



## Principal Vacancy

Salary: £73,715 (L21) to £102,342 (L35)

Position commencing: September 2023

Close date: 17<sup>th</sup> February 2023

Date of interviews: Monday 13<sup>th</sup> March and Tuesday 14<sup>th</sup>  
March 2023

Employment type: Permanent / Full-time

January 2023

Dear Applicant,

Thank you for your interest in the vacancy of Principal at Dartford Science and Technology College. This position has arisen due to the forthcoming retirement of the current incumbent. The governors are now seeking an exceptional individual to lead the school to even greater success.

DSTC is an 11-18 Foundation Co-operative Trust, girls' non-selective school with 880 students on roll and a successful mixed sixth form. Skilful and careful leadership over a number of years has placed our school in an enviable position. We are oversubscribed and our students come to us with a range of backgrounds and abilities, including some who have passed the selection tests. The last two OFSTEDs have been "Good". Inspectors noted in March 2022 "Dartford Science & Technology College is a welcoming and friendly school. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. The school is a safe space for pupils to learn and develop as young citizens. One parent summed this up by describing it as 'secure, supportive and encouraging.'" Progress 8 is positive and the highest for a non-selective school in Dartford and North Kent, Post-16 results are good. The buildings are first class and the budget is secure. We are fully staffed with specialist teachers, behaviour and uniform are very good. Careers is a further strength at DSTC and Gatsby benchmarks are currently way beyond national averages at 90%.

The school has a good record of academic outcomes and pastoral support and our core values of achievement, care and equality underpin our work, creating a happy and vibrant School. This holistic approach ensures no student is left behind.

We recognise that great schools are more than gaining just good exam results and we have worked hard to create an exciting, engaging and broad curriculum for all students. At DSTC, we believe in getting the basics right so we have also focussed on developing a safe, calm and purposeful learning environment.

The school offers a strong STEM enrichment programme together with a wide range of extracurricular activities and cultural trips. Its superb sports facilities comprise a large sports centre and all weather surfaces. Our strong pastoral system is based around linear tutor groups and year groups led by Raising Standards Leaders supported by non-teaching pastoral leaders. We are an inclusive school and benefit from a highly successful SEND team. A House system has been a relatively recent innovation and is beginning to flourish.

Dartford is situated on the historic Roman Watling Street. It has undergone significant redevelopment in recent years, attracting many residents from Outer London, and this rapid growth is continuing in the Ebbsfleet area. The town has excellent public transport links and direct road access to the A2, M25 and the M20. We draw staff not only from the immediate locality but also from Outer London, Sevenoaks, Tonbridge, the Medway Towns and East Kent.

To find out more about our school please explore our website, <https://www.dstc.kent.sch.uk/> which provides links to our OFSTED report, recent letters and newsletters, our prospectus and other information.

This vacancy provides an outstanding opportunity for an ambitious leader. If you are excited by the prospect of leading our school in its next phase of development, we would be delighted to receive an application from you.

Yours faithfully,

Geoff Prout

Chair of Governors

## Person Specification

The Governing Body of Dartford Science and Technology College is passionate and determined to ensure that the school has the highest aspirations and provides an excellent centre of learning for all within its community. We are looking for a Principal that can both deliver and further develop this vision.

Applicants should therefore pay particular attention to demonstrating their experience and ability to meet the criteria in the following sections, which will be further explored with those candidates selected for interview.

### Qualifications and training

#### *Essential*

- Qualified Teacher Status / GTC Registered
- Relevant postgraduate qualification
- Up to date safeguarding training and experience

#### *Desirable*

- Good honours degree
- Senior Leadership Development (e.g., National Professional Qualification for Headship (NPQH))

### Knowledge and Experience

#### *Essential*

- Successful school leadership and management experience (In at least two schools)
- Teaching experience in a range of contexts
- Demonstrable experience of successful management of staff and staff development
- Experience of partnership working with parents and the wider community, including external agencies
- Refined knowledge of Safeguarding roles and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding

### Leadership

#### *Essential*

- Evidence of managing, and making a substantial contribution to, effective change
- Ability to communicate a vision and inspire others
- Capacity to strategically deliver the school's vision, its priorities and targets
- Understanding of high-quality teaching and assessment based on evidence, and the ability to model this and support others to improve
- Evidence of driving up and maintaining high standards of organisational effectiveness
- An understanding of educational issues including statutory and legal framework i.e. KCSIE, Financial Handbook and the literature of EEF together with a good working knowledge of the Ofsted framework
- Knowledge of effective strategies that successfully manage behaviour and promote positive attitudes to learning
- Experience of working effectively in partnership with parents, carers and

- professionals to meet the needs of all students including those with SEND
- Understanding of evidence-informed curriculum design that meets the needs of all learners, and the ability to lead this across the whole school
- Skill in data analysis and the ability to use data to set targets and identify areas for development.

### *Desirable*

- Understanding of school finances and financial management.

## **Personal qualities**

### *Essential*

- A commitment to achieving ambitious outcomes for all students and promoting the ethos and values of the school
- Ability to ensure positive working relationships
- Commitment to inclusion as the core of our school values
- Ability to work under pressure and prioritise effectively
- Commitment to safeguarding
- Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Effective communication and interpersonal skills
- Passionate approach to education and educational issues
- Excellent communication using a variety of media to inspire and engage all stakeholder groups, including pupils, parents/carers, staff, governors and the wider community
- Commitment to further professional learning for self and others
- Ability to maintain a reasonable work life balance

## **Safeguarding children: safe recruitment and selection**

In addition to the assessing the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours, and attitudes to use of authority and maintaining discipline.

## Introduction to our school

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 this was confirmed once again; the latter was very good indeed.

The school is a safe space for students to learn and develop as young citizens. The school has high expectations of student's behaviour, with strong systems to manage it. As a result, students behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents (Ofsted March 2022).

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

The successful candidate will:

- Be outward looking, seeking opportunities to learn from and work with others. Be a committed leader with excellent interpersonal skills who can motivate and manage all stakeholders, effectively shaping and delivering the strategic plan.
- Be dedicated to helping students develop into confident, sensitive and responsible adults who are able to play an active part in society.
- Demonstrate excellent leadership skills with the ability to challenge robustly and constructively.
- Be someone who recognises the importance of maintaining the school's existing values, while instilling their own leadership and identity.
- Be an outstanding teaching practitioner able to set and achieve ambitious goals and continually seek to raise standards and promote our vision, values and aims in a way that is relevant and inspiring to all.
- Be able to provide excellent staff leadership and management.
- Have well-developed IT skills and an understanding of the evolving role of technology in education.
- Demonstrate a deep understanding of the significance and importance of consistent data monitoring.
- Consider and shape how we can adapt our practices innovatively to promote and enhance the wellbeing of our staff team.
- Demonstrate an understanding of the social, emotional, physical and educational needs of young people, and ensure that the school provides a rounded provision to nurture them.
- Show practical knowledge and experience in raising standards.
- Be a strategic thinker able to plan in the long, medium and short term.
- Be able to review our financial resources and look at how we invest in our school, and in the outcomes and life chances of students.
- Have a continuing drive to reflect, learn and strive for positive development, for yourself, your staff team, the students and our school as a whole.
- Be someone who is capable of and confident in making difficult decisions, and ask challenging questions in order to seek the best possible outcome for our school as a whole.

In return we can offer you:

- An excellent opportunity to provide strategic leadership and direction whilst building upon the high standards already in place.

- A happy, caring and supportive school, with well-behaved students who respect each other and have a thirst for learning.
- A Governing Body that is committed to providing support on all matters, including more sensitive or difficult issues - this includes the wellbeing of all staff members – and who are experienced, committed and passionate about our school and ensuring our students reach their potential.
- Support from the Governing Board, our dedicated staff team, and the Trustees of the Dartford Co-operative Trust
- An ambitious curriculum which aims to give every pupil a love for learning and enrichment opportunities.

If you feel ready to be our next Principal and you can bring your experience, enthusiasm, commitment and energy to deliver our vision of excellence for our passionate students and motivated staff, we would love to hear from you.

For more information about this wonderful opportunity, please see the supporting documents

Ofsted Reports: <https://reports.ofsted.gov.uk/provider/23/118785>

School Prospectus: <https://tinyurl.com/School-prospectus>

Post 16 Prospectus : <https://tinyurl.com/Post-16-Prospectus>

School Website : <https://www.dstc.kent.sch.uk/>

Ex Offender Recruitment Policy : <https://tinyurl.com/DSTC-Ex-Offender-Recruitment>

Child Protection Policy : <https://tinyurl.com/DSTC-Child-Protection-Policy>

Application Form : <https://tinyurl.com/Application-Page>

**Tours of the school are encouraged prior to application. Please contact Susan Wells if you would like to arrange a tour and for any further information (on telephone 01322 224309 or by email to [Susan.wells@dstc.kent.sch.uk](mailto:Susan.wells@dstc.kent.sch.uk) )**

# Dartford Science and Technology College

## Principal Job Description

<b>Post:</b>	Principal
<b>Pay range:</b>	L21-L35 (London Fringe)
<b>Responsible to:</b>	The Governing Body of the school and Dartford Co-operative Learning Trust
<b>Responsible for:</b>	The strategic direction of the school and all aspects of its management

### Priorities:

1. To lead the school from 'good' towards 'outstanding' in its future Ofsted judgements.
2. To continue to improve the quality of teaching and learning, and their reflection in academic outcomes.
3. To promote the high aspirations of students.
4. To make the school the first choice for girls attending a non-selective school in the local area.
5. To support development of the Co-operative Trust, in accordance with its values.

**Role:** To lead and manage the school effectively, securing its position as a centre of high achievement where the whole person is developed.

Employment Duties: The appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the National Standards of Excellence for Headteachers, and other current educational and employment legislation. In carrying out his/her duties the Principal shall consult, where appropriate, with the Governing Body, the staff and students of the school, the parents, the Co-operative Trust and other stakeholders.

In performing these duties, the Principal shall:

### ***Provide strategic direction***

- Ensure that the vision for the school is clearly articulated, shared and understood by all members of the school community.
- Lead its strategic development in accordance with the vision.
- Set challenging targets, and monitor and evaluate progress towards them, taking appropriate action to achieve success.
- Implement effective systems to evaluate performance and identify needs, in order to inform planning.

### ***Lead and manage the school***

- Provide leadership which will inspire, motivate, challenge and support all staff employed by the school.
- Develop an organisational structure reflecting the school's goals and values.
- Further develop the ethos of the school, which is characterised by caring and the valuing of all, and continue to promote high expectations.
- Develop, implement and evaluate the school's policies, practices and procedures.
- Promote the safety and the academic, social, emotional and cultural well-being of students.
- Ensure that all members of staff have appropriate job descriptions, and opportunities to develop their professional skills in order to improve performance and student achievement.
- Manage his/her own workload and that of others to allow an appropriate work/life balance.

- Market the school, internally and externally, in order to recruit and retain students and high-quality staff.
- Engage with staff, students, parents and other stakeholders.
- Maintain a positive working relationship with the Governing Body and Trust Board.
- Ensure rigorous approaches to identifying, managing and mitigating risk

### ***Teaching and learning***

- Develop the curriculum in accordance with external requirements and students' needs, and monitor its effectiveness.
- Maintain the consistent and thorough monitoring and evaluation of students' progress.
- Ensure that teaching and learning throughout the school are of the highest possible quality, enabling students to achieve their potential.
- Require high standards of behaviour both inside and outside of lessons.
- Sustain and develop an environment conducive to effective teaching and learning.
- Promote creativity, innovation and the effective use of appropriate technologies.

### ***Resources***

- Recruit, manage and develop staff.
- Deploy financial resources effectively and efficiently in order to achieve the aims and objectives as set out in the School Development Plan, and optimise standards and achievement.
- Maintain and continuously improve the school's accommodation and facilities within available resources.

### ***Accountability***

- Be accountable to the Governing Body for every aspect of the day-to-day management and long-term development of the school.
- Maintain effective and rigorous systems for monitoring, appraising and managing staff performance, ensuring clear arrangements for linking appraisal to pay progression.
- Report regularly to the Governing Body and Trust, and provide information which enables them fully to meet their responsibilities.
- Develop sound and effective systems of communication within the school, and with parents and other stakeholders.
- Liaise and co-operate with officers of the Local Authority.

### ***Community***

- Engage with the community and collaborate with other schools.

### **Note:**

This description of the tasks associated with the Headship of a secondary School is by no means exhaustive. Our expectation is that the Principal will do whatever is necessary to further the effective performance and development of the School, its students, staff and community. Additions and amendments to those responsibilities may be made from time to time by agreement between the Principal and Governing Body.



# VISION 2021 - 2024

## Educating and Empowering Citizens of the Future



### What Makes DSTC Unique?

- ★ Good Ofsted Rating
- ★ Excellent Pastoral Care
- ★ High Staff Morale
- ★ Grammar Stream
- ★ Single Sex (KS3-KS4)
- ★ A Small, Family-Centered School
- ★ Nurturing Environment
- ★ High Aspirations
- ★ Great Results
- ★ Eco Centre and Food Forest Ambition
- ★ Award-Winning Teachers
- ★ Community Day
- ★ STEM Focused
- ★ Inclusive Ethos
- ★ Summer School
- ★ Duke of Edinburgh Award Centre
- ★ Inspirational Careers Guidance
- ★ Small Class Sizes KS4 and 5
- ★ Non-Selective
- ★ Bespoke Character Education Lessons

### DSTC Priorities for 2021 - 2024

To secure a popular, oversubscribed, safe school with high stakeholder engagement and progressively improving resources.

Progress and achievement is good or better for all groups of learners.

Quality first teaching is seen consistently across the school.

Behaviour for learning and personal development effectively empowers students to achieve.

The broad and balanced integrated curriculum meets the needs of all students, reflects the STEM offer and embraces student ambitions for the future.

### Ethos

We are guided by the ethos of the Cooperative Trust:

Solidarity  
Equality  
Equity  
Democracy  
Self - help  
Self - responsibility

### Values

Integrity    Resilience    Ambition  
Positivity    Inclusivity    Collaboration  
Creativity

### At DSTC we will:

- Inspire independent learners who are ambitious, engaged and keen to excel.
- Develop respectful and responsible citizens who make a positive contribution to the community and wider society.
- Nurture confident young people who are able to live safe, happy, healthy and fulfilling lives.
- Provide a vibrant, inclusive, supportive and secure environment in which to build resilience.
- Promote opportunities that support students in deciding and fulfilling their career aspirations.
- Promote the study of, the skills of, and the enjoyment of: science, technology, engineering and maths across and beyond the curriculum.

Recruitment notes for candidates:

You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check.

Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Dartford Science and Technology Colleague is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To summarise, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check and references and online checks will be taken for all shortlisted candidates.