



Uckfield College

Recruitment Information Booklet

Principal

Leadership Spine L37 to L43

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Dear Candidate

Thank you for expressing an interest in the post of Principal at Uckfield College – a thriving 11-18 comprehensive school in East Sussex. After 15 years of outstanding service, our current Principal is retiring, leaving the school in the strongest position it has ever been. We want to recruit a truly exceptional leader who will embrace our vision for achievement and success for every student but also bring challenge and innovation, to help us embed real excellence in every aspect of College life.

This is a very exciting opportunity. Uckfield College is a popular school, with committed, professional and caring staff who go the extra mile every day to make a difference to young people. Students are eager and ready to learn. Leadership is strong, underpinned by a clear, ambitious vision for the future, a strong culture and ethos and a relentless focus on the wellbeing of staff and students. Our exam results this year were exceptional and we are thrilled with our latest Ofsted report: <http://www.uckfield.college/111/ofsted-report>. The next Principal will need to build on these foundations to embed Uckfield as an outstanding school, with deep and lasting relationships in the local community.

Please come and see the school in action. Talk to staff and students and see for yourself our brand new building; the outstanding, nationally-recognised framework for teaching and learning; our outstanding curriculum; our new professional development programme for all staff; our 'super curricular' programme for students and our whole school Mental Health Strategy. I feel sure that you will identify Uckfield College as an energetic and successful place to work. **Tours are available on Tuesday 24th January at 2.10pm and Wednesday 25th January at 9.10am.** To book onto a tour, please contact Toni Fletcher t.fletcher@uckfield.college.

I hope you find this pack helpful. There is further information about the College, including our Prospectus and an electronic version of the recruitment booklet and application form available on our website: www.uckfield.college. For a full application pack, please contact leadership.recruitment@eastsussex.gov.uk.

Please return completed applications to leadership.recruitment@eastsussex.gov.uk by 12pm on Wednesday 1st February.

Your application should comprise:

- A letter of application (3 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

In conclusion, I make no excuses for sounding so very proud of the College. Staff, students, parents and governors are all part of the team and I believe that team is a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely



Julie Laughton
Chair of Governors



About our College

Uckfield College is a rapidly improving school with excellent results, happy staff and students and highly engaged governors. It is in the heart of rural Sussex but within commuting distance of Brighton, Eastbourne and the South Coast.

In September 2022, Ofsted concluded that there was sufficient evidence that the school could be judged outstanding in a subsequent inspection. The lead inspector said 'this feels like an outstanding school'. We are expecting a follow up graded Ofsted inspection in one to two years and we are looking for a leader who can support the College to achieve the outstanding judgement the community of staff, students and parents deserve.

In the Ofsted feedback, the inspection team were full of praise for all aspects of College life:

- "The curriculum is very well planned, sequenced and developed."
- "Teachers make good use of assessment information to plan work that meets the needs of all pupils."
- "Teachers use technology highly effectively."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Leaders have very high expectations."



Inspectors also said some wonderful things about our students:

- "The College Council are the most delightful group I have worked with in a very long time."
- "Pupils relish leadership roles."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

Students are at the heart of everything we do. The positive relationships between teachers, parents and students have helped us to really sustain and drive significant improvements in recent years. We are very proud of our College and want to recruit a passionate leader who can drive forward change and innovation; champion and celebrate our success; and embody and promote our College values.



Our Vision and Ethos

Our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.

Our Aim: Is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.

In feedback to the Lead Inspector during an Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. There is a real culture of collaboration, support and kindness.



School Context

Uckfield is a small town of about 15,000 people surrounded by small rural villages. There is a housing development of 1,000 homes underway in the town. Uckfield is next to the Ashdown Forest and not far from the South Downs National Park. Uckfield College is a local authority school; is the only secondary school in the town and as a centre for learning it not only provides exceptional education for all the children in the area but also is the lead centre for adult education (ACRES) across the rural part of East Sussex. Uckfield College is surrounded by excellent secondary schools in the other Wealden towns. Each one has its own catchment area and so competition between the schools for students is not fierce. On the contrary, Uckfield College has a very long history of working positively in strong, school led, school improvement partnerships with its neighbouring secondary schools, including joint Inset days, behaviour/inclusion partnerships, a Deputies' network, subject hubs, collaborative leadership programmes and peer reviewing. We are a Leading Edge school with the SSAT and have strong links with Durrington Research School. We work closely with a range of ITT institutions (Brighton and Sussex Universities and Teach Kent and Sussex).

The school roll is approximately 1600 students (PAN = 270, usually 10 form entry) with the roll expected to rise to 1650 in September 2023. We are oversubscribed with first preferences for Year 7 in September 2023. Typically, 70% of Year 11 students stay here for 7 years and we expect our Sixth Form numbers to be about 330 in September. The level of Pupil Premium is 15%. The level of SEND is 10%, of which 2% are EHCP and EAL is 2%.



Job description

JOB TITLE: Principal

GRADE: L37-L43

RESPONSIBLE TO: Governing Body

Hours	Full Time
Commencement	1st September 2023
Contract	Permanent
TLR	Leadership Spine L37 to L43

Purpose of the role

The Principal of Uckfield College will lead and inspire excellence throughout the school. They will shape and develop a strong leadership team and work with all staff to ensure success for all pupils at every stage of their education and provide them with the skills and confidence in their future life and work. They will:

1. work with governors to set a clear direction for the College, underpinned by a crisp, clear and compelling vision that is understood by every member of the school community;
2. ensure that strategic plans are in place to turn the vision into reality, with clear measures of success and clear processes to monitor impact, ensuring that every member of staff understands how their work contributes to the success of the college and is supported to deliver;
3. celebrate the success of the College at every opportunity, ensuring there is a clear marketing strategy focused on enhancing the reputation of the College locally, regionally and nationally;
4. build highly effective relationships with parents and the wider community, with genuine engagement that leads to high levels of advocacy;
5. relentlessly focus on the mental health and wellbeing of students and staff and students;
6. ensure the quality of Teaching and Learning, Progress and Achievement for all students is consistently excellent and support, promote and actively educate students to embody the College values and vision;
7. take personal accountability for all aspects of the Ofsted framework (Quality of Education, Behaviour and Attitudes, Personal Development and Leadership & Management), leading and developing policies, plans, targets and practices to ensure contribution by all to whole College improvement;
8. play a full part in the life of the College and its community, and be a role model for staff and students; leading by example with integrity, creativity, resilience, and clarity;

Key tasks

Strategic leadership

- Working with governors, create and communicate an inspiring and compelling vision for the future that is clearly understood by every member of the school community
- Translate the vision into clear objectives that promote and sustain school improvement and ensure the school develops to the benefit of the students, staff and community
- Measure impact and celebrate success at every opportunity
- Develop a strong understanding about how the college is perceived by all stakeholders and build highly effective and lasting relationships that help to enhance the College's reputation in the wider community
- Ensure there is a clear marketing and admissions strategy to recruit and retain pupils that clearly articulates Uckfield's distinctive offer
- Create an outward-facing school, working with other schools and organisations in a climate of mutual endeavour, championing best practice and securing excellent achievements for all students, with a particular focus on working in partnership with other schools locally
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Ensure there is a strong and relentless focus throughout the school on the mental health and wellbeing of both students and staff
- Build links with other schools locally, regionally, nationally, with a clear focus on identifying, sharing and promoting best practice and being research-informed in every aspect of College life



People leadership and management

- Embed an aspirational and innovative culture of learning, 'open classrooms' and continuous improvement, where staff are supported to innovate and push boundaries, excellence is the standard and coaching, mentoring and professional development is highly effective and valued.
- Motivate, empower and develop all staff to achieve their full potential, identifying and nurturing talent and relentlessly focus on staff wellbeing. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Lead reflective practice and inspirational and sustained professional development that enables all members of staff to flourish
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Ensure that there are highly effective processes in place to recruit and induct staff
- Hold all staff to account for their professional conduct and practice, establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice
- Distribute leadership across the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Quality of Education

- Ensure excellent academic outcomes in all key stages, securing and maintaining high standards across the whole school
- Ensure there is a high quality curriculum for all students that prepares them to take on whatever positions of responsibility and leadership they strive for in the world. Ensure the curriculum provides appropriate challenge and success for every student.
- Ensure that there are exceptional enrichment opportunities for all students
- Keep up to date with national developments in the curriculum and teaching pedagogy & practice, actively monitoring and responding to initiatives at national and local levels, drawing upon research and best practice in teaching and learning and sharing across the school.
- Secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.
- Ensure there is a highly effective system for quality assurance that helps to improve practice, including lesson observations, work scrutiny, learning walks, teachers' mark books, student voice, staff voice
- Ensure marking and assessment across the Curriculum area is in line with College policies (including AfL policy) and meet exam board criteria

Financial, operational and business management

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm, inclusive and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in wider society
- Ensure that the school is fully compliant with DfE and local authority Child Protection and Safeguarding regulations and best practice
- Welcome strong governance and actively support the governing board to understand their role and deliver their function effectively, particularly its functions to set school strategy and hold the Principal and senior leaders to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the sustainability of the school
- Manage the school's revenue and capital budgets to ensure Best Value for Money and use every opportunity to develop revenue streams, resulting in sustained growth and stability
- Implement College policies, procedures and risk assessments with regard to Health and Safety

The self-improving school system

- Create an outward-facing school, working with other schools and organisations in a climate of mutual endeavour, championing best practice and securing excellent achievements for all students
- Promote the school and develop effective relationships with the wider community, fellow professionals and colleagues in other public services to improve social and academic outcomes for all students
- Develop an organisation in which everyone works collaboratively, and shares knowledge and understanding
- Ensure that parents, carers and students are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and promote the value of education



Links with the community

- Build highly effective relationships with all stakeholders - parents, staff, students, governors and the wider community - ensuring that there is genuine and meaningful engagement that allows their voices to be heard
- Play an active role locally and regionally, building strong partnerships with other schools, the local authority and with other agencies
- Celebrate and promote the success internally and externally, enhancing the reputation of the College
- Be a strong and visible presence at school events and in the wider community

Keeping Children Safe in Education

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the federation as set out in the current statutory guidance "Keeping Children Safe in Education", DfE, September 2022, and "Working Together to Safeguard Children", DfE, December 2020 are effective and comply with the law at all times: [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children)
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description should be read alongside the requirements of the current publication of the DfE's School Teachers' Pay and Conditions Document (STPCD) and is based on the National Headteacher' Standards 2020. These standards replace the national standards of excellence for headteachers 2015. They are non-statutory and intended as guidance to be interpreted in the context of each individual headteacher and school. They are designed to be relevant to all headteachers. [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-headteacher-standards-2020)

This job description may be amended at any time following discussion between the Chair of Governors and the Principal.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EXPERIENCE AND QUALIFICATIONS	<p>Qualified Teacher Status</p> <p>Commitment to continuous professional development</p> <p>Outstanding track record as a teacher of students of all abilities</p> <p>Extensive leadership experience in a comprehensive school</p> <p>Evidence of a strong commitment to achievement for all, especially disadvantaged students</p>	<p>NPQH</p> <p>Whole school leadership in at least two secondary settings</p> <p>Evidence of strong partnership working with other schools</p>
PROFESSIONAL KNOWLEDGE	<p>Strong understanding of research into pedagogy and leadership, including curriculum design</p> <p>Ability to make highly effective use of data, assessment and target setting to raise standards</p> <p>Excellent understanding of the school improvement process and the role of self-evaluation</p> <p>Excellent understanding of the roles and responsibilities of a Headteacher and how to work effectively with governors to set direction for a school</p> <p>Thorough understanding of all the legal requirements around safeguarding</p>	
LEADERSHIP SKILLS	<p>Strong strategic thinker, highly effective at seeing the big picture, with an excellent understanding of the wider educational landscape</p> <p>Visionary and innovative, able to set a strong, ambitious and clear direction for the College</p> <p>Highly skilled communicator, able to inspire and motivate, and communicate a crisp and compelling vision that is understood by everyone in the community</p> <p>Superb interpersonal skills with the ability to develop effective and lasting relationships with all stakeholders</p> <p>Inspirational and confident leader who can motivate and empower others, making the right judgements about when to be involved in the detail</p> <p>Ability to work collaboratively with all stakeholders, including governors, parents and the wider community</p> <p>Commitment to working in partnership with other schools</p>	<p>Ability to lead an outward facing school, linking into the wider community - locally and regionally - to improve outcomes</p> <p>Political judgement with an ability to position the College in the national context</p>



PERSONAL ATTRIBUTES	<p>Inspires trust and confidence within and across the school and communities</p> <p>Able to think creatively and demonstrate initiative in solving problems</p> <p>Able to exercise flexibility, resilience, good judgement, approachability and enthusiasm</p> <p>Possesses emotional intelligence and demonstrates empathy</p>	
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Principal

Scale	Leadership Spine L37 to L43
Salary	£107,267 to £123,057
Commencement	1st September 2023

We hope that after reading the information in this booklet you will be keen to apply to lead our dedicated team of staff. For further information and a full application pack, please contact leadership.recruitment@eastsussex.gov.uk

If you would like to be considered for this role, **please return completed applications to leadership.recruitment@eastsussex.gov.uk by 12pm on Wednesday 1st February.**

Your application should comprise:

- A letter of application (3 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

Tours are available on Tuesday 24th January at 2.10pm and Wednesday 25th January at 9.10am. To book on to a tour, please contact Toni Fletcher at t.fletcher@uckfield.college

Timeline

Tuesday 24 th January at 2.10pm Wednesday 25 th January at 9.10am	Tours of the school with current Principal
Wednesday 1 st February 12pm	Applications close
Wednesday 8 th February	Shortlisted candidates notified
Tuesday 21 st February	Day 1 Interviews and exercises
Wednesday 22 nd February	Day 2 Interviews and exercises Select candidate to appoint
Thursday 23 rd February	Governor ratification and successful candidate notified

We look forward to welcoming short-listed candidates on the interview days, when they will have the opportunity to find out much more about the College throughout the interview process.

We are committed to the safeguarding of children. References and Enhanced Disclosure and Barring Service checks will be conducted on the successful applicant. Please note this role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.



Strategic Leadership Team

Roles and Responsibilities 2022-2023

Between the SLT roles we focus on highly effective leadership that has strong impact on the following areas:

- ★ Line management of depts
- ★ Line management of year teams
- ★ QA of teaching, learning, assessment and the curriculum
- ★ QA of wider experience (PDT, before/ after school, enrichment/extra-curricular)
- ★ Achievement / progress
- ★ Outstanding outcomes for all students
- ★ Outstanding pastoral care for all students

Hugh Hennebry, Principal

Sara Marshallsay, Head of School: Sixth Form (Teaching & Learning and Raising Achievement Lead)

Martin Bradley, Deputy Principal: Y7-9 (Teaching & Learning and Raising Achievement Lead)

Sarah Bamford, Deputy Principal: Y10-11 (Teaching & Learning and Raising Achievement Lead)

Gemma Fassam, Assistant Principal - Head of Sixth Form

Jeremy Davison, Assistant Principal - Aspiration & Expectations

Vacancy, Assistant Principal – Teaching & Learning

Hannah Butcher, Assistant Headteacher - Inclusion & Engagement

Jamie Bowie, Assistant Headteacher - Data, Exams and Timetable

Vacancy, Assistant Headteacher – Raising Achievement and Standards

Assistant Head, Caroline Tucker (Finance and Resources)

There is one Director of Year and one Pastoral Leader for each Year group. There are two Resilience Coaches, an Attendance lead, a Curriculum Attendance lead and a two Counsellors.

The Sixth Form has three Directors of Sixth Form and a Pastoral Leader as well as the Head of Sixth Form.

We have Curriculum Leaders and TLR leaders (Deputy and Assistant Curriculum Leaders) for all subject areas.

There are some Lead Practitioners as well.

Candidates invited for interview will be sent a more comprehensive document illustrating detailed roles and responsibilities for all SLT as well as the pastoral structure.



Uckfield College

Love Learning for Life



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