



THE
BEDFORD
COLLEGE
GROUP

Executive Head of Sixth Forms

Candidate Information Pack

March 2024

www.fea.co.uk/tbcg-ehsf/



Welcome

Dear colleague,

Thank you for your interest in the role of Executive Head of Sixth Forms, a college within The Bedford College Group (TBCG). The group comprises of 7 distinct colleges with 3 further education colleges, 2 sixth form colleges, 1 land-based college and the national college for motorsport.

We are now seeking a new Executive Head of Sixth Forms to provide excellent leadership across our extensive provision at The Bedford Sixth Form and to drive forward the new Corby Sixth Form which was recently opened after a £9.6 million pound investment. The successful candidate will have a proven track record in running large sixth form provision and can demonstrate that they have worked relentlessly to improve the quality of education. The postholder will be a part of the group's senior leadership team and will provide a clear vision and strategies to continue to improve the student experience working at pace.

To succeed in this role, you will come to us as an expert, senior leader with a strong track record of driving up standards and providing excellent and highly ambitious leadership to staff. It is essential that you can lead on the development of high expectations and aspirations across our sixth forms and that you can quickly develop a roadmap that takes the provision to where it needs to be. Of course, you will be well supported on this journey. The group is not just raising the bar in education by improving attainment, it is also raising aspirations for all. The Bedford Sixth Form, with its growing population of nearly 1,000 students, is a testament to this effort, solidifying the group's record of sending more young people to university than any other institution in the region. This success is mirrored in the recently opened sixth form in Corby. We are about to enter the next phase of development for TBCG which will be exciting and professionally rewarding, and we very much hope we have conveyed the excellent career opportunity this role represents for the right person. We have appointed FE Associates to support us with this crucial appointment.

Interested parties are strongly encouraged to contact our recruitment partner Jo.Johnston@fea.co.uk to arrange an initial discussion prior to submitting an application.

With best wishes,

Yiannis Koursis OBE
Chief Executive Officer

Robin Webber - Jones
Principal (Northants)

About Us

TBCG is one of the largest FE providers in England and has grown rapidly in the last few years. Initially based on the old Bedford College site, through mergers and acquisitions, by 2023 it will have grown to have approximately 16,500 learners on multiple sites. In 2018, it successfully merged with Tresham College to create pan-Bedfordshire and North Northamptonshire provision based on the concept of developing regional market towns, and this has recently been boosted by Central Bedfordshire College (CBC) deciding to join the group in February 2023. The group has an Ofsted judgement of 'good', having rapidly improved the quality rating of Tresham on merger. These developments mean that TBCG will have geographical sites in Bedford, Kettering, Corby, Wellingborough, Silverstone (housing a specialist motorsport facility), Shuttleworth (a land-based campus), and CBC sites in Dunstable and Leighton Buzzard.

Our strategic plan from 2022 to 2027 has a straightforward but challenging aim: 'to be the best and most authoritative further education provider in the South East Midlands'. This reflects both our current position as being the largest provider of FE in the region and also our ambition to be recognised as a system leader in national FE and a major source of civic leadership within our communities. TBCG is explicitly a regional institution and has no interest in being a national group or in growing for the sake of growth. Our rationale for expansion has been (and will continue to be) to achieve the benefits of regional integration, and its location is a major strength sited, as it is, within the southern part of the Oxford-Cambridge Arc and within easy commuting distance of London. Economic growth and employment opportunities are buoyant (under almost all economic models) and population growth and long-term demographic projections are strong. The region has genuine world-class employers with needs requiring world-class technical skills, and TBCG is committed to



making a substantial contribution with regional partners to achieving this. We are also aware that advances in digital technology will change many aspects of how FE operates and we intend to be a leader in this area as well.

Notwithstanding such ambitions, TBCG will remain a values-driven institution with its students and the communities it serves at its heart, and with a strong commitment to equality, diversity and inclusion (our strategic plan reaffirms this). TBCG has always striven to do what is best for its students and, thereby, to promote educational excellence by delivering programmes that stretch and challenge them. Continuing to enhance the quality of provision and student and employer satisfaction is at the heart of our strategic plan.

The strategic plan is available on our website and has been included on the FE Associates microsite for this role. The financial position of the group is strong and it has a reputation in the sector for excellent financial management including having retained an ESFA financial rating of 'outstanding' for many years. Clearly, the national funding environment is difficult, particularly given inflation and the challenges of many aspects of staff recruitment and reward. Nonetheless, TBCG is better placed to weather such storms than the vast majority of the sector and we have a strong working relationship with our banks.

Our new CEO, Yiannis Koursis OBE, joined us at the beginning of the year and will continue to build on the group's strong reputation and take us forward in the next step of our journey. Yiannis has been helping transform the lives of students for more than 17 years, during which time he has held senior further education roles in colleges across the UK. He was awarded an OBE in 2022, and a fellowship by the Royal Society of Arts in 2020 for his outstanding achievements in social progress and development, championing the power of further education to transform lives. He is a dedicated national advocate for the sector and works tirelessly to reinforce it as a force for opportunity and growth. We operate a model whereby each of our colleges has a designated Principal who has day-to-day leadership responsibility for the college campuses and for ensuring the effective development and delivery of curriculum, teaching and learning and the student experience at the individual college. The Executive Head for the sixth forms will report into the Principal (Northampton).



Job Description

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|------------------------|------------------------------------------|
| Job title: | Executive Head of Sixth Forms |
| Reports to: | Principal (Northampton) |
| Direct reports: | Heads/Deputy Heads of Sixth Forms |
| Salary: | £60,000 - £80,000 per annum |

Job Purpose

The Executive Head of Sixth Forms will:

- provide inspirational leadership and management for our sixth form provisions;
- ensure a high quality of provision and achievement is delivered by our sixth form provisions;
- foster a culture of high ambition, aspiration and continual improvement across the sixth form provisions;
- participate in the continuing development of the college group through its vision and strategies;
- oversee all aspects of our sixth form provisions;
- ensure all statutory requirements, policies and procedures are effectively communicated, implemented and followed by all employees of The Bedford College Group (TBCG);
- carry out all aspects of the role in line with TBCG culture and values.



Main Duties

Specialist Area

- To effectively oversee high-quality education and educational experiences across the sixth form provisions.
- To ensure that leaders set a culture of high aspiration and to ensure that high achievement and excellent value added are embedded across the sixth form provisions.
- To foster effective partnerships with universities to ensure students progress to high aspiration HE destinations.
- To ensure that the sixth forms' outcomes are excellent.
- To ensure effective promotion of the sixth forms, ensuring that they meet the need of the communities they serve.
- To ensure collaborative working and cohesion across our sixth form provisions.
- To develop and deliver an ambitious vision for our sixth form provisions.

Leadership

- To represent the group internally and externally.
- To participate in the development of the TBCG strategy and support the communication and implementation of it.
- To develop A Level strategy and vision that supports the overarching TBCG strategy.
- To develop plans and objectives to support the achievement of our strategy.
- To provide leadership in raising standards of teaching, learning and assessment, and the development of appropriate methodologies for inclusive and personalised learning to ensure the best student experience.
- To ensure Directorate structures are effective both in terms of delivery and cost, and review models to ensure development and innovation.
- To act as a coach and mentor to direct reports.
- To be visible and appropriately accessible to the postholder's wider team.
- To participate in innovate projects and groups for the further development of the group.
- To write and present reports to the Executive and Board of Governors as required.
- To ensure compliance in all regulatory and policy requirements.
- To ensure the completion of all TBCG-wide quality and monitoring processes.
- Be accountable to the Executive for the performance of The Bedford Sixth Form and The Corby Sixth Form.



Management

- To ensure all employees are effectively managed on a day-to-day basis.
- To provide honest management of employees, particularly heads of department (HoD), through setting of standards and targets, providing regular feedback and holding people accountable when standards are not met.
- To ensure the effective performance of those reporting directly to them, and support, mentor or take action as appropriate where this performance fails to meet required standards.
- To ensure any performance management issues are effectively handled in a timely manner following policy and procedure.
- To ensure all employees are up to date on, and are supported to attend, all mandatory training and staff development.
- To ensure HoDs are effective in ensuring cover is in place at all times for the Directorate to operate effectively.
- To support the departmental management structure in planning and implementing effective strategies to meet the staffing needs of the Directorate.
- To ensure effective induction is in place and is carried out in a timely manner across the Directorate.
- To ensure effective annual appraisal is carried out by all managers and themselves.
- To ensure continuous succession plans are in place with opportunities for managers to step up.
- To consider what appropriate support is in place to ensure employees well-being and that it is effectively utilised.
- To effectively manage the budget.
- To report to the Principal (Northamptonshire) any relevant information regarding the Directorate or wider group.
- To ensure all targets are met.
- To attend and participate in all relevant organisational meetings.
- To undertake any other tasks reasonably requested.



Curriculum, Teaching and Learning

- To prioritise improving the Quality of Education and the curriculum leading to positive student destinations.
- To ensure the planning, development, implementation and maintenance of an innovative curriculum across the Directorate to maximise quality, achievement and student experience.
- To ensure that LMI and stakeholder feedback is used to inform the development of the curriculum.
- To ensure that all students are set stretching and challenging targets and that student progress is tracked and monitored effectively across all programmes.
- To carry out regular external scanning to ensure the Directorate remains 'cutting edge' and maximises opportunity.
- To ensure stakeholders have a clear route to express feedback or concerns and that these are responded to effectively.
- To ensure the quality of teaching remains at the highest standard and to carry out walkabouts to monitor behaviours and performance.
- To ensure that quality improvement plans (QIPs) - including strategies for student retention and achievement - are in place and implemented consistently and effectively to achieve higher standards year on year and meet college success targets.
- To ensure good practice is shared and implemented in areas of learning across TBCG.

College-Wide Responsibilities

- To attend other TBCG campuses for team management, meetings etc.
- To act as Duty Manager as assigned by rota.
- To support and participate in weekly ID checks and walk rounds.
- To support and participate in invigilation during exam periods.
- To support and participate in TBCG open days.
- To carry out investigations and disciplinary hearings as an independent Director.



Statutory Duties

- **SAFEGUARDING** – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with TBCG policy and procedure.
- **EQUALITY & DIVERSITY** – To be responsible for promoting equality and diversity in line with TBCG policy and procedure.
- **HEALTH & SAFETY** – To be responsible for following health and safety requirements in line with TBCG policy and procedure.
- **TRAINING & DEVELOPMENT** – To participate proactively in training and development including any required qualification development.



Person Specification

Qualifications/Training

Essential

- Degree level qualification.
- PGCE/Cert. Ed. teaching qualification or equivalent.
- Quality improvement training activity.

Desirable

- Postgraduate qualification in a relevant discipline.
- Level 5 management qualification.

Knowledge/Experience

Essential

- Recent experience in a leadership role in A Levels.
- Experience of managing curriculum development and change.
- Experience of managing a budget.
- Experience of managing quality systems in academic settings.
- Experience of working with HEIs to support excellent student progression.
- An excellent knowledge and understanding of current further and higher education funding.

Desirable

- Experience of effective partnership working with employers and other organisations.
- Knowledge of national strategies for 14-19, adult and higher education.

Skills

Essential

- Excellent verbal and written communication skills.
- Excellent people management skills.
- Excellent organisational skills.
- Excellent customer service skills.
- Excellent interpersonal skills.
- Excellent prioritisation skills.
- Good project management skills.
- Excellent decision-making skills and the understanding of one's own authority levels and responsibility within this.
- Excellent levels of numeracy.
- Excellent IT skills to include Microsoft Office (Word, Excel etc.).
- Excellent analysing skills.

Desirable

- Good knowledge and experience of using ProAchieve software.
- Good knowledge and experience of the Moodle system (or similar).
- Knowledge of ALPs/similar system.

Attributes

- Ability to deal with sensitive data confidentially.
- Ability to work both alone and within a team.
- Ability to work under pressure and adapt to changing workload demands.
- Ability to work to deadlines.
- Ability to build professional relationships.
- Ability to influence at all levels.
- Ability to take responsibility and exhibit leadership.
- To demonstrate the ability to work in line with TBCG's values, policies and procedures, with particular reference to equality and diversity, safeguarding and health and safety.
- Demonstrable willingness to continuously develop personal knowledge and skills.

Additional Requirements

- Ability to travel to all campus locations for meetings, events, training etc.
- Ability to provide duty manager cover.
- Ability to adapt working hours to changing needs in the business when these occur.
- A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.



The Bedford College Group

Terms and Conditions

The appointed candidate will receive the following:

- o a competitive salary
- o 35 days annual leave plus bank holidays
- o a pension through either the Teachers' Pension scheme or the local government pension scheme.

Key Dates

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|---------------------------------------|---------------------------------|
| Closing date for applications: | 9am Wednesday 8 May 2024 |
| Interviews and selection: | Wednesday 15 May 2024 |

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The Application Process

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Jo.Johnston@fea.co.uk, to discuss the role before the closing date. Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page of this pack for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

This post is exempt from The Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. The Bedford College Group's policy on the employment of ex-offenders is available upon request. Candidates who are barred from working with children are reminded that it is a criminal offence to apply for this post.



Having obtained the full information from <https://www.fea.co.uk/tbcg-ehsf/>, discussed the role with Jo Johnston and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An Application Form with all sections completed including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-ehsf-Application.

2. The Equality and Diversity Monitoring Form.

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-ehsf-ED.





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