleges and more widely so we continuously learn from one another
- Building a portfolio of experiences and network of partners to enrich students' experiences
- Providing a strong central services offer to allow leaders and teachers to focus on education.

Ethos

Our ethos is built upon a desire to create extraordinary opportunities for staff and students that they won't experience elsewhere, significantly improving their chances to progress, achieve and go on to succeed in the lives and careers they want and deserve.

Values

Underpinning our daily activities are our key values: **INSPIRE – CHALLENGE – CELEBRATE**

We aim to:

- **Celebrate students' uniqueness** and support each one to flourish and become responsible, successful citizens who contribute positively to their communities
- **Offer exceptional learning environments** which create positive and challenging spaces that allow students and staff to thrive
- **Develop outstanding leadership** at all levels
- **Celebrate diversity** by encouraging an understanding of our communities, faiths and cultures.



Welcome

To Oldham Sixth Form College

Oldham Sixth Form College is a large and diverse sixth form college specialising in A Level courses, of which we offer the widest choice in the area. We have an excellent reputation for academic and vocational achievement, with a pass rate over 99% in A Level subjects and 100% in vocational subjects. Our students receive comprehensive pastoral care and access to an extensive enrichment programme. OSFC's outcomes continue to be strong and record numbers of students progress on to Higher Education each year from the College.

OSFC was graded 'Good' by Ofsted in 2016, receiving a glowing report and is currently self-assessing as 'Outstanding'. The outstanding achievement and progression rates of all our students led to OSFC receiving the Social Mobility Award at the 2017 Educate North Awards. We are proud of the year on year successes and achievements of our students and staff. We have also been awarded Associate Research School and EdTech Demonstrator status, as a result of our excellent work in these areas, which enables us to support schools and colleges locally and across the country. In addition, we play a leading role in the local Teaching School Hub, providing a range of professional development opportunities, delivered by our staff.

Our campus is based across 4 buildings in the heart of Oldham town centre. Oldham is in a unique location only five miles away from Manchester City Centre and, with almost a quarter of the borough in the Peak District National Park, this means no household is more than two miles from open countryside.

Join us and you will become part of a high quality, forward thinking educational establishment committed to meeting the needs of the community it serves.



"I never knew what I wanted to do as a career until I went to Sixth Form, it really opened my eyes to new possibilities with subjects I'd never thought of before."

Student, 2020

"OSFC is such a friendly environment, I have never started somewhere and felt so instantly welcome."

Staff Member, 2021



"This sixth form is by far THE BEST ONE to go to. I had the best 2 years here, the tutors helped me get where I am now."

Student, 2021

What we look for

We are looking for teachers and support staff who fundamentally support our vision, mission and values. Before you apply, you might find it helpful to think about your own motivations, strengths and values and compare them with what we strive for at OSFC.

Our Mission

To give our students an outstanding education so they can lead purposeful and successful lives.

Our Vision

To be the first-choice post-16 provider for the young people of Oldham and the surrounding area. We will transform their lives by working together to develop in them the knowledge, skills and behaviours to thrive in education and employment, and to make valuable and lasting contributions to the local community and beyond. We will achieve this by being outstanding in everything we do. Students will leave Oldham Sixth Form College fully prepared for the next stage of their lives. They will be confident, independent and resilient. We will inspire them to become extraordinary.

Our Values

At OSFC, we want our students...

- To have as broad a range of opportunities as possible to develop their knowledge and skills
- To be successful in all areas of their lives in college and fulfil their aspirations for the future
- To develop a passion for education and have fun in their learning
- To play a full part in our community and celebrate our diversity and inclusivity



As an ex-student I was excited to join the College as an NQT 12 years ago. I have since had multiple opportunities to develop through a range of roles such as Advanced Skills Tutor, DofE Award Manager, Course Leader, and I am now the Curriculum Area Leader for Sport, Performing and Visual Arts. The best aspect of working at OSFC is our students, they ensure that every day is different and a fresh challenge. We have high expectations which they live up to consistently, and their enthusiasm towards achieving their goals allows us to develop rapport and encourage them to excel.



I joined the college in 2017 as Support Services Manager and I knew, from the moment I first visited the college for my interview, that I wanted to be part of the OSFC community; the friendly and professional culture was very evident. There is a real sense of family, with great relationships between teaching and support staff. There are ample opportunities for support staff to learn, develop and grow. I have mentored students, joined the Eco and Resilience groups, and become involved in the work of the Teaching School.



Facilities, Rewards & Benefits

We have invested heavily in resources to offer the best learning and working environment. We know how hard you work to deliver exceptional results, so we make sure we recognise your achievements.



Nationally agreed pay scales and terms and conditions for sixth form college staff



Generous holiday entitlement for support staff



Well-equipped staff workrooms, offices and classrooms



Long service rewards at 15 and 25 years



Free tea and coffee



Free on-site parking



Secure bicycle parking



Food facilities



Free use of our on-site gyms



Free access to Headspace for guided meditation and mindfulness



Comfortable staffroom with a kitchen



Pension schemes

How to Apply

We hope this brochure has given you an insight into what we offer teaching and support staff, and what it will be like to work at our Trust. If you're ready to make your application, head to www.pinnaclelearningtrust.org.uk/news/vacancies/, or take a further look around our website(s) to find out more about the Trust and its academies, explore our news stories and discover more about our culture.

What happens next?



1

Make your application online, ensuring you submit it by the closing date



2

We will process your application confidentially and objectively



3

If successful, you will hear from us within 3 weeks inviting you to an interview



4

We will take account of any specific needs you let us know about, e.g. assistance with access, sign language interpreters



5

On the day of your interview you will receive a schedule for the interview and any tasks to be undertaken



6

The interview panel will assess you fairly against known appointment criteria, without discrimination



7

You will be informed of our selection decision within 3 working days of your interview



8

If you are successfully appointed, we will give you a clear explanation of the T & Cs and you will have up to 24 hours to accept, if requested



9

The HR department will confirm any offer of employment in writing to you within 7 working days of verbal acceptance

Job Description: Associate Principal at Oldham Sixth Form College

The information contained below is to help staff understand the role of Associate Principal at Oldham Sixth Form College. It should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Main Purpose of the Post

Working with the Executive Principal, Trustees and the Local Governing Body to provide operational leadership, internal organisation and day to day management of the Sixth Form College staff and students, in line with the Trust's strategic aims and development plan. To develop, uphold and safeguard the vision, values and ethos of the Trust and inspire and empower others to share in achieving it.

Key responsibilities:

- The Associate Principal will have the overall responsibility for the day to day operation of the college, the quality of the curriculum and standards of teaching and learning.
- The Associate Principal should see themselves as the senior leader in the college, modelling the approaches and values expected of others. They will work with the senior team to set standards and create an ethos and culture that will pervade all aspects of college life.
- The Associate Principal will provide high quality leadership and management of identified responsibilities to secure:
 - high expectations and aspirations for all students and staff
 - improvements in attainment, progress and social development for all students
 - high quality teaching & learning
 - an effective curriculum offer, including extra-curricular activities which meets the needs of students and local/national priorities
 - effective strategic direction, leadership & management alongside the Executive Principal
 - excellent relationships with and between all staff (support staff and teachers)
 - effective resource management and a safe and healthy working environment for students and staff alongside the Chief Financial Officer
 - effective management of risks
 - achieving agreed annual targets for the role as established through the performance management process
 - strong and embedded relationships to promote the college's and the Trust's brands to external organisations for the benefit of all our students
 - the effective safeguarding and welfare of all students and staff and compliance with appropriate legislation and policies
 - meeting the Teacher Standards and Leadership Standards as appropriate.
- The Associate Principal will develop and encourage effective and positive working relationships with and across the entire staff as a whole, the leadership team and those they line manage. They will actively assist and drive the establishment of a strong team of leaders (both support and teaching) who are proud of their work and achievements; where colleagues are valued and supported; and where motivation is developed and sustained
- The Associate Principal will act as a positive role model for others, inspiring them through high quality personal and professional conduct that sets the standard. They will help to shape the vision, ethos and policies of the

college and promote high levels of expectation and achievement amongst all staff and students. The post holder will provide the practical support, guidance and professional development that will enable the entire staff to fulfil their roles and responsibilities

- The Associate Principal will work with the Senior Leadership Team and Executive Team of The Pinnacle Learning Trust to ensure a safe, secure, stimulating and motivating learning environment across the college. They will lead a college where young people are happy and enthusiastic learners who feel valued and cared for, act safely, learn to respect others, aim high and can grow as people. Each student will be supported and inspired to reach the highest academic and personal development standards as possible.
- The Associate Principal will lead the development of positive student attitudes and behaviour across the college and model and ensure adherence by all, to all whole college protocols, policies and procedures.
- The Associate Principal will promote and encourage positive and productive relationships with parents of current and prospective students and with the broader local community, ensuring the college retains a positive reputation and is seen as an asset in the community.
- The Associate Principal will work in partnership within and beyond the Trust, as an active member of relevant local groups and working appropriately with the local authority, DfE, RSC and other key partners.
- The Associate Principal will have responsibility for the SAR and CIP and will, alongside the Executive Team, ensure quality, robust assurance processes.
- The Associate Principal will be required to work with and support colleagues in other Pinnacle Learning Trust academies and play an appropriate role as part of the Trust's professional development offer.
- The Associate Principal may be required to deputise for the Executive Principal in matters relating to OSFC.

Main duties:

As staff with specific responsibilities are appointed, they will be encouraged to use their initiative and innovate in order to raise standards.

- Inspire, motivate and lead all staff, demonstrating the highest standards of personal professional conduct.
- With the Senior Leadership Team, establish and lead a culture that promotes excellence, equality and high expectations for all students.
- Safeguard and promote the welfare of students at the college, working collaboratively across the Trust to do so.
- Ensure that reward and discipline procedures and processes are consistently applied to ensure good student behaviour, ensuring students are ready to learn and make good progress.
- Build a strong and supportive team at senior, middle leadership and whole staff level based on excellent communication, with a shared and consistent vision and practice.
- Ensure that the Senior Leadership Team is implementing the appropriate and innovative use of initiatives to support learning and raise standards throughout the college.
- Ensure that Curriculum Area Leaders are driving improvements so that there is consistency in the high quality of provision across the curriculum.
- Report to the Executive Principal and LGB on performance against Key Performance Indicators.
- Ensure college policies are regularly reviewed and fit for purpose and that Trust and college policies are implemented effectively.
- Represent the college at external and internal events in a professional and enthusiastic manner
- Overall responsibility for the effective leadership and management of the:
 - a. Operational management of the college in respect of staff, students and site
 - b. Additional responsibilities and specifics relating to these will be agreed with the successful candidate on appointment.
- Provide guidance, mentoring, coaching and challenge so that leaders, teachers and support staff can develop professionally and fulfil their duties effectively.

OSFC Requirements of all Staff

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.

To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age, disability religion or belief.

- To represent the College at events as appropriate
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal.

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

PERSON SPECIFICATION: Associate Principal

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Extensive experience and proven success of working at a senior level in a Sixth Form/College context	✓		Application/Interview
Successful experience of working on strategic initiatives	✓		Application/Interview
Experience of analysing data to monitor and report on student and staff performance.	✓		Application/Interview
Experience and understanding of post-16 funding; effective management of College budgets and efficient deployment of resources		✓	Application/Interview
Successful experience of delivering improvements through managing change	✓		Application/Interview
Experience of leading and delivering a creative and effective curriculum that is appropriate to the needs and interest of students, the local area and the national agenda.	✓		Application/Interview
Experience of building partnerships with other educational institutions and/or industry professionals.	✓		Application/Interview
Experience of working with a Governing Body and/or Trust Board		✓	Application/Interview
Experience of working in a Multi-Academy Trust context		✓	Application/Interview
Skills and Knowledge			
Proven Leadership and Management skills and ability to inspire, challenge and empower others.	✓		Application/Interview
Effective communication, including public speaking, and well developed written and oral skills.	✓		Application/Interview
Sound organisation skills and ability to prioritise own work and the work of others.	✓		Application/Interview
Strong analytical and problem-solving skills, with the ability to challenge assumptions and identify innovative approaches to resolving conflicts	✓		Application/Interview
Up to date knowledge and understanding of educational developments relevant to the sixth form sector	✓		Application/Interview
Ability to inspire, motivate, support and challenge staff, students and other key partners	✓		Application/Interview
Ability to lead on the College's Teaching and Learning Strategy and oversee its implementation.	✓		Application/Interview
Education and Qualifications			
Strong academic background	✓		Application
Good Honours Degree	✓		Application
Qualified Teacher Status	✓		Application
Achieved or working towards NPQH or equivalent		✓	Application/Interview
Attitude and Personal Qualities			
A passion to deliver and inspire others to deliver the College and Trust Vision, Mission, culture and ethos	✓		Application/Interview /References

High levels of self-motivation, resilience, time management and flexibility	✓		Application/Interview /References
Ability to think creatively and respond positively and flexibly to new challenges and opportunities.	✓		Application/Interview /References
Excellent interpersonal skills and emotional intelligence, with the ability to establish and maintain good working relationships with others.	✓		Application/Interview /References
Confidence in own abilities to deal with problems as they arise in a professional manner and deal appropriately with opposition or challenge	✓		Application/Interview /References
Sound judgement and ability to take difficult decisions and present these openly and honestly to staff.	✓		Application/Interview
A proactive approach and willingness to lead College improvements/initiatives.	✓		Application/Interview /References
Ability to multitask, work under pressure and meet deadlines.	✓		Application/Interview /References
Active participation in continuous professional training and development.	✓		Application/Interview
Suitability to work with children and be a role model for professional behaviour	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

To find out more or to apply:

www.osfc.ac.uk

hr@osfc.ac.uk

0161 287 8000



@osfc_info



OldhamSFC



OldhamSixthFormCollege