

BHASVIC

BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

VICE PRINCIPAL STUDENT SERVICES

Application Pack





Welcome from the Principal and Chair of Governors

Thank you for your interest in becoming Vice Principal (Student Services) at Brighton Hove and Sussex Sixth Form College (BHASVIC).

BHASVIC's mission is to change lives through learning. Our vision is for BHASVIC to be a contemporary, creative, learning community. Our staff, whether they are teachers or other professionals, believe in the capacity of our students to achieve more than they think possible. We aim to be the first choice for students seeking the highest quality sixth form education in Sussex.

Student numbers at BHASVIC have more than doubled over the past 15 years to 3,750. Around half of our students progress from schools in Brighton and Hove with the other half travelling from East or West Sussex. Ofsted inspected the College in December 2023 and graded the college as Outstanding in all areas. In 2024 the College's overall A level pass rate was 99%, with 70% of grades awarded at A*-B. Our Value-Added outcomes are also very strong and place us in the top 5% of providers nationally.

The structure of our provision in Student Services is simple and effective. The area constitutes three main strands – Student Guidance, Student Support and Student Experience – bought together and supported by the Centre Operations Team.

The Vice Principal line manages individuals who each lead these areas, known collectively as the Student Services Leadership Team (SSELT).

The **Head of Guidance** oversees a team of Guidance Managers who are responsible for the academic progress of our students. They provide information, advice and guidance (IAG) throughout the student journey, working closely with admissions, exams and curriculum teams to ensure positive student engagement,

wellbeing and behaviour; and usually lead on parental concerns or queries around student progress, timetabling etc. Each Guidance Manager line manages a team of Personal Tutors.

The **Head of Student Support** is a deputy designated safeguarding lead (DDSL) as well as the Designated Mental Health Lead (DMHL) and oversees the two dedicated Safeguarding Managers, (also DDSLs) who are responsible for higher tariff casework around student welfare, and this team leads on support for students managing serious mental health or medical conditions, as well as overseeing online safety, prevent duty and liaising with outside agencies.

The **Head of Student Experience** is a Careers Leader and line manages our careers and events teams, as well as co-ordinating our tutorial programme. The events team help to manage the logistics of many college events ranging from Parents Evenings' to Moving-On Day and support everyone from the Student Union to curriculum areas in managing events and a wide student-led enrichment programme.

The **Centre Operation Managers** lead a team who support these functions and bring them together within a dedicated Student Services building – the Student Services Centre.

The Student Services building also houses the College's comprehensive tutorial programme, with specialist tutorial pathway options for students depending on their progression plans. The tutorial provision at BHASVIC is undergoing a transformation project aimed at providing highly innovative and student-centred provision.

The outcomes for students provided by all these services is outstanding and students make excellent progression onto university, including highly competitive courses, specialist

further education, employment and apprenticeships. Student voice demonstrates that students feel very safe and supported at BHASVIC.

We recognise the mutual advantages of working closely with other colleges, schools and the Local Authority. BHASVIC is an active participant in FE Sussex and S7, the Surrey and Sussex group of Sixth Form Colleges. We also participate in the External Quality Reviews Partnership.

BHASVIC's financial health is Good and Governors are confident in our status as a designated Sixth Form College. 98% of staff would recommend BHASVIC as a good place to work and this reflects our positive culture, promoting trust and autonomy.

The Principal and Senior Leadership Team work with a committed and supportive body of Governors, albeit one ready to challenge Senior Postholders and College management where appropriate. If you require any support during the application process please contact recruitment@bhasvic.ac.uk

We look forward to receiving your application.

Simon Porges
Kirstin Baker
Co-Chairs of Governors

William Baldwin
Principal

Welcome to BHASVIC



WHAT OUR STAFF SAY

GUIDANCE MANAGER

"I have been at BHASVIC for 12 years now in three different roles, my current role 8 years. Staff are very supportive of one another and I feel lucky to work in the 16-19 sector. I have always felt encouraged in developing new projects and ideas which I find really interesting and stimulating. I am particularly interested in social mobility and a smooth transition to college for students and I feel staff are really supported and encouraged when trialling new projects and ideas. All staff regardless of their roles here are always pulling in the same direction and keen to make a difference to young people's lives. I find my work extremely rewarding and I love working at BHASVIC."

HEAD OF VISUAL ARTS

"After four years at BHASVIC and I can say without hesitation that this is the most trusting, progressive, and creative institution I have had experience of working at."

TEACHER OF CHEMISTRY

"I started at BHASVIC in September 2022 after all my previous career being in 11-18 schools. I have never regretted the move; working with a team of colleagues who are expert in delivering our A level subject has been a real joy. The support within the department and organisation of our curriculum delivery is exceptional."

FINANCE DEPARTMENT

"I have been at BHASVIC for 13 years in 4 support staff roles. I started in a position 1 day a week and now work full time. I work within a great team in an outstanding college and feel valued and supported."

EXECUTIVE ASSISTANT TO THE PRINCIPAL AND RECEPTION MANAGER

"I have been working at BHASVIC for 12 years now in 2 different roles, my current role being 7 years. I have been very fortunate to have worked in two teams where I have felt valued and supported. I feel that I have been encouraged to get out of my comfort zone and the importance of continued professional development is high on my priorities. BHASVIC is a supportive employer and the Senior Leadership Team care passionately about their staff and students and their enthusiasm rubs off on the rest of the staff. It's a great place to work."

TEACHER OF FRENCH AND PERSONAL TUTOR

"I've worked at BHASVIC as a Language Assistant, Teacher and Personal Tutor. I feel privileged to work at a College where education and the wellbeing of students (and staff) is top of the agenda. Everything is questioned, everything is discussed, everything is for the best of the students."

TEACHER OF ENGLISH



"I recently joined BHASVIC after teaching in the Secondary sector for 8 years. The culture amongst both staff and students is so aspirational and reflective here; it really is exceptional. My colleagues have been really supportive of the transition to KS5 and I cannot imagine a better context to work in as a teacher."

APPLICANT PACK CONTENT

1. Welcome from the Principal and Chair of Governors
2. What our staff say
3. Contract details
4. Job Description and Person Specification
5. How to apply
6. Organisational charts
7. Strategic Plan ([link](#))
8. Financial statement ([link](#))

HOW TO FIND US

Brighton Hove & Sussex
Sixth Form College
205 Dyke Road
Hove BN3 6EG

 @BHASVIC
 @BHASVIC



'Between the Downs and Sea we flourish'
The BHASVIC logo is based on the words taken from the city crest.

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All contents correct at time of going to press. The college reserves the right to amend any aspect of its course provision without prior notice.

CONTRACT DETAILS

- Permanent and full-time post
- The starting salary is £76,662 per annum. This is based on Spine point L15 of the Sixth Form Colleges Leadership pay spine. The salary will increase to Spine point L18 which the current full time salary is £82,312 per annum annually over 4 years subject to satisfactory performance.
- Job Sharing – we welcome job share applicants for this post. Please see details in the How to apply section.
- Annual leave entitlement of 35 days (plus bank holidays).
- BHASVIC offers two pension schemes as detailed below. You will be automatically enrolled into one of these schemes, which one will depend on your previous service.

TEACHERS' PENSION SCHEME

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay 11.3% of your gross salary and your employer pays a further 23.68%. Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see www.teacherspensions.co.uk.

LOCAL GOVERNMENT PENSION SCHEME

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 8.5% of your gross salary and the College contribution would be 19.8% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

JOB DESCRIPTION

TITLE OF POST: VICE PRINCIPAL (STUDENT SERVICES)

Reporting To: The Principal

Responsibilities:

- Student Services (including Centre Operations, Student Support, Student Experience and Student Guidance)
- Safeguarding, including Prevent Duty and Mental Health (Designated Lead – DSL)
- Careers & Skills (Designated Lead – DCL strategic & Ofsted Skills Nominee)
- Equality, Diversity & Inclusion (Designated strategic lead)

Job Purpose:

- The Vice Principal (Student Services) plays a pivotal role in ensuring the holistic development and wellbeing of students, fostering belonging and community, as well as academic and personal growth.
- The structure of the College's provision in Student Services is simple and effective. The area constitutes three main strands – Student Guidance, Student Support and Student Experience – bought together and supported by the Centre Operations Team, within a dedicated building: the Student Services Centre.
- Together with the managers within each of these strands, the Vice Principal oversees all aspects of student support, experience and guidance, which includes safeguarding; equality, diversity, and inclusion (EDI); tutorial provision; skills development; events and enrichment; and careers information, advice and guidance.
- The Student Services teams are dedicated to creating a safe, inclusive, and supportive environment across the college; ensuring that all students receive the necessary support to thrive both academically and personally, aligning with the college's mission and strategic goals.

The post holder will directly line manage the Student Services Leadership Team (SSELT):

- Head of Student Guidance
- Head of Student Support
- Head of Student Experience
- Student Services Centre Operations Manager(s)
- Executive Assistant

And is the designated senior leader for:

- Safeguarding, Mental Health, Online Safety & the Prevent Duty
- Equality, Diversity & Inclusion
- Careers Leadership & post-16 Skills Duty
- Designated Teacher for Children in Care/Previously in Care

- The Vice Principal (Student Services) will ensure that the College complies with its statutory duties and meets internal and external accountability measures in all these areas.
- Members of the Student Support, Experience and Guidance teams share these duties at an operational level, overseen by the Vice Principal and SSELT.
- This job description may change from time to time as necessitated by the needs of the College, such changes being made only after consultation with the post holder.

Key Responsibilities:

Leadership and Management:

- Be a member of the College's Senior Leadership Team (SLT), contributing to the strategic planning and leadership of the College, representing BHASVIC externally as required.
- Ensure areas of cross-college responsibility are managed effectively and efficiently in accordance with the college's Strategic Plan, annual College Development Plan (CDP) and college policies.
- Develop and implement strategic plans for Student Services, ensuring alignment with the college's overall mission and goals.
- Monitor and evaluate the effectiveness of Student Services, using data and feedback to drive continuous improvement.
- Produce reports for Quality & Curriculum committee and Corporation (e.g. EDIMS, Destinations) and meet regularly with relevant lead governors.
- Lead and manage the Student Services Leadership team (SSELT), including the Head of Student Support, Head of Guidance, Head of Student Experience, Centre Operations Manager(s), and Executive Assistant.
- Be responsible for policies and procedures as specified in the College's Policy File Index.
- Lead on the College's Skills Strategy, including as Ofsted Nominee for Skills.
- Developing and maintaining positive and beneficial relationships with networks inside and outside the college.

Safeguarding, Student Support and EDI:

- Take lead responsibility for safeguarding, safer recruitment, Prevent Duty and Online Safety across the college, acting as Designated Safeguarding Lead, ensuring robust policies and procedures are in place and adhered to.
- Lead on safeguarding cases involving BHASVIC staff, including allegations, disclosures, discipline or low-level concerns.
- Promote and embed equality, diversity, and inclusion (EDI) throughout the college, fostering an inclusive and supportive environment for all students and staff.
- Lead the cross-College EDI Core Team and oversee cross-College inclusion work, including that linked to refugee and asylum-seeking students, maintaining a College of Sanctuary status.
- Student Experience and Guidance:
- Enhance the overall student experience by developing and implementing initiatives that support student wellbeing, enrichment, engagement, retention and success.
- Oversee effective policies and procedures to promote positive student behaviour both socially and academically
- Oversee the delivery of high-quality pastoral support, tutorial provision, careers guidance, and compliance with the post-16 Skills Duty.

Collaboration and Communication:

- Work closely with other senior leaders, departments, and external partners to ensure a cohesive approach to student support, experience and guidance.
- Communicate effectively with students, parents/carers, staff, and external stakeholders, providing clear and timely information and support.
- Take a lead role in cross-college INSET planning, in discussion with other members of SLT and HR, including the annual EDI INSET, regular Safeguarding, Prevent Duty and Skills updates.
- Participate in school liaison events, student interviews and enrolment, tutoring and any other duties reasonably delegated by the Principal
- Conduct Professional Development Reviews in accordance with College policy; Undertake supervisory duties as required; Participate in professional development activities as required.

PERSON SPECIFICATION

Vice Principal (Student Services)

Core Competencies

1. Developing strategy and setting and communicating policy
2. Commitment to collaborative working and relationship building
3. Ability to lead, motivate and develop people
4. Knowledge of managing resources and risks

Qualifications:

- A relevant degree or equivalent professional qualification.
- A postgraduate qualification in education, leadership, or a related field.
- Safeguarding and Careers Leader training/qualifications or a willingness to undertake these.

Experience:

- Significant experience in a leadership role within an educational setting, preferably in a sixth form college.
- Proven track record of leading and managing teams to achieve strategic objectives.
- Experience in safeguarding, EDI, and holistic pastoral and careers support.
- Knowledge and understanding of budget management, resource allocation and risk management in an educational context.
- Deep appreciation of post-16 educational matters with an unwavering commitment to the development, support and welfare of young people.

Skills and Abilities:

- Strong leadership and management skills, with the ability to inspire and motivate others.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders.
- Strategic thinking and problem-solving abilities, with a focus on continuous improvement.
- Ability to manage multiple priorities and to work and delegate effectively under pressure.
- A commitment to high standards with a strong attention to detail.
- A high level of IT literacy and the ability to accurately interpret complex information

Personal Values:

- Belief in a collective, democratic and consultative management style.
- A strong commitment to the values of safeguarding, equality, diversity, and inclusion in all its manifestations.
- A student-centred approach, with a passion for enhancing the student experience.
- An understanding of the unique nature of the 16-19 age group and the importance of this phase of educational and personal development.
- Resilience, adaptability, and a proactive approach to challenges.
- Understanding and empathy with the pressures that students and staff operate under.



HOW TO APPLY

For details of how to submit your application, please visit our website

www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Please complete Parts 1 and 2 of the job application which can be found on our website. Part 1 will be separated and only Part 2 (Previous work experience, qualifications & Personal statement) will be used in the shortlisting process. Please note that it is College policy to shortlist applicants on the basis of a completed application form, CVs submitted alone without a completed application form and statement will not be considered.

Provide a statement of no more than 3 sides of A4 (font size 11) explaining the reasons you are applying for this position and how your experience to date has prepared you for it. Your statement should include specific reference to each heading below 1 - 4, using examples to illustrate your points:

1. What you think is important in order to provide holistic pastoral education and support within the post-16 sector
2. How you have helped set a vision and culture and brought people together to deliver this
3. How you have built relationships and worked collaboratively, including with external stakeholders
4. How you have led and managed change successfully, including how you may have managed/ balanced resources with risks

We welcome job share applicants for this post. If applying as a job share, both job share partners must complete a full application. Please specify that you are applying as a job share and state the initials of your proposed job share partner next to your own initials on Part 2 of the application form. Please also include in the personal statement of how you and your job share partner propose to split the role.

The deadline for receipt of applications is 9am Monday 3 February 2025

Shortlisted candidates will attend an interview day on Tuesday 25 February 2025. Successful candidates will be invited to attend a final interview on the morning of Wednesday 26 February 2025.

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

BHASVIC SLT Management Organisational Structure 2024–2025

CORPORATION	Director of Governance Louise Pennington			
PRINCIPAL William Baldwin				
	Deputy Principal (Curriculum & Quality) James Moncrieff	Vice Principal (Student Services) Alison Cousens	Vice Principal (Digital & Communications) Mark Monahan	Vice Principal (Resources & Sustainability) Jutta Knapp
Executive Assistant and Reception Manager Netti Buswell	Executive Assistant Pippa Edwards	Executive Assistant Ziggy Whittaker	Network Manager Antonio Almonacid	Finance & Venue Hire Manager Linda Holmes
	Curriculum Heads of Faculties Jess Jung, Dave McDonnell, Tim Chamberlain	Head of Student Support Jo Usher	College Information's Systems Manager Tara Davies	Human Resources Manager Livvy Birnie
		Head of Student Experience Nigel Fisher	Communications Manager James Barton	Estates Manager Lester Grice
		Head of Student Guidance Vicky Johnson	Library Manager Ann Virgo	Catering Manager Debbie Tierney
		Centre Operations Managers Neeve Ritchie and Amy Drinkwater	Learning Technologist Julia Holgate Turner	Health & Safety Jutta Knapp

Student Support, Experience & Guidance (SSEG)

Email Group: Student_Support_Experience_&_Guidance_SSEG_Group@bhasvic.ac.uk

Vice Principal (Student Services; DSL & DCL (Strategic)) Alison Cousens (AMC), Room 137 EXT: 4559

Executive Assistant to Vice Principal (Student Services) Ziggy Whittaker (ZSW), Room 137 EXT: 4683

Head of Student Support	Head of Guidance	Head of Student Experience
Email Group: Student_Support_Email_Group@bhasvic.ac.uk	Email Group: Guidance_Email_Group@bhasvic.ac.uk	Email Group: Student_Experience_Email_Group@bhasvic.ac.uk
<p>Jo Usher (JLU) - Room C329 EXT: 5803 Safeguarding, Welfare & Community Support Designated Lead for Mental Health Deputy Designated Safeguarding Lead Oversees Designated Person for Care Experienced Young People</p>	<p>Vicky Johnson (VLJ) - Room 149 EXT: 4908 Guidance & Academic Progress Curriculum Links: Computer Science – Ben Saunders (DA: Laura Mitchell) Languages & Culture – Celine Devedec (DA: Rebecca Morgan) ALS – Linda Lab</p>	<p>Nigel Fisher (NF) - Room C309 EXT: 5827 Tutorial, Events & Enrichment, Employability & Experience Careers Leader (operational) Oversees Employability & Enterprise Pathways Coordinator (Corin D’Enno)</p>
<p>Co-ordination of safeguarding and mental health support including liaison with external agencies and specialist/crisis support</p>	<p>Co-ordination of attendance tracking, student behaviour, early interventions, SharePoint, tutorial quality (people management) Email Group: Guidance_Email_Group@bhasvic.ac.uk</p>	<p>Co-ordination of tutorial quality (A1 & A2 tutorial programmes & pathways), Careers, Skills, WEX, Portfolios, Events/Enrichment</p>
<p>Safeguarding Manager (Deputy Designated Safeguarding Lead) Jackie Raybone (JXR) Room C320 EXT:4817 Email: safeguarding@bhasvic.ac.uk</p>	<p>Guidance Managers LF & MMB– Young Carers, Visual Arts Coordinator, PEC) Curriculum Links: MMB: Business & Economics – Andy Shepard (DA: Tim Griffin) LMF: Visual Arts – Sally Richardson (DA: Ryan Butler)</p>	<p>Careers Adviser (Futures Fair & Digital) Adele Fox (AZF) Room C315 EXT: 4635 Email: Careers@bhasvic.ac.uk</p>
<p>Safeguarding Manager (Deputy Designated Safeguarding Lead) Mel Vigar (MLV) Room C320 EXT: 4909 Email: safeguarding@bhasvic.ac.uk</p>	<p>Guidance Manager Transitions Curriculum Links: EPQ – Caroline Hatton PPLR – Tom Trafford (DA: Caroline Fleming) Sport, Health & Exercise Science – Andy King (DA: Lloyd Hooper)</p>	<p>Careers Adviser (Employer Engagement) Fiona Langdon (FLL) Room: C314 EXT: 4576 Email: Careers@bhasvic.ac.uk</p>
<p>Lead College Counsellor (External Contract) Heather Robinson Room C304 EXT: 4520 Email: Counselling@bhasvic.ac.uk</p>	<p>Guidance Manager Equality, Diversity & Inclusion Curriculum Links: Psy & Crim – Nik Le Saux (DA: Carrie Sharman) Socio & H&SC – Sophie Benzie (DA: Michael Smith)</p>	<p>Careers Adviser (Widening Participation) Sam Davey (SCD) Room C306 EXT: 4584 Email: WEX@bhasvic.ac.uk</p>
<p>College Counsellor Fiona May Room C305 Email: Counselling@bhasvic.ac.uk</p>	<p>Guidance Manager HE, FE, Study Abroad Curriculum Links: Chem & Phys – Sandra Clinton & Lucy Day (DA: Nikki Fabry (NJF) Room 148 EXT: 5820</p>	<p>Student Union Coordinator Lauren Gilligan (LMG) EXT: 4830</p>

		Kishani Ranatunga) Maths – James Bashford & Stephen Clarke (DA: Steven Wells)		
Student Support		Guidance		Student Experience
Email Group: Student_Support_Email_Group@bhasvic.ac.uk		Email Group: Guidance_Email_Group@bhasvic.ac.uk		Email Group: Student_Experience_Email_Group@bhasvic.ac.uk
Primary Mental Health/ Schools Wellbeing	Tessa Wyllie Phone: 07823 362897	Guidance Manager Designated Teacher CiC/CPiC Curriculum Links: Biology & EV – Emma Hamilton (DA: Jane Cooper) ESOL – Jamal Salman (DA: Zoe Martin)	Judith Shard (JVS) Room Hut Office 1a EXT: 4781	Events & Enrichment Manager Alice Le Hardy (ALH) Room C312 EXT: 4907 Email: Events@bhasvic.ac.uk
Bursary	Email: Bursary@bhasvic.ac.uk	Guidance Manager Mental Health & Wellbeing Curriculum Links: Performing Arts – Ryan Stagg (DA: Jo Hatton) Media & Film – Sarah Setterfield (DA: Faye Pirate)	Trina Galbraith (TLG) Room 145 EXT: 4709	Events & Enrichment Coordinator (EDI Coordinator) Duke of Edinburgh Coordinator Mia Penfold (MZP) Room C312 EXT: 4568 Email: Events@bhasvic.ac.uk Laetitia Key (LMW)
Student Social Worker Ad Hoc		Guidance Manager Curriculum Links: Personal Development & ILP English – Alex Uff (DA: Jo Ward) Humanities – Howard Brown (DA: Rebecca Lewis)	Josh Speer (JSS) Room 1c EXT: 4897	Tutorial Pathway Employability & Enterprise (E&E) Visual Arts Oxbridge Medics Futures Coordinators Corin D’Enno (CSD) Petrova Clark (PEC) Natalya Luck (NZL) Stella Coleman (SCC)
Centre Operations Managers (Job Share) and Centre Operations Assistants				
Email Group: Centre_Operations_Email_Group@bhasvic.ac.uk				
Neeve Ritchie (NAR) Room C302 EXT: 4874 - Amy Drinkwater (ACD) Room C303 EXT: 4705				
To support and maintain the smooth running of the Student Support, Experience & Guidance (SSEG) teams, ensuring all functions are student-centered, responsive, efficient and support the achievement and wellbeing of all students; and the Centre is appropriately equipped and well-maintained to deliver the services needed.				
Email: studentservices@bhasvic.ac.uk				
Centre Operations Support Team		Centre Operations Administrators - Hannah Baker (HLB) & Lita Blechman (LKB) EXT: 4518		
Centre Operations Support Team		Ziggy Whittaker		
Centre Operations Support Team		Alison Cousens		
Student Experience Leadership Team (SSELT) Members				
Alison Cousens, Ziggy Whittaker, Nigel Fisher, Vicky Johnson, Jo Usher, Neeve Ritchie & Amy Drinkwater				
Email Group: sselt_email_group@bhasvic.ac.uk				

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