



PRINCIPAL RECRUITMENT PACK

August 2023

WELCOME FROM THE CHAIR



Thank you for showing an interest in the post of Principal at the City of Stoke-on-Trent Sixth Form College, which will become vacant when our current Principal, Mark Kent, retires at Christmas.

Following the conversion of the City of Stoke-on-Trent Sixth Form College to academy status in 2017, the Potteries Educational Trust (PET) was created. We provide education for children and young people from 4 years to 18 years and beyond. Our academies include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

The Academy provides a welcoming, state-of-the-art learning environment for young people from Stoke-on-Trent and the surrounding area.

As an Academy, our core purpose and curriculum intent is to provide a rich range of qualifications and experiences that enable every young person to progress with ambition. In pursuit of this goal, we have a relentless focus on the provision of the highest quality of education across all our courses – we have made big strides in improving outcomes (the highest in the Academy's history in summer 2022, in terms of high grades) through building strong, well-led teaching teams with consistently high expectations of both staff and our young people.

Our recent (April 2023) Ofsted inspection was very complimentary about the Academy, the work we do in developing our young people and the rigorous quality assurance and more importantly improvement processes we have in place. We remain an Ofsted 'Good' Academy that we believe is on the cusp of being 'Outstanding'. The task ahead for the new Principal will be to steer the Academy to this outcome – not for Ofsted, but for the community and young people we serve.

The Academy is strong financially with significant reserves and a strong culture of careful management of resources focused always on teaching and learning. In this respect, we have been able to complete two significant building extensions to the Academy in the past three years, creating a Digital Centre and Centre for Medical and Healthcare Science. These extensions have state of the art facilities, laboratories, research facilities, and simulation rooms and have enabled significant increases in capacity.

WELCOME FROM THE CHAIR



The Academy plays an important role in the local area, providing a rich curriculum split evenly between A Level and vocational/technical provision. We are an early adopter of T Level courses and continue to carefully expand this provision in areas such as digital, health, science, education and finance. The broader, holistic curriculum is also important to us with a wide range of clubs and societies, short courses and trips and visits nationally and internationally. The Academy is popular in the city and regionally, with, in some cases, young people travelling many miles to study here from across the county of Staffordshire.

As an Academy, we work closely with our Trust Partner Academies (Biddulph and Moorside High Schools and Werrington Primary School) but also with Stoke on Trent College, as well as our feeder academies and high schools, and our strong local universities of Staffordshire, Keele and Derby. In particular, Staffordshire University is a key partner and the Academy delivers a range of foundation year HE courses franchised from the university in an area of low progression to higher education.

This is an exciting time for a new Principal to join the City of Stoke on Trent Sixth Form College, leading and building on strong foundations to take us forward in our ongoing mission to be a caring community, delivering excellence and inspiring futures. If you have a strong understanding of the challenges and opportunities of leading an inner-city sixth form academy like ours, and you are inspired by the prospect of helping us to achieve the high aspirations we have for our young people and the Academy, we would like to hear from you.

Find out more about us and the Trust at www.stokesfc.ac.uk and www.potteries.ac.uk. We hope you will be inspired to apply for the post of Principal and look forward to receiving your application.

Yours faithfully,

A handwritten signature in white ink that reads 'S Wyn-Williams'.

Dr Steve Wyn-Williams
Chair of the Local Governing Body

A young woman with long dark hair, wearing a white school uniform, is looking at a human anatomy model. The model shows the internal organs of the human body, including the heart, lungs, and digestive system. The woman is holding a small card or piece of paper. The background is a plain white wall.

About the Academy

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD Academy. As the first purpose built sixth form academy in the country, for over 50 years we have been delivering post-16 education to young people.

We remain an Ofsted 'Good' Academy that we believe is on the cusp of being 'Outstanding'.

We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships.

With a wealth of experience, we are experts in the field of providing high quality education for all. The Academy's mission is 'A caring community, delivering excellence and inspiring futures.'

Stoke-on-Trent is a unique city affectionately known as 'The Potteries', with lots to see, visit and explore.

The Academy is located in the heart of Stoke-on-Trent, adjacent to Stoke Railway Station providing excellent travel links. We are in easy commuting distance, within up to an hours travel time from cities such as Birmingham, Nottingham and Manchester, to name a few.



About the Academy

In September 2017, the Academy became the founding member of the Potteries Educational Trust. Since then, we have continued to grow, working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our young people, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression.

These include:

- A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.
- A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance, opening in 2022/2023.
- Shared usage of a specialist science centre with university standard laboratories.
- High quality dance studio and performing spaces.
- Digital creative suites and art workshops.
- Sport and leisure facilities at Fenton Manor Sports Complex and Staffordshire University.
- Refectory and coffee shop.



About the Trust

Our focus is to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners, the Potteries Educational Trust is centred on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

The Potteries Educational Trust was formed in 2017. We provide education for children and young people from 4 years to 18 years and beyond. Our academies include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

Our Vision

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust.

These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.



About the Trust

We have dedicated and committed Members, Trustees and Local Governors with a wide range of educational and business experience. Each academy has its own Local Governing Body so that decisions are made at a local level specific to the individual needs of each academy.

Each academy has its own individual character and uniqueness. It is important for our Trust to celebrate our diversity whilst working to our common values and principles.

We offer a vast range of opportunities through the curriculum and extra-curricular activities to develop our young people for life experiences and promote high aspirations.

The Trust has extensive links with regional and national businesses and universities. We provide wide ranging continuous professional development opportunities for all staff.

We are proud of being a Trust that successfully promotes the highest of aspirations in all our young people, as evidenced by the multiple opportunities available to meet leading professionals and academics, explore their vocation, experience educational visits across the globe and apply successfully for the most competitive of destinations.



Our Values

Innovation - To embrace creativity in all its forms

Respect - To respect and celebrate the uniqueness of each of our academies and their communities

Community - To be the heartbeat of our communities

Aspiration - To inspire our young people to follow their dreams

Integrity - To be honest, ethical and trustworthy

Excellence - To strive for excellence in all we do

Our Principles

By working together and learning from each other to add value to our practices and to the children and young people and communities we serve, we will champion the following core principles:

- The safety and wellbeing of the children and young people we serve in every action taken by the Trust and its constituent members.
- A caring, community-centred ethos throughout the Trust, cherishing every individual child and young person.
- Excellence in academic terms but also in providing a broad education beyond qualifications – to be 'Outstanding' in all we do.
- We will ensure the effective use of resources for the benefit of all children and young people in the Trust.
- We are committed to every child and young person in the Trust; we celebrate diversity and will work to narrow any gaps in aspiration, achievement or attainment within our community.



Our Employee Benefits

- The Trust offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development. We pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The Trust offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The Trust offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- Each academy has an on-site canteen together with various areas where you can sit and enjoy your breaks and host visitor/team meetings etc.



What our young people and families say about us...

"You have been amazing working with us as a family to seek out support for our child and working with outside people to support."

"Taught with passion, knowledge, care and support."

"Our son loves school and loves the learning environment. We believe he is excelling in his education. We couldn't ask for more."

"I was entranced by the art facilities at Sixth Form College, they are incredible and my number one priority. I quickly made friends and discovered that everyone in my classes were there because they loved the subjects – just like me!"

"Since joining the college I am more confident and happier because the college supports me and treats me like an adult."

"I chose the Sixth Form College because of the courses they offered when applying. For history and politics, I only had to look once, and I immediately knew I would study here just by the modules that are covered. The staff have been a great bonus to my learning and have certainly developed my enjoyment of my subjects."

"I have always wanted to study Medicine, so I have naturally been more interested in STEM subjects. The staff at the college helped me find the subjects that I am interested in that will help me to achieve my future career goals. The STEM facilities are great, especially Staffordshire University laboratories, they help to expand my knowledge further."

"Everyone at the college is so welcoming and the staff helped me to choose the best courses for me based on what I had taken in my previous high school, what I liked studying and my future career path."

The background image is a composite. The upper portion shows a large, conical brick structure, a potter's wheel, under a cloudy sky. The lower portion shows a canal with a red and white boat, green grass in the foreground, and a brick building in the background.

Living and working in Stoke-on-Trent

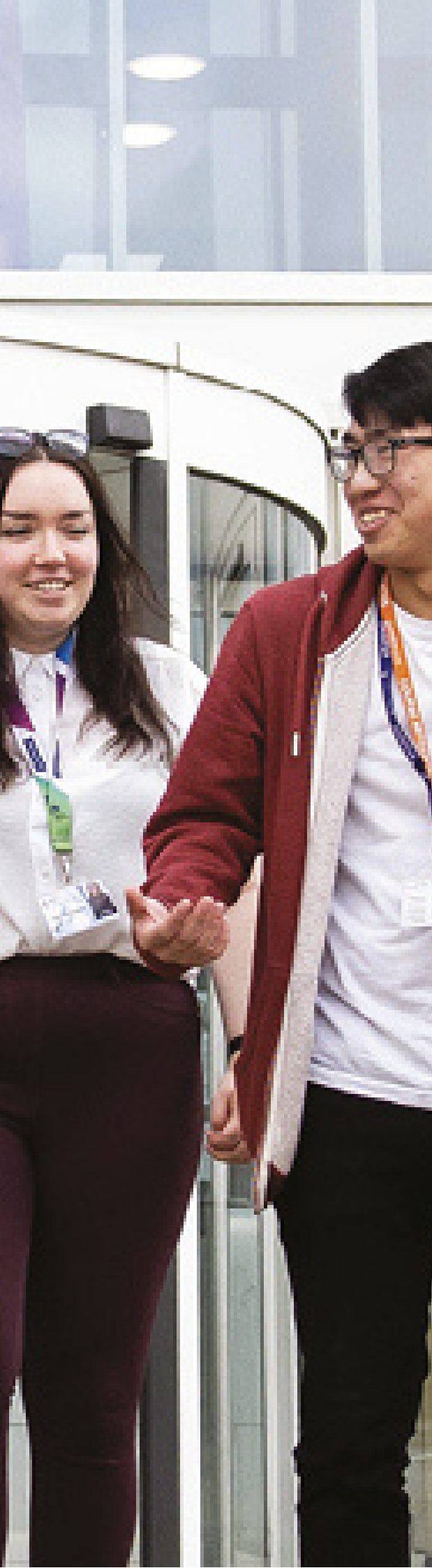
The City of Stoke-on-Trent is in the West Midlands and has a population of 258,000, which is predominately white British but with a significant minority ethnic community.

Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education.

The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage.

The City is benefitting from recent investment which is driving economic growth and renewed prosperity.

It is well connected with transport links to the capital and is within one hour of travel to Birmingham or Manchester. The City is one of the fastest for economic growth in the country.



About the Role

The Potteries Educational Trust is looking to appoint an inspirational Principal to lead its City of Stoke-on-Trent Sixth Form College. The ideal candidate will support innovation, creativity and diversity.

The Principal is the Academy's strategic leader, responsible for upholding and articulating the vision, values and ethos of the academy and for inspiring and empowering others to deliver the academy strategic aims.

In addition, the post offers the opportunity to develop and embed the very best practice across the Potteries Educational Trust, in partnership with the Executive Group.

Potteries Educational Trust is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS will be required for all roles. All candidates will also be subject to an online search for information about you as part of our due diligence and commitment to safeguarding.



Job Description

Post:

Principal

Salary:

Competitive

Contract type:

Full-time, permanent

KEY RESPONSIBILITIES:**Leadership**

The post-holder will:

- Collaborate with the CEO and Local Governing Body to develop a clear vision and strategic plan for the future of the Academy, aligned to the Trust's overall vision and values.
- Implement the vision and strategic plan agreed with by the Trust Board, ensuring the Academy is on a clear trajectory towards outstanding.
- Ensure that the Academy adheres to the vision in this plan through regular communication and engagement with the CEO and collaboration with colleagues from across the Trust.
- Report to the Trustees and the Local Academy Governing Board on the Academy's performance, the progress and welfare of learners, progress towards Academy improvement priorities and the implementation of Trust policies.
- Provide effective and inspiring leadership for the Academy, ensuring that all staff are motivated and work in collaboration to achieve the highest results for learners.
- Ensure that appropriate targets are set and agreed throughout the Academy in order to achieve the agreed strategic aims and objectives, that performance against these targets is monitored, and that the academy meets the targets.
- Foster excellent internal communications based on a spirit of openness and honesty and ensure that key stakeholders are kept informed about key developments and decisions of the Trust.
- Demonstrate commitment to the personal growth and development of staff and young people at all levels, enabling them to develop the skills necessary to achieve outstanding outcomes.

Educational Excellence

The post-holder will:

- Develop and sustain a culture where mutual respect, dignity, integrity, care and compassion are prevalent.
- Ensure that the Academy is an inclusive student-centred organisation and an effective learning organisation for all academy users.

Job Description

- Ensure that the Academy delivers high quality learning opportunities that enable students to make excellent progress and reach high levels of achievement.
- Develop and sustain a culture where equality of opportunity and fairness are prevalent.
- Develop and sustain a culture of high aspirations and excellence.
- Ensure the curriculum is broad, flexible, inspiring and motivating, and provides the knowledge, skills and attributes young people need to succeed and to progress successfully through and from the Academy.
- Ensure the Academy has in place rigorous and robust quality assurance processes which meet the requirements of external agencies such as Ofsted and JCQ.
- Empower the young people in the Academy to be proactive in their learning and personal development, and use their feedback to support the continuous improvement of their learning experience and personal development at the Academy.
- Ensure that staff are properly qualified, trained and encouraged to secure the best possible outcomes for students.
- Ensure that ambitious targets are set throughout the Academy, and that performance against these targets is rigorously monitored, to ensure these ambitious targets are achieved.
- Empower staff to be proactive in their learning and professional development and use their feedback to support the continuous improvement of the learning experience and professional development at the Academy.
- Champion staff health and well-being.
- Ensure that the physical and social environment for all staff makes the Academy an attractive place to work.

Partnerships and Stakeholder Engagement

The post-holder will:

- Be an outstanding advocate for the academy and the Trust, promoting and representing them at local, regional, and national level for the benefit of the wider Trust community.
- To ensure that the Academy is seen as a key player in Stoke on Trent and that it plays a leading role in developing young people from local communities.



Job Description

- Develop and maintain positive and effective working relationships with all external stakeholders, including local headteachers, local employers, and other external organisations.
- Promote positive and effective working partnerships with the local community, other schools and academies, professional bodies and government departments.

In addition, the Principal will:

- Oversee the Academy's general financial management through the implementation of rigorous financial processes.
- Oversee the development and implementation of student recruitment and retention strategies.
- Work with the Trust central team to income streams, as appropriate.
- Keep abreast of the external financial landscape and potential impact of any changes to this landscape on the Academy.
- Develop and implement appropriate risk management policies and practices.
- Ensure that recruitment practice is highly effective in creating a diverse and committed staff team, dedicated to delivering the Academy's and the Trust's vision.
- Act in accordance with policies and legislation affecting the conduct of the Academy, including health and safety, equality, data protection and employment.
- Undertaking any other duties commensurate with the post as reasonably delegated by the CEO/Local Academy Governing Board.
- As Principal, proactively seek to develop your knowledge, skills and expertise as a leader.

Person Specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree or equivalent • Qualified teacher status 	<ul style="list-style-type: none"> • Leadership or management qualification e.g. NPQH or Masters level qualification • Recent Safer Recruitment Training
Leadership and Management	<ul style="list-style-type: none"> • Compassionate and inspirational leadership, with the ability to command the respect of, and to enthuse, motivate and inspire others • Success in leading and motivating people to high quality outcomes • Visionary leadership which is able to respond and adapt to change such as the academisation • Senior leadership experience in a relevant education, learning, training or related organisation of similar scope and complexity • Highly effective team building skills • Experience of delivering successful improvement strategies • Excellent communication skills, written, verbal and IT • Commitment to excellence, for self and others, and a passion for all to achieve to their absolute potential • Commitment to equality of opportunity for all staff and students • Commitment to continuous professional development, of self and others • Commitment to the safeguarding of all staff and students 	

How to apply...

If you have any questions or queries about the role, please do not hesitate to get in touch by contacting Helen Stevenson on 07729 024631 or helen@satiseducation.co.uk

- **The closing date for applications is:** Wednesday 11th October 2023 at 9.00am
- **Interviews will be held:** Tuesday 24th and Wednesday 25th October 2023

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the role.

Please send your application to admin@satiseducation.co.uk



www.potteries.ac.uk

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