



Join the **TECS**
(Technical Engineers & Cyber Security)

DEPUTY HEAD Quality of Education Teaching and Learning CANDIDATE BRIEFING PACK



WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

By joining UTC Swindon, you will also be joining Activate Learning Education Trust. This is an exciting time as we embark on the next stage of our journey and you 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 Nicci Gisby, ngisby@utcswindon.co.uk



DEPUTY HEAD

Location: UTC Swindon, Bristol Street, Swindon, Wiltshire, SN1 5ET

Salary Range - £59,305 - £66,578

We are looking for a Senior Leader with a STEM background to join our forward thinking Senior Team. You will be a dynamic individual with Senior leader experience and a proven track record of raising attainment in a STEM subject and passionate about research informed curriculum delivery. You will be confident in coaching and imparting expertise by exemplary role modelling your own practice. This is a fantastic opportunity to develop your Leadership with the view of stepping into Headship.

The role is a teaching and learning focus with a requirement to follow Rosenshein principles and research-based practice to raise standards across the school with passion for our specialisms in Digital Technologies and Engineering. A focus on quality teaching and behaviour for learning is more important than subject specialism.

UTC Swindon is in a period growth and with the backing and support of employers both locally and Nationally we deliver a specialised STEM curriculum that provides students an excellent grounding to move on to prestigious destinations.

UTC Swindon is part of the Activate Learning Education Trust (ALET). All staff across the Trust are involved in delivering the key values of Enterprise, Empowerment, Connectedness and Transformation and Learning Philosophy of Brain, Emotion and Motivation. At UTC Swindon we believe that our core attributes of Respect, being Organised, Constructive and Kind allow us to make connections that support our understanding of the world around us and our place within it.

UTC Swindon's vision is to 'transform lives through learning' by providing an excellent education that promotes academic, technical and employability skills that allow our students to be successful life-long learners.

Our students benefit from a focused and rich curriculum with Technical Engineering, cyber security and digital technologies at its core. The curriculum is designed to support industry for the next generation of STEM specialists by empowering our students to think and act confidently and with professionalism and succeed by meeting the future demands of employers.

There is an opportunity for potential candidates to visit the school and meet Sam Knowlton, Executive Principal, Hollie Danby Head of School and/or to speak to Joanne Harper, CEO, regarding the Trust. Please contact Nicci Gisby, ngisby@utcswindon.co.uk to arrange a visit to the school and conversation with Sam or a video call with Joanne.

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

Closing date for applications is: 9am, Monday 13th May 2024

Interviews will take place on: Monday 20th May 2024

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 EXECUTIVE PRINCIPAL OF UTC SWINDON

Thank you for your interest in the post of Deputy Head at UTC Swindon.

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 Digital Technologies 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.

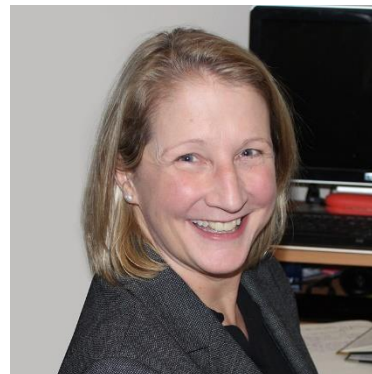
Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways. Our students are the sustainable talent behind the rapidly expanding, innovative 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 Swindon is the establishment of choice for Engineering, Cyber Security and Digital Technologies students and professionals transforming lives through learning.

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

Sam Knowlton

Executive Principal UTC Swindon



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.

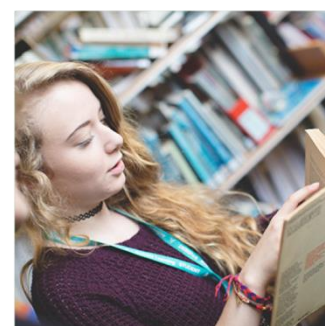
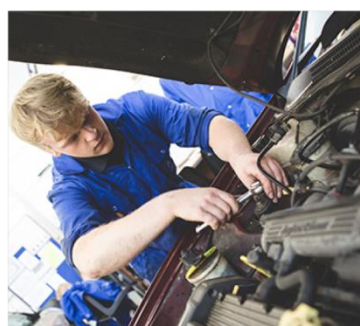
OUR VALUES

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 Swindon's vision is to 'transform lives through learning' by providing an excellent education that promotes academic, technical and employability skills that allow our students to be successful life-long learners.

Our students benefit from a focused and rich curriculum with Technical Engineering, Cyber Security and Digital Technologies at its core. The curriculum is designed to support industry for the next generation of STEM specialists by empowering our students to think and act confidently and with professionalism and succeed by meeting the future demands of employers.

Learning at UTC Swindon is designed to meet the needs of the scientific, engineering and digital industry sectors. Employer engagement is embedded into the curriculum to enrich the student experience, allowing for the development of knowledge and technical skills.

All subjects collaborate to identify knowledge, skills and thematic links that enable students to embed transferable skills. UTC Swindon prepares students for the jobs of tomorrow that are driven by technical needs in areas of high skills and demand.

UTC Swindon is an inclusive environment. We treat every student equally regardless of their academic, emotional or physical challenges allowing learners to fulfil their potential.

The curriculum offered at UTC Swindon is designed to both inspire the next generation of engineers, computer programmers and entrepreneurs, as well as provide academic and vocational qualifications to support students' progression.

In order to achieve this, we continue to work with industry partners to design opportunities for students to experience industry-led projects and challenges that complement subjects studied and facilitates application of knowledge and problem-solving. Consequently, students develop a range of skills and attributes that are much needed in engineering and related careers, thus providing a competitive edge when students complete their studies with us.



ROLES AND RESPONSIBILITIES

Deputy Head

Core Purpose:

The post holder will be a member of the Senior Leadership Team of the UTC and will take the lead in ensuring the Quality of Education is exemplary at UTC Swindon working closely with the Headteacher.

The Deputy Head is accountable for supporting the Headteacher to quality assure the teaching and learning of students to ensure they can achieve their highest potential and secure aspirational outcomes and destinations on leaving UTCS. They will help ensure the quality of behaviour management, safeguarding, the internal organisation, operational management and supervision and development of teaching and support of staff is of the highest standard. He/she should support in developing a culture of constant improvement within a collaborative, professional learning environment and be an inspirational leader, committed the highest achievement for all, in every area of UTC Swindon's work.

Role:

Leadership & Management	<ul style="list-style-type: none"> • Ensure that the school is fully compliant with all legal obligations in relation to safeguarding. • Lead and line-manage specific curriculum areas • Effective Leadership and management of Heads of Department • If the Headteacher is absent, the Deputy headteacher will deputise
Staff Development	<ul style="list-style-type: none"> • Provide and facilitate training for staff to ensure the staff body is literate in all key aspects of Teaching and Learning principles underpinned by Rosenshine • Establish and sustain high-quality teaching across all subjects and phases, based on evidence • Ensure teaching is underpinned by subject expertise • Take on the role of EVC (Educational Visits co-ordinator) • Effectively use formative assessment to inform strategy and decisions • Ensure the teaching of a rich, focused specialised, structured and coherent curriculum • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities • Collate all reports and provide analyses as required by the Headteacher / Executive Director of School Improvement/LGC
Behaviour and attitudes	<ul style="list-style-type: none"> • Ensure there is a highly effective system of student support in the school, in line with Trust policy and school procedures • Promote systems designed to reward students for excellent effort and behaviour • Promote systems designed to encourage positive behaviour and attitudes to learning in lessons • Ensure there are effective systems in place to deal swiftly with any disruption to learning. • Undertake DSL training to be part of UTC Swindon's Safeguarding team • Provide data analysis of rewards and sanctions

	<ul style="list-style-type: none"> • With LT, Heads of key stage and the Pastoral team, set down clear guidelines for establishing high levels of expectation with respect to student conduct, behaviour and achievement • Have oversight of student attendance and strive to improve this constantly • Have oversight and input to alternate timetables working in conjunction with the pastoral Team and SENDCo • Work with the Pastoral Support Team to ensure that all students are fully supported in school in every aspect • Ensure that ICT, Literacy, Numeracy and SMSC and British Values are reflected in the teaching/learning experience of students at Key stage 4 and has a coherent route through to Key Stage 5 • Support Heads of Key stage and pastoral team with interventions and parent meetings
Destinations	<ul style="list-style-type: none"> • Co-ordinate all elements of the Department for Education statutory careers guidance for schools using the Gatsby compass evaluation tool alongside the careers lead. • Liaise with ALET Trust level to ensure the UTCS policies are up to date and published on the school website • Liaise with the Headteacher and the Assistant Head of School to ensure that the Quality of Education incorporates employability, and attributes and that the careers programme is up to date and fit for purpose and incorporated into the curriculum • Liaise with Data Manager and Heads of Key stage 4 & 5 to ensure data is inputted into destinations spreadsheet for all year groups and all stakeholders to meet requirements • Represent UTCS external and internal events locally, delegating where appropriate • Maintain a data base of employer partners and share regularly with SLT
SLT Duties	<ul style="list-style-type: none"> • Assist in the formulation of the School's Development Plan as a member of the SLT • Deputise for the Headteacher as appropriate • Identify, in consultation with other members of SLT, whole school day-to-day issues that need to be addressed • Represent UTC Swindon at Trust level as required • Meet with Link Governor on a termly basis to inform the LGC of progress • Support with the recruitment of quality staff across UTCS • Work with the SLT and staff to ensure synergy between the Trust vision & UTC Swindon mission and strategy, developing and promoting positive relationships and collaborative partnerships with Activate Learning Education Trust.
Behaviour and Attitudes	<ul style="list-style-type: none"> • As a member of the Senior Leadership Team you should adhere to Activate Learning Leadership Attributes and Behaviours Framework • Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude • Promote equal opportunities and celebrate diversity in all aspects of UTCS and actively promote UTCS and ALET corporate policies

	<ul style="list-style-type: none">• Comply with UTCS and ALET Health and Safety policy and undertake risk assessments as appropriate
Group/ Employee Responsibilities	<ul style="list-style-type: none">• To always work and act in accordance with the Trust's Vision, Values and Strategic Plan• To demonstrate professional behaviours and Attributes• To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures• To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated• To be accountable for own safety and that of colleagues/ visitors to the workplace• To work in a flexible manner and be willing to undertake other duties as reasonably requested.

Person Specification

QUALIFICATIONS	Essential (E) Desirable (D)
Qualified teacher status, relevant degree	E
Evidence of commitment to own continuous professional development in leadership, current education initiatives and learning approaches	E
Relevant further degree, further relevant professional studies	D
Relevant Professional body memberships	D

EXPERIENCE	
A good teacher who has a track record of producing good results for students	E
A track record of raising standards with students of all abilities in a challenging environment	E
Demonstrable use of innovative approaches to development of teaching and learning	E
Relevant curriculum development and development of monitoring and evaluation strategies	E
Pastoral and disciplinary responsibilities for students	E
Leadership on quality improvement	E
Relevant Safeguarding experience and liaison with external agencies	E
An excellent teacher who has a track record of producing excellent results for students	D
Successful leadership and management experience	D
Experience of innovative and successful collaboration with business and the community	D
Ability to lead on school self-evaluation	D
Ability to lead on action planning and monitoring of improvement	D
Commercial experience or experience of working in an engineering or digital industry	D
Successful partnership working with other schools, agencies and stakeholders	D

KNOWLEDGE, SKILLS AND UNDERSTANDING	
Thorough knowledge and understanding of current curriculum developments	E
The ability to analyse and interpret student performance data and set challenging and realistic targets	E
Ability to create an ethos and structure that allows staff to manage behaviour and which enables all students to achieve their potential	E
A comprehensive understanding of the KCSIE agenda	E

Ability to work effectively as part of the Leadership Team including with governors, staff, students and parents	E
Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude	E
Understanding of the principles of and demonstrable ability to apply school improvement school effectiveness techniques	D
Understanding of students' issues relating to transitioning schools at 14	D
The ability to form relationships with feeder schools and appropriate external agencies	D
Track record of regional partnership working	D
Knowledge and understanding of principles and practices of performance management	D
Ability to work effectively with members of local industry and the community	D

PROFESSIONAL AND PERSONAL ATTRIBUTES

Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education	E
Ability to integrate equality policies into service delivery and employment practices	E
Knowledge of appropriate national standards	D
Understanding of multicultural issues in the context of the secondary school	D

OTHER REQUIREMENTS

Ability to work under pressure; resilient	E
Good communications and ambassadorial skills	E
Ability to prioritise	E
A 'can do' attitude	E
Must be able to maintain the right work/life balance	E
A strong commitment to your personal development. The necessary aspiration and ambition to reach the next stage in your professional career	E



ATTRIBUTES



PROFESSIONAL

Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.