



**Application Pack
Deputy Head of Centre
Prior Pursglove College**



Welcome from the CEO

Dear Applicant,

At Tees Valley Collaborative Trust, our dedication lies in building a team of exceptional educators, support staff and managers who embody excellence in their roles, as they play a pivotal part in achieving our vision for the future. We are steadfast in our mission to deliver quality education, vocational skills and provide authentic, real-world learning experiences that equip young people with the practical skills needed for success.

As we look ahead, our college remains outwardly focused continually seeking to extend opportunities for all young people accessing Prior Pursglove College. Beyond equipping our students with job-ready skills, we are deeply committed to engaging them in employability skills, empowering them to navigate the jobs market with confidence and resilience.

Additionally, we prioritise the reintegration of young people back into school environments, offering tailored support and resources, to ensure a smooth transition and continues success in their academic or vocational journey.

We take pride in our ability to retain dedicated staff members, fostering a stable and supportive work environment, where individuals can thrive and grow. Within TVCT, a diverse multi academy trust, there are countless advantages to be gained. As our trust continues to expand, exciting new opportunities emerge, providing avenues for professional development, career progression and the opportunity to contribute meaningfully to our evolving organization.

Join us in our commitment to fostering an enriching and rewarding work environment, where every member of our team plays a vital role in shaping the future of education.

I hope you find the application pack useful and look forward to receiving your application.

Nichole Munro

Chief Executive Officer

Tees Valley Collaborative Trust

Our Vision and Aims

Tees Valley Collaborative Trust believes that increased collaboration across the educational phases will benefit all learners throughout their educational journey. The Trust exists to promote and facilitate collaboration between schools and the college to our mutual benefit.

The partners in our Trust accept a shared accountability for all our learners and focus on ensuring positive outcomes and progression, particularly at transition points across the key stages.

Aspiring to become an all-through Trust, our innovative approach seeks to promote ambition, aspiration and provide security and the keys to success for our young people, for their future and the benefit of the region.

Our Trust engenders a love of learning through an exceptional quality of educational provision in which every learner is inspired and supported to fulfil their potential, enhancing their personal development and benefitting their community.

We recruit and retain teachers, support staff and managers of the highest calibre by investing in their professional development through training and progression opportunities.

Our schools and college offer a friendly, caring environment with high expectations, aspirations and supporting the highest levels of achievement.

Our Trust works through partnership with employers, community groups and other agencies to make our region a great place to live, learn and work.



Prior Pursglove College

Prior Pursglove and Stockton Sixth Form College is a highly regarded 16-19 academy spanning two sites in Guisborough and Stockton on Tees. Formed from two sixth form colleges which merged in 2016, it is one of the most successful colleges on Teesside. The college engages a diverse group of students across several boroughs, benefitting from an expert staff team who enable best practice to be shared across the two sites to refine the educational experience for all learners.

Both sites deliver excellent outcomes, provide high retention in education, harness good progress towards target grades and enable outstanding destinations in higher education, apprenticeships and employment. The quality of teaching learning and assessment is fully aligned in all faculties to ensure all students receive a high quality experience, regardless of the site they enrol at. The consistency in service is ensured through the leadership team across both sites.

The college is known for its drive to widen participation and provide access to education for all. The overwhelming majority of students achieve their very aspirational targets regardless of their prior attainment levels. Equally, we provide effective support for students to progress to Russell Group Universities, Oxbridge or higher apprenticeships.

Prior Pursglove College offers a warm and welcoming feel, providing modern facilities that are blended into the beautiful setting which has been a learning institution for over 500 years. Students are the focus of our community and our dedicated staff strive to improve the life chances of young people in our region.

Alongside our traditional Level 3 programmes, the college offers specialist provision for students with higher educational needs. We are proud to offer a fully inclusive, stimulating and structured environment, which provides students with a wide range of opportunities and experiences to help prepare students for life beyond college.

The college encourages career development to enhance staff progression and is well known for its support, care and wellbeing of all staff and students, ensuring positive outcomes for our college community.



This is an exciting time to join the leadership team, with many new developments ahead. It is also a great opportunity for the new Head of Centre to really make their mark in leading the college on the next phase of its journey.

Advert - Deputy Head of Centre (Prior Pursglove College)

We are looking to appoint a highly motivated Deputy Head of Centre, to support the Head of Centre in the effective management and smooth operational running of the Prior Pursglove College site.

You will support curriculum teams, providing clear vision and leadership to ensure the highest standards of teaching and learning for all our students, as well as leading on specific areas of cross site responsibility as directed by the Heads of Centre.

If you are interested in this unique opportunity to lead a continually evolving college, are committed to making a difference and have the passion and integrity we are looking for, then we would welcome your application.

The ideal candidate will have:

- A proven track record as an outstanding teacher or manager in a mainstream educational setting.
- Knowledge, understanding and experience of aspects of alternative and high needs provision.
- Extensive experience of managing and motivating staff.
- Confidence in using data forensically to inform and diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.
- Experience of effective leadership in business initiatives, such as student recruitment or contracting.
- Experience of developing and maintaining strong relationships with external stakeholders such as partner schools, employers and parents

If you wish to discuss the role informally or would like to visit the Prior Pursglove College site, please contact Sharon Boyes, HR Manager at HR@tvc.ac.uk or 01287 280800 for further information.

Salary: SFCA Leadership Range L10 – L13 (£68,426 - £73,472 per annum)

Closing Date: noon on Wednesday 7th August

Start Date: 1st September 2024 or as soon as possible thereafter

Advert - Deputy Head of Centre (Prior Pursglove College)

Employee Benefits Include:

- Membership of the Teachers' Pension Scheme for all our teaching staff
- Opportunities for training and professional development
- Childcare Vouchers
- Cycle Scheme
- Free on-site parking
- Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

An application pack can be downloaded from <https://tvc.ac.uk/work-for-us/> Please contact the HR Department at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Safeguarding Information

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

Job Description - Deputy Head of Centre (Prior Pursglove College)

Salary: SFCA Leadership Range L10 – L13

As Deputy Head of Centre, will be a member of the College's Senior Leadership Team, working to ensure the effective management and smooth operational running of the site on a day to day basis, with a particular focus on Teaching and Learning. You will also lead on specific areas of cross site responsibilities as directed by the Head of Centre.

Responsibilities may change with time and further Trust initiatives but, in the first instance, they will include:

Senior Leadership Team Responsibilities:

- Strategic Leadership of the functions reporting to the role - across the two sites of the college where applicable.
- Staff management, leadership and development of the functions reporting to the role.
- Budget responsibility for the functions reporting to the role.
- Contribute to the overall strategic direction of the College and the Trust.
- Participate in SLT and LGB meetings and chairing and convening other meetings as necessary.
- Deputise for the Head of Centre of the College as necessary.

Job Specific Responsibilities:

1. Work closely with the Director of Quality and Curriculum to plan and deliver staff development programmes and embed quality assurance, particularly for teaching and learning improvement.
2. To contribute to development of a strategy of continuous quality improvement and ensure implementation of effective quality assurance and improvement systems, and standards are both maintained and improved where needed covering all needs and ability levels.
3. Working with the Data Lead, cascade data across the College and work closely with the data team to rigorously analyse performance data to promote college improvement.
4. Present a coherent and accurate record of the college's performance in a format that allows trends to be identified and improvements implemented at department and class level.
5. Take a strategic role in organising internal assessments for all aspects of the college site including foundation, level 2 and level 3 provision and any other alternative provision.
6. Contribute to the production and delivery of the College strategic plan.
7. Work closely with the Director of Quality and Curriculum and Head of Centre to plan, manage and develop the College curriculum, ensuring that curriculum provision is responsive, appropriate and meets the needs of the community and the requirements of external assessment and regulatory bodies.

Job Description - Deputy Head of Centre (Prior Pursglove College)

Job Specific Responsibilities cont:

8. To ensure efficiency in the deployment of staff through the curriculum audit process.
9. To take a lead role in the planning, timetabling and day to day management of the curriculum and ensure that delivery is cost effective, including staff cover.
10. To be the Designated Safeguarding Lead and Incident Manager for the site.
11. Liaise with the Head of Student Services and Marketing Manager to develop a strategy for promotion of the College, including school liaison visits and identifying appropriate delivery staff and a bank of off the shelf resources.
12. To lead on one or more of the following cross site areas as directed by the Head of Centre:
 - Plan and lead on inspections, monitoring visits and implement post inspection action plans as appropriate, including acting as Ofsted Nominee during inspections
 - Prepare and submit SAR for both sites and oversee the creation and delivery of QIPs relating to both sites and subject specific
 - Oversee the safeguarding practice and multi-agency work across both sites.
 - As determined with the Heads of Centre, allocation of projects as appropriate to workload, experience and professional development requirements.
 - Line Management responsibility for the Head of Lifelong Learning

General Responsibilities:

1. As a member of the Senior Leadership Team, sharing in and contributing to the team's commitment to achieving the wider aims and objectives of the Trust to provide the highest quality of educational experience for all its users;
2. To represent the College at local, regional and national meetings as required
3. To carry out cross Trust responsibilities in specialised subject areas
4. In all areas of responsibility, oversee the creation, implementation and continual improvement of systems and processes, reinforcing and promoting value for money and outstanding provision.
5. To contribute to staffing processes, including: appraisal, recruitment and disciplinary matters in conjunction with other members of SLT and HR as appropriate.
6. To provide relevant reports on individual areas of responsibility as required by the SLT and the Local Governing Body or Trustees
7. To attend and report on teaching and learning at the Local Governing Body meetings.
8. Working with the SLT to ensure the effective management and smooth operational running of the college on a day-to-day basis.
9. Ensure one's own mental health and wellbeing, in line with the Trust's Wellbeing Strategy.
10. Carrying out such similar duties as may be required by the Heads of Centre, commensurate with the post.

Person Specification - Deputy Head of Centre (Prior Pursglove College)

Essential

- Educated to a minimum of degree level and qualified teacher status
- Proven track record as an outstanding teacher/manager in a mainstream education setting
- A confident and forensic use of data to inform and diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance
- Knowledge, understanding and experience of aspects of alternative and high needs provision
- Experience of effective leadership in business initiatives e.g. contracts; student recruitment
- Experience of developing and maintaining strong relationships with external stakeholders e.g. partner schools, employers, parents
- Extensive experience of managing and motivating staff
- Excellent interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- High levels of financial acumen, ability to manage significant budgets and strong negotiation skills.
- Excellent computer literacy skills
- Strong leadership skills with a clear vision
- Proven experience of developing and leading an effective team
- Proven experience of successfully leading change
- Proven ability to apply creative solutions to issues at a strategic level
- Energy, enthusiasm and the ability to work under pressure and achieve goals
- Excellent organisational skills

Desirable

- Experience of managing and delivering on multiple projects
- Knowledge of FE funding
- Highly effective team player
- Experience of effective resource management at a senior level
- Willingness to undertake a management qualification

Guidance on completing your application form

Please ensure you have read the Trust Privacy Notice before completing your application form

We only accept applications made on our official application form.

You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the post, so please make sure it is accurate and complete. Partially completed forms will not be considered.

Application Form: Clearly identify which post you are applying for.

Disabled Persons Job Applications: Wherever possible we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. Please provide information on any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview for this post. Please provide this information in your accompanying statement.

Previous Employment: Please ensure you provide a continuous record of employment/training/voluntary or unpaid work. You should start with the most recent and include reasons for any gaps in your employment history.

Supporting Statement: You should complete the supporting statement section describing how you meet the requirements detailed in the job description and person specification.

Last Three Years Results (Teaching vacancies only): You should complete the requested information for all classes taught in the last three years. For teachers with less than three years' experience, please provide all available data.

References: You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current or most recent employer (for teachers, this should be the Principal/Head Teacher). Your second reference should be someone who knows you in a professional capacity. Please indicate the relationship of the referee to you e.g. line manager, supervisor, etc. Referees will be contacted for applicants shortlisted to attend for interview unless stated other-wise. Please note that references from family members will not be accepted.

Guidance on completing your application form

Safeguarding: We are committed to safeguarding and promoting the welfare of our students and expect all staff to share this commitment. The successful applicant will be required to undergo a Disclosure and Barring Service (DBS) criminal record check and to undertake child protection training should they not already have recently done so. The post is exempt from the Rehabilitation of Offenders Act (1974). If you have any convictions, cautions, reprimands or final warnings from the Courts or Police, you must declare them. This can be done separately from the Application Form in a sealed envelope, marked confidential, for the attention of the HR Manager. Any such information will not necessarily prevent you from being considered for the post.

Please return the completed application form and accompanying letter to Sharon Boyes, HR Manager at HR@tvc.ac.uk by the closing date.

