

VICE PRINCIPAL CANDIDATE BRIEFING PACK



WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since opening in September 2015, UTC Oxfordshire has made a fantastic start to its journey, bringing high quality technical education to the area, whilst setting high academic standards for all students. The UTC has secured strong destinations and a good Ofsted inspection (May 2018).

You will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.



During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the *employer of choice*; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners.

Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper

CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact sarah.dawson@alet.org.uk.

VICE PRINCIPAL – TEACHING AND LEARNING

Location: UTC Oxfordshire, Greenwood Way, Harwell, Didcot OX11 6BZ

Salary Range - £55,749 - £62,309

This is an exciting leadership position for a candidate that has a passion for education with an industry focus. We are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.

UTC Oxfordshire is part of the Activate Learning Education Trust consisting of seven secondary schools. As a University Technical College (UTC), our specialisms are Engineering and Science. We pride ourselves in equipping our students with the skills needed for their future careers and lives.

There is an opportunity for potential candidates to visit the school and meet Sam Knowlton, Principal, and/or to speak to Joanne Harper, CEO, regarding the Trust. Please contact Sarah.dawson@alet.org.uk 0118 214 0152 to arrange a visit to the school and conversation with Sam or a video call with Joanne.

For more information visit: <http://www.utcoxfordshire.org.uk/> and <http://www.alet.org.uk/>

Closing date for applications is: 9am Friday 23rd April 2021

Interviews will take place on: Thursday 29th and Friday 30th April 2021

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.



WELCOME FROM THE PRINCIPAL OF UTC OXFORDSHIRE

Thank you for your interest in the post of Vice Principal at UTC Oxfordshire.

This is an exciting leadership position for a candidate that has a passion for education with an industrial focus. We are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.

Our UTC ensures that every student can flourish academically and personally in an aspirational and supportive environment. Students are enthusiastic about learning. They make good progress as they journey through our school. Our students benefit from a curriculum with Science and Engineering excellence at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think and act confidently and with professionalism which allows them to compete to be the candidate of choice in the world renowned, local companies' workforce. Students work independently to master their subjects and apply their knowledge.

Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways. Our students are the sustainable talent behind the rapidly expanding, innovative industries of the world.

Appropriate technologies, which reflect the tools of the workplace, are used creatively and intelligently to enrich learning and work in partnership to connect parents, students, employers and teachers. We look to ensure that UTC Oxfordshire is the establishment of choice for STEM students and professionals transforming lives through learning.

If you are an ambitious and aspirational school leader looking for a role in an Ofsted rated Good school which provides opportunity for growth and collaboration, then we look forward to receiving your application.

Sam Knowlton
Principal UTC Oxfordshire



ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-Academy Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To 'transform lives through learning' by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through Our Learning Philosophy and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

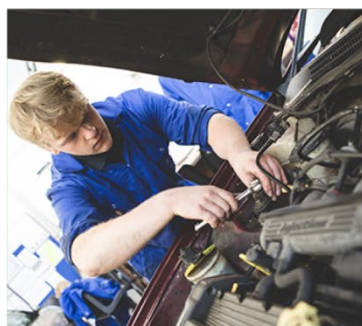
OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



THE LEARNING PHILOSOPHY

Our award-winning Learning Philosophy helps us all understand how best our students learn and how we teach our learners effectively.

We utilise the important relationship between the following elements:

Brain

Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures so that we are constantly learning and improving.

Motivation

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly learnt skills and knowledge, we maintain our students' motivation.

Emotions

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.



CURRICULUM

UTC Oxfordshire specialises in life science, physical sciences and engineering, alongside a broad and balanced curriculum. The aim is to become a world-class centre of excellence in science and engineering education for 14 to 19 year olds who are committed to succeed in these areas.

All specialisms are designed to enhance skills and knowledge, as well as to increase the opportunity for success in the core subjects, GCSEs, A Levels and BTEC qualifications. Specialist study will provide a valuable differentiator for students when they are applying for higher education or employment.

UTC Oxfordshire are also delighted to be the first school in the world to offer a Cryogenics Lab. These enabling technologies support at least 17% of the UK economy.

Key Stage 4



Key Stage 5



ETHOS

UTC Oxfordshire exists to create unique opportunities for young people to gain unbeatable experience and professional qualifications, so that they can access rewarding jobs in the Science and Engineering sector.

Oxfordshire's young people will be the sustainable talent behind these thriving and rapidly expanding industries.

- We will develop mature, talented, confident and enthusiastic students, who progress successfully
- We will ensure our students have the experience of the world of work and

know what they need to do to be successful in their future

- We employ staff who are passionate and knowledgeable about the industry and teaching, and who want to share with our students their passion for achievements
- We will work actively with parents and students to plan each individual student's success
- We will provide an enjoyable but challenging experience that develops resilient and confident learners, with the knowledge, skills and attitudes they need to succeed



JOB DESCRIPTION

Reporting to: Principal

Key Responsibilities

Purpose of the post

The Vice Principal is accountable for supporting the Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision and development of teaching and support staff.

He/she should create a culture of constant improvement within a collaborative, professional learning environment and be an inspirational leader, committed to the highest achievement for all, in every area of UTC Oxfordshire's work.

Duties

- Live and breathe our Trust vision to transform lives through learning
- To promote our core values of empowerment, enterprise, connectedness and transformation
- Assist the Principal in monitoring the standards of teaching and learning throughout UTC Oxfordshire
- Deputise for the Principal as requested
- Support the delivery of our MAT strategic plan, through active leadership across the Trust.
- Responsible for raising and maintaining excellent academic standards throughout UTC Oxfordshire
- Oversee UTC Oxfordshire curriculum in close consultation with the Department Heads
- Lead and line-manage subject Department Heads
- Communicate clearly and professionally with parents on academic matters, including information evenings and parent consultations

Curriculum and timetable

- Ensure the efficient organisation and administration of UTC Oxfordshire's curriculum and its assessment, tracking and reporting procedures
- Monitor the quality of teaching and learning throughout the school
- Be responsible for the balance of the curriculum promoting UTC Oxfordshire specialisms of Science and Engineering and ensure its effective delivery
- Oversee the writing of all departmental handbooks, including schemes of work and procedure documents

- Ensure Heads of Departments adhere to the School's monitoring and evaluation framework
- Be aware of national educational initiatives and be proactive in the implementation of new strategies which will enhance the education
- Prepare the school timetable and other staffing schedules and rotas in consultation with the Principal
- Oversee setting and streaming of students in consultation with the AP responsible for student attitudes and behavior
- Be responsible for a comprehensive programme of staff CPD that contributes to the effective delivery of the curriculum and raising of classroom standards
- Ensure that the CPD of staff is maintained utilising the latest research in pedagogy
- Be responsible for staff cover and effective deployment of resources

Assessment and reporting

- Be responsible for the reviewing of all examinations in the school, their effectiveness and appropriateness
- Co-ordinate UTC Oxfordshire system of marks and effort grades for effective reporting to parents
- Oversee the entry of students for both internal and external examinations and assessments
- Be responsible for the efficient administration and conduct of all internal and external examinations
- Collate all examination results and provide analyses of academic performance and other areas, as required by the Principal
- Be responsible for, and manage, the School assessment and reporting systems
- Ensure staff complete and keep up to date with all assessment procedures

General

- Assist in the formulation of the School's Development Plan as a member of the Leadership Team
- Oversee the deployment of Departmental Budgets, in consultation with the Principal
- Liaise with the SENCO and ensure that students who are gifted and talented, or who have special educational needs, are supported
- Identify, in consultation with other members of LT, whole school day-to-day issues that need to be addressed
- Prepare and submit reports on academic achievement for the Local Governing Body
- Represent UTC Oxfordshire at Trust level
- Work with the Principal and staff to ensure synergy between the Trust vision and UTC Oxfordshire mission and strategy
- Develop and promote positive relationships and collaborative partnerships across Activate

Core duties

- Be highly visible, supportive and approachable
- Undertake whole school duties as outlined in responsibilities agreed each year
- Monitor and support the overall progress and development of students as a teacher
- Engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term
- Promote equal opportunities and celebrate diversity in all aspects of UTC Oxfordshire
- Play a full part in the life of the UTC community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- Actively promote UTC Oxfordshire and ALET corporate policies
- Comply with UTC Oxfordshire and ALET Health and Safety policy and undertake risk assessments as appropriate
- Show a record of excellent attendance and punctuality
- Adhere to UTC Oxfordshire Dress Code

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area
- Contribute to the subject area's Development Plan and its implementation
- Attend all appropriate meetings
- Plan and prepare courses and lessons in line with ALET policy
- Contribute to the whole UTC Oxfordshire planning activities
- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in UTC Oxfordshire and elsewhere
- Assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Ensure that ICT, Literacy, Numeracy and SMSC and British Values are reflected in the teaching/learning experience of students
- Undertake assessment of students as requested by external examination bodies, subject area and UTC Oxfordshire procedures

Person Specification

QUALIFICATIONS	Essential (E) or Desirable (D)
First degree or equivalent	E
Evidence of commitment to own continuous professional development in leadership, current education initiatives and learning approaches	E
EXPERIENCE	
Significant recent experience as a senior leader in an education setting	D
Demonstrable track record of success in leading change and school improvement at secondary level	E
Experience of effective monitoring school performance at every level	E
Track record of achievement in raising standards and outcomes and achieving excellence	E
Experience and understanding of management of human and financial resources at a senior level	D
Experience of effective performance management of staff at all levels, including the ability to hold staff to account for performance and outcomes	E
Experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students	E
Evidence of successful promotion and implementation of effective teaching and learning strategies	E
Experience of working effectively with governors	D
Experience of working successfully with local community and external agencies/stakeholders and of sustaining and developing effective partnerships with other organisations	D
KNOWLEDGE, SKILLS AND UNDERSTANDING	
An up-to-date knowledge of school improvement planning and evaluation	E
Able to provide strategic and creative leadership and develop a school vision, which has learning and achievement at its core and incorporates its ethos and values	D
A detailed understanding of current educational issues, including national policies, priorities and legislation	D
A detailed knowledge of quality assurance systems (including school review self-evaluation and staff appraisal)	D
An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance	E
A knowledge and understanding of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, race, relations, Disability, Human rights, Employment and Health and Safety legislation	D

PROFESSIONAL AND PERSONAL ATTRIBUTES

Outstanding leader, committed to partnership and collaborative working	E
Leadership style which reflects the importance of delegating responsibilities and empowering others	E
Commitment to the academic, personal and social development of children and families	E
Excellent interpersonal, communications and organisational skills	E
Commitment to involving others and maintaining strong and positive relationships with the whole school community	E
Strategic thinker	E
Adaptable and creative in changing circumstances	E
Shows resilience and decisiveness under pressure	E
High level of perseverance, energy and enthusiasm for the school	E