



Assistant Vice Principal  
Pay Range L13 £64,737 to L17 £71,285

Information for Candidates



# Welcome

Thank you for your interest in working at DSTC. We are committed to our vision to *educate and empower citizens of the future* and we welcome applications from outstanding, passionate and dedicated practitioners who would like to make a difference and contribute positively to leading our school.

We are proud to be a popular and oversubscribed stand alone Foundation school working with the Co-operative Trust. Consequently we embrace the Trust ethos of self-help, self-responsibility, democracy, equity, equality and solidarity. We are the only non-selective girls' school in Dartford which makes us unique. Despite the competitive environment of the selective system, many of our students have passed the Kent selection test and thrive in our ambitious, developmental and safe environment: regardless of their starting point, all students have the opportunity to flourish.

It is an exciting time in our journey and the successful applicant will have the opportunity to drive meaningful change. We have a culture of high quality teaching underpinned by a belief that all lessons should challenge, support and inspire students to be intellectually curious and develop a lifelong passion for learning. We are aspirational for our students and promote engagement in learning across the school and teachers enjoy being able to teach in an environment which prioritises this.

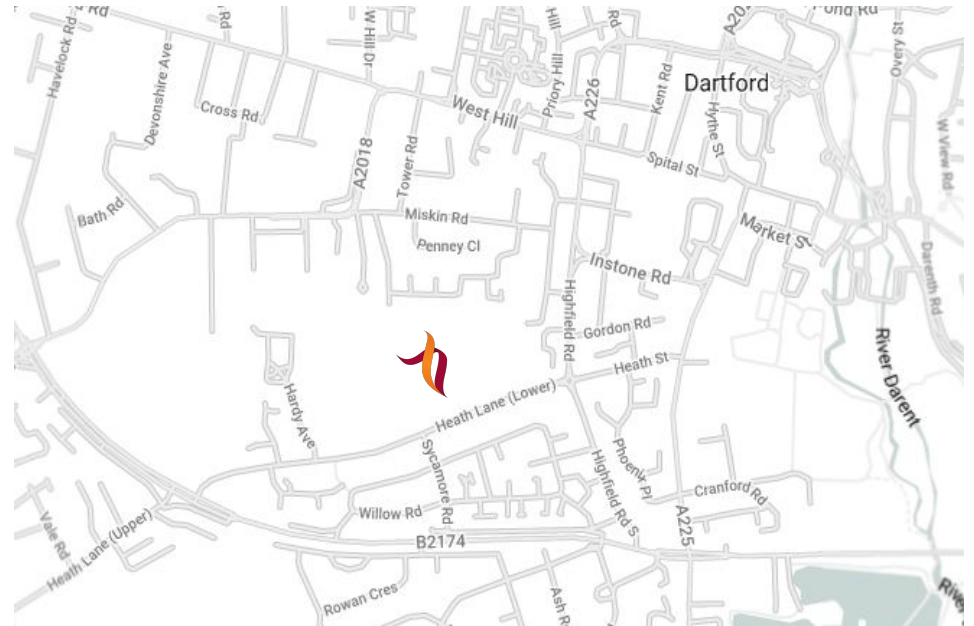
If you have any further questions or would like to visit the school in advance of an application, please don't hesitate to contact the school. Applications will be considered as they are received but must be submitted by noon on Wednesday 27 February 2024.

Finally, thank you for taking an interest in the Assistant Vice Principal role. I hope you will decide to apply and look forward to meeting you.

Joanne Sangster  
Principal

## Our School

Dartford Science and Technology College is the only non-selective girls' school in Dartford with a coeducational Sixth Form. DSTC is committed to opportunities and experiences which promote Science, Technology, Engineering and Maths. In addition, we have a strong commitment to sustainability. DSTC encourages academic ambition and character development to inspire a love of learning, lifelong passions and intellectual curiosity. We are proud to challenge gender stereotypes and develop our students to ensure they have a life of choices ahead of them. Our school has established links with local industry such as The Ebbsfleet Development Corporation and Wincanton, organisations including KMPF, Generation C and local universities. All of which ensure that students have a happy, safe and successful seven year journey with us..



## The Role

We wish to appoint an outstanding, inspirational and dedicated professional to join our successful school and passionate leadership team. The candidate successfully appointed to the role of Assistant Vice Principal will be expected to:

- Align with the school values and the ethos of the Co-operative Trust
- Lead our Looking for Learning Cycle including learning walks, observations, learning evaluations, student voice and home learning policy
- Create, develop and embed a coaching model across the school to foster a collaborative and collegiate environment
- Develop research led initiatives to secure high quality teaching within and across curriculum areas
- Be a role model of best practice and teach high quality science lessons across all Key Stages in line with the expectations for an AVP
- A proven track record of improving outcomes
- Effectively line manage the Director of Learning Science to drive innovation in all areas of curriculum and pedagogy, leading to positive outcomes for all students
- Develop and empower individuals and teams to lead with purpose and impact
- Contribute to sustained and significant school improvement

This is an exceptional opportunity for an individual who is highly motivated and wants to develop as a leader in a supportive environment.



## Why work at DSTC?

As a non-selective girls' school with a co-educational sixth form we are proud of the ways we promote girls' ambitions, aspirations and achievements. Our partnership with the Co-operative Trust is central to our work in promoting women and girls in the fields of Science, Technology, Engineering and Maths (STEM) past, present and future. The ethos of the Co-operative Trust aligns with our own vision and values. Concepts of solidarity, equality, equity, democracy, self help and self responsibility further promote our core purpose of educating and empowering citizens of the future. DSTC is a small school which gives us the unique advantage of being able to build strong and personalised relationships with our young people and their families.

Ambition is cultivated in every classroom as teachers engage students in their learning providing equal and appropriate levels of support and challenge through our 'Thinking Hard' strategy. We are a fully inclusive school ensuring all students are able to actively engage in their learning, see the importance of education and find their lifelong passions and interests. Our sense of social justice is strong and teaches our young people to challenge stereotypical and prejudicial views to strive for an equitable society for all. As a community we aim to remove the barriers students may face based on their gender and other protected characteristics that may intersect with gender. In doing this our ambition is to create a fully inclusive school where these qualities are actively promoted and allow students to make a difference in their community and their lives.

## Diversity & Inclusion

We are a diverse and inclusive community fully aware of our responsibility to serve and celebrate our diverse community. We are committed to closing academic gaps in learning which may be present due to systemic disadvantage and actively promote extracurricular activities to develop our students holistically. We are committed to ensuring our recruitment process encourages applications from a wide range of prospective candidates and seek to appoint diverse thinkers.

## Benefits

- A committed team of staff who are dedicated to making a difference in the lives of the young people they have the privilege of working with
- A 'rarely cover' policy with every teacher given an extra hour of time should we need to ask teachers to cover
- Professional development opportunities with support for external qualifications
- Collaboration with schools within the Co-operative Trust
- A focus on workload, work life balance and wellbeing
- A strong staff and student voice to inform policies
- No graded lesson observations
- A Feedback Policy that encourages a range of feedback strategies that support managing marking load
- Free, secure on site parking
- Kent Reward Scheme
- Use of the school gym
- Two-week October half term
- Five INSET days a year, partly flexible to facilitate working from home



# Job Description & Person Specification

Post holder reports to: Vice Principal

*Purpose of Role: To lead and manage Teaching and Learning across the school with specific line management responsibilities for science.*

## Leadership & Management

As a member of the Leadership Team at DSTC you will be expected to:

- Be a dynamic and committed leader, driven by a passion for wanting to improve the life chances of young people.
- Actively model and promote the school values and the ethos of the Co-operative Trust.
- Demonstrate an uncompromising and highly effective drive to improve achievement, and prompt the highest level of achievement, for self, staff and all students, over a sustained period of time.
- Communicate the school's vision compellingly and support the Principal's strategic leadership.
- Support with the production, implementation, monitoring and evaluation of school improvement planning in line with the school priorities and the whole school development plan, identifying key areas of strength and areas to develop within the school.
- Focus relentlessly on improving the quality of teaching and learning and assessment within the classroom and ensure it positively impacts learners.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modelling best practice, reflecting on the quality of teaching and learning across the school, engagement in learning, progress and being open to mentoring and coaching.
- Actively engage in the appraisal process and actively promote the merits of the process with direct reports.
- Use appropriate strategies to tackle student underperformance and celebrate student achievements
- Play an active role in quality assurance processes to promote consistency in teaching and learning within and across curriculum areas.
- Build positive relationships with members of the school community, recognising and demonstrating that teamwork and communication are critical to this role, promoting a culture in which the views of all members of the school community are valued and considered.
- Keep up to date with developments and relevant research in education.
- Seek training and continuing professional development to meet own needs and professional learning.
- Attend governor meetings and present reports relating to areas of responsibilities.
- Support the Principal and the leadership team in the day-to-day management of the school.
- Meet all statutory safeguarding responsibilities.

## Teaching Learning & Assessment

As the Teaching and Learning Lead you will be expected to:

- Lead our Looking for Learning Cycle including learning walks, observations, learning evaluations, student voice and homework.
- Create, develop and embed a coaching model across the school to foster a collaborative and collegiate environment.
- Evaluate the planning and sequencing of curricula and assessments to ensure students gain the most relevant knowledge, skills and understanding in each subject.
- Routinely engage student voice to inform evaluations of teaching and learning experiences to inform and prioritise areas for development.
- As required, assist with the selection and recruitment of staff and plan and coordinate induction for new staff.
- Line manage named curriculum areas and be responsible for performance management of identified staff including carrying out appraisals, providing professional development opportunities, and holding staff to account.
- As required, assist with the reporting of the performance of the school to parents, carers, governors and other key partners.
- Promote links and good relationships with parents, the local community and external agencies.

## Attainment & Progress

Through monitoring, reviewing and evaluating pedagogy across the school read and analyse qualitative and quantitative data to:

- Ensure all students, including those with SEND and Pupil Premium, make at least good progress across all the key stages as defined by external and internal data.
- Read and analyse data effectively to inform tracking and monitoring of student progress.
- Ensure variations between the progress made by different groups of students are addressed and the achievement gap is diminished.
- Ensure attainment of students is at least good when compared to national averages.
- Make effective use of an appropriate range of observations, assessments, monitoring and recording strategies to set challenging targets and monitor learners progress and levels of attainment.

## School Culture & Behaviour

- Alongside the Principal and leadership team create a culture where students thrive, regardless of their starting point.
- Foster high standards of behaviour built on rules and routines that are understood and implemented by staff and students.
- Use fair and consistent approaches to managing behaviour in line with the behaviour policy.
- Uphold a culture of safety, enjoyment and engagement with learning to support high levels of attendance.
- As and when directed by the Principal, lead and manage a Key Stage or Year Team.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.



## Equality, Diversity, Social Justice & Anti-racism

We are committed to and champion equality, diversity, social justice, and anti-racism in all aspects of employment within the school. All employees are expected to understand and actively promote these principles in every aspect of their work in and out of school.

## General Responsibility

- As a leader, contribute to the overall leadership and management of the school and be proactive in supporting an ethos that recognises and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies and the code of conduct.
- Be a visible presence around the school.
- Attend all meetings and parent meetings relevant to the post.
- Other duties as the Principal may reasonably require.



# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<p>QTS (secondary) Degree level qualification Professional development in preparation for a leadership role</p>	<p>Further professional qualification (see professional development)</p>
<b>Experience</b>	<p>Ability to teach GCSE and A-Level Science securing positive outcomes A proven track record of successful teaching across ability ranges Experience of implementing whole school change effectively and driving improvements in teaching and learning Line management and appraisal of staff Experience of mentoring and/or coaching</p>	<p>Experience of teaching in an all girls' environment Collaboration with other schools to develop best practice</p>
<b>Professional Development</b>	<p>Evidence of further professional development Up to date knowledge, understanding and implementation of current research</p>	<p>NPQML or NPQSL MA Leadership Coaching qualification</p>
<b>Knowledge &amp; Skills</b>	<p>Understanding of high quality teaching, and the ability to model this for others Ability to communicate a vision and inspire others Ability to build strong collaborative and collegiate relationships</p>	<p>Understanding and experience of resource management Knowledge, understanding and experience of Initial Teacher Training programmes</p>
<b>Personal Qualities &amp; Characteristics</b>	<p>A commitment to promoting the vision and values of the school Effective time management and ability to prioritise to meet deadlines Commitment to confidentiality Commitment to safeguarding and meeting statutory guidance at all times Commitment to equality, diversity, social justice and anti-racism Ability to make measured and informed decisions even in pressurised situations</p>	

# Application Process

## How to apply

An application form is available on our website [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk), completed forms should be emailed to Susie Wells ([Susan.Wells@dstc.kent.sch.uk](mailto:Susan.Wells@dstc.kent.sch.uk)) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

*We are committed to safeguarding and promoting the welfare of all our students. You are advised that any post that is classed as a regulated activity is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore will be subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that in order to comply with Keeping Children Safe in Education, an online recruitment check will be carried out on all shortlisted candidates.*

Closing date for applications: 12.00pm (noon) Tuesday 27 February 2024

## How to contact us

Dartford Science and Technology College Heath Lane, Dartford, Kent DA1 2LY

Tel: 01322 224309

[www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk)

If you would like any further information please contact Susan Wells on 01322 224309 or by email to [Susan.wells@dstc.kent.sch.uk](mailto:Susan.wells@dstc.kent.sch.uk)

Interviews week commencing Monday 4 March 2024