



Assistant Vice Principal Job Pack

Assistant Vice Principal with responsibility for Engagement

required from January 2020

Salary Range: L10 - L14 (£51,039 - £56,167)

Closing date - Wednesday, 25th September 2019 at 9am



The Governors of DSTC wish to appoint an outstanding and committed professional with responsibility for Engagement. The candidate successfully appointed to the role of Assistant Vice Principal will need to:

- be passionate about working closely with all stakeholders.
- have successful teaching experience in more than one school.
- be an outstanding, innovative practitioner.
- feel confident in leading on improvements in attendance and careers provision.
- have experience in leading teams with evidence of securing strong outcomes for students.
- be a forward-thinking individual who is able to put policy into practice.



September 2019

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely: ***'that all girls will make above expected progress in all subjects at all levels'***

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

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 with very little disruption.

Some of our girls choose to come to us having passed the Dartford selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent and you will be an integral part of the team as a tutor.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible practitioners and will have the chance to teach across all Key Stages.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis
Principal



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 having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

The Governors wish to appoint an outstanding and committed professional with responsibility for Engagement. The successful candidate will be an outstanding classroom practitioner who has the ability and skills to shape our community engagement. They will also support improvements in rates of attendance, enhance the provision of careers and employer engagement and introduce a House System at DSTC. They will lead positively, professionally and enthusiastically.

Successful candidates must be secure in all aspects of the role of classroom teacher and have experience of sharing pedagogical success with evidence of impact. This is a unique opportunity to be part of a good and improving school with a dynamic Senior Leadership Team who are committed to improving the life chances for the girls that attend DSTC.

WHAT WE CAN OFFER YOU

Salary Range: L10 - L14
(for 2018-19 this was £51,039 - £56,167, 2019-20 pay increases have not yet been finalised)

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme
- Induction programme
- CPD days and a choice of CPD pathways

HOW TO APPLY

Applications should be made online through Kent Teach.

Applications by CV are not accepted.

Closing date for applications: **Wednesday, 25th September 2019 at 9am.**

Interviews will be held during the week beginning 30th September 2019.

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to lucy.jarvis@dstc.kent.sch.uk

PERSON SPECIFICATION – ASSISTANT VICE PRINCIPAL, ENGAGEMENT

Qualifications

- A degree qualification in an appropriate subject.
- Qualified Teacher Status.
- Evidence of Continuous Professional Development.

Experience

- Effective management of a successful team.
- At least two years' successful middle/senior management experience.
- Track record of delivering outcomes for students at Key Stages 4 and 5.
- Innovation and creativity to engage, enthuse and progress learners.
- Partnership and team working.
- Developing and leading the implementation of strategies and CPD to achieve whole school improvement.
- Experience of managing change successfully.

Abilities, Skills and Knowledge

- Ability to teach to GCSE and A Level standard.
- Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.
- Ability to develop and implement strategies to enhance and sustain whole school initiatives.
- Ability to work with a range of external agencies and stakeholders to deliver whole school initiatives.
- Ability to communicate verbally with, and write reports for, a range of stakeholders including Governors and external agencies.
- Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.
- Ability to work autonomously, prioritise conflicting demands and thrive under pressure.
- ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).
- Ability to use data as a tool for school improvement.
- Commitment and understanding of issues relating to safeguarding, pastoral matters and learning support.

Personal Qualities

- A strong commitment to inclusion and overcoming barriers to learning and achievement.
- Ability to self-review.
- Enthusiasm.
- Able to work under pressure and meet deadlines.
- A proactive team member.
- Confident and articulate in addressing and presenting to all levels of authority.
- Ability to maintain a balance between professional and personal interests.
- Possess integrity and resilience as well as a developed sense of proportion and humour.
- A fair, flexible, ethical and decisive approach to leadership.
- Commitment to justice, equality, equal opportunities and the Co-operative Values.
- Sound moral and philosophical values consistent with the needs of the College.

JOB DESCRIPTION

KEY DUTIES AND RESPONSIBILITIES (GENERAL TO SENIOR LEADERSHIP TEAM):

Strategic Leadership

- To maintain an up-to-date knowledge of local and national educational trends in your area of leadership. To advise and inform the Principal and Governors of these as appropriate.
- To work with the Principal, Governing Body and others to develop the school's vision and maintain a culture and ethos that promotes innovation, excellence, reflection and aspiration.
- To set high standards and expectations of self, staff and students and to actively inspire, motivate, challenge and empower others.
- To share the school's vision and values, building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress.
- In collaboration with the Principal and Leadership Team, to identify and plan for future needs within your leadership area.
- Working with the Principal and Leadership Team, to develop and manage processes, systems and policies to ensure the day-to-day smooth running of the school.
- To attend Leadership Team meetings, to think creatively and proactively contribute in all areas discussed.
- To contribute to the school's monitoring and evaluation system by regularly carrying out lesson observations, learning walks, drop in sessions and book scrutiny.
- To demonstrate emotional intelligence and a positive mental attitude at all times.

Learning, Teaching and Academic Progress

- To research, promote and disseminate strategies for raising achievement and achieving excellence within your area of leadership.
- Working with the Principal and Leadership Team, to establish and monitor the quality assurance procedures for all aspects of the school's work to ensure that:
 - * The quality of teaching is always good or outstanding.
 - * Innovative solutions are established to raise standards.
 - * Data systems for recording, analysing and intervention in students' academic and personal development always result in good or outstanding progress.
 - * Data is analysed and shared with team leaders; raising questions, posing hypotheses and providing challenge.
 - * Student performance/prior attainment is interpreted and acted upon.
 - * Challenging targets are set for student attainment leading to whole school improvement.
- To challenge poor performance and to develop strategies for improvement.
- To teach quality lessons to an agreed timetable.

Safeguarding and Student Welfare

- To work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to monitor and support the attendance, behaviour and welfare of all students, especially those with Safeguarding concerns.
- To use Rewards to encourage and acknowledge student participation and achievement.
- To work with the Attendance Officer to support students with poor attendance.
- To work with Pastoral Leaders to support student engagement and behaviour as needed.
- To maintain standards of discipline in line with school policies.

Staff Development and Working with Others

- To have line management responsibility for some curriculum leaders and to regularly monitor and evaluate their progress in line with school policy.
- To promote and contribute to the professional development of staff.
- To promote collaborative team-working, develop effective working relationships and manage conflict.
- To collaborate and network within and beyond the school.
- To develop and promote excellent communication with all stakeholders.
- To undertake return to work interviews following staff absences in your line management areas.
- To take an active part in the performance management of allocated staff.
- To be highly organised and efficient and to respond to work commitments in a timely manner.

Leading the Organisation

- To deputise for the Principal in her absence as required.
- To show loyalty to the Principal and school at all times.
- To ensure that school policies relevant to your leadership areas are up-to-date and shared with stakeholders.
- To act as part of the Leadership Team and to manage the daily organisation of the school, including supervision of the premises at break, lunchtime and immediately after school.
- To ensure good behaviour and standards both in lessons and around school.
- To support individual and team accountability for student learning outcomes within your areas of leadership.
- To demonstrate a commitment to British Values and the spiritual, moral, social, emotional and cultural development of students.
- To demonstrate a commitment to the DSTC Co-operative Values of solidarity, equity, equality, democracy, self-responsibility and self-help.
- To develop, promote and review strategies for self-evaluation and accountability.
- To attend Governing Body meetings as required.
- To contribute to the recruitment, induction and professional development of the school's workforce to achieve its vision and goals.
- To promote and be involved with the wider life of the school community.

KEY DUTIES, RESPONSIBILITIES and VALUES (SPECIFIC TO ASSISTANT VICE PRINCIPAL):

- To be responsible for student attendance including the line management of the Attendance Officer.
- To introduce a House System.
- To oversee all Parent Consultation Events and Awards Evening.
- To be responsible for the College's Parent Voice and parental communication.
- To be responsible for the College's main prospectus.
- To have strategic overview of careers, employer engagement and work experience across the College.
- To be responsible for the College's Social Media presence and marketing.
- To produce a termly newsletter.
- To line manage faculty areas as agreed annually.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.