



# Westcliff High School for Girls

An Academy Grammar School

And National Teaching School



## APPOINTMENT OF ASSISTANT HEADTEACHER

APRIL 2018

Kenilworth Gardens  
Westcliff on Sea  
Essex  
SS0 0BS

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The Open  
University

THE DIANA AWARD





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November 2017

Dear Applicant

Thank you for your interest in our school. Since Westcliff High School for Girls was classified as 'Outstanding' (October 2010) we have consolidated our position as a centre of excellence, becoming an Academy in March 2011 and a National Teaching School in 2012. Then in 2014 we were approved as an Academy Sponsor, forming the South East Essex Academy Trust (SEEAT) which presently comprises 4 local schools; Westcliff, 2 primary schools and a Junior school.

As a Teaching School and lead school in South Essex Teaching School Alliance, this year we have entered into an agreement with the Local Authority to support their work in ensuring 'school to school' improvement.

This year a new £4 million teaching facility is due to be completed by June 2018 which will improve our specialist accommodation and allow the school to permanently expand to 6 forms of entry.

The Governors are keen to maintain and strengthen our leadership capacity and, wish to appoint a new Assistant Headteacher to our School Leadership Team.

We are creating opportunities for ambitious, bright, dynamic and successful middle managers who have a positive 'can do' attitude to take on leadership roles which build on their strengths and interests and contribute to the development of this Teaching School. We hope that the new Assistant Headteacher will be inspired to take on the challenge of this exciting opportunity.

We would like you to be able to continue the outstanding work that has been achieved so far, bringing excellent teaching skills and knowledge, fresh ideas and a commitment to 'hands-on' hard work which will help us to further drive up standards.

We hope you will want to be part of our outstanding senior leadership team and look forward to receiving your application.

Yours sincerely

Helen Boyd  
**Chair of Governors**



November 2017

Dear Applicant,

Thank you very much for requesting details for a post of Assistant Headteacher at Westcliff High School for Girls.

We are an Academy Grammar School. Our pupils enter the school aged 11 having passed a selection examination which is coordinated through the Consortium of Selective Schools in Essex (CSSE). We are heavily oversubscribed; this year we had 885 preferences for the 184 places for our September 2017 intake. The Ofsted (2010) judgment recognised the progress and success achieved at Westcliff High School for Girls. However, we do not want to rest on our laurels, but want to ensure this progress is maintained and developed.

This post arises from the promotion of one of our current Assistant Headteachers to the Deputy Headship at West Kirby Grammar School, and we are looking forward to whoever is appointed being able to build the capacity of the Leadership Team so we can continue our existing success and succeed in our different ventures.

The new Assistant Headteacher's main role will be Timetabling, Assessment and Reporting.

We are looking to appoint candidates who can contribute to maintaining the outstanding status of this school and contribute our development as a National Teaching School.

This post presents a really exciting opportunity to play a key role in building on the excellent progress already made in our school. The new Assistant Headteacher will have the energy and enthusiasm to maintain a high profile and help lead us to greater success. She/he will have the ability to challenge and motivate but will, above all, be person-centered, willing to work hard and encourage others to achieve our common goal, the best opportunities and outcomes for all students.

We are very proud of all we have achieved as a school. We have experienced a learning journey which has led us to improve the quality of teaching and learning and prepare our learners for life beyond school. Our staff are not afraid to embrace change or face significant challenges and it is vital that these high standards are maintained and developed to ensure that the quality of experience for each and every one of our students is outstanding.





Westcliff High School for Girls is committed to being an outstanding 21<sup>st</sup> century school and if you feel able to be part of that vision and join us on our journey we look forward to receiving your application.

Yours sincerely

Dr Paul Hayman  
**Headteacher**





## **ASSISTANT HEADTEACHER – OUTLINE JOB DESCRIPTION**

### **Responsible to the Headteacher**

#### **Key roles:**

- Timetabling, Assessment and Reporting
- Another area that would contribute to maintaining the outstanding status of this school

#### **Potential list of supplementary roles:**

- Outreach
- Equal Opportunities and EAL students
- Gifted and Talented
- Stakeholder Voice
- Communication and Publicity
- Community Cohesion
- Spiritual, moral , social and cultural development
- Healthy Schools Status

#### **Team Leader**

- Responsible for curriculum departments as determined.

#### **School Improvement / Self Evaluation**

- To assist the Headteacher in School Self Evaluation.

#### **Miscellaneous**

- To undertake general duties of a teacher
- To deliver assemblies
- To observe lessons, give advice and follow up improvements
- To carry out duties in line with the duty roster (break, before and after school etc).
- To be available to attend term time evening events and meetings during school closure periods as agreed with the Headteacher
- To actively support the school's outdoor and adventurous activities ethos

#### **Governing Body Committees**

- To attend local Governing Body meetings as required.

This job description is not a comprehensive definition of the post.

The duties and this job description will be reviewed on appointment and at frequent intervals and may vary to meet the changing demands of the School at the reasonable discretion of the Headteacher.



## Assistant Headteacher: Person Specification

Criteria		Essential	Desirable
<b>Qualifications</b>	Good Honours degree and Recognised Teaching Qualification and evidence of relevant professional development	√	
<b>Experience</b>	Proven middle management experience	√	
	Experience of leading whole school initiatives		√
	Outstanding classroom practitioner at KS3, KS4 and KS5		√
<b>Leadership, Vision and strategy</b>	Commitment to, and ability to support and develop, the ethos and the educational vision and values of WHSG	√	
	To have the capacity to support and challenge and the ability to enable others to achieve success	√	
	To be loyal to the Headteacher and to the School, both within and beyond the school day.	√	
<b>Knowledge</b>	A strong understanding of the context in which grammar schools operate, pupil expectations and parental demands		√
	To have an understanding of the Ofsted framework and the self-evaluation process		√
	To know when to consult, make decisions and defer to others	√	
<b>Organisation</b>	To be able to demonstrate excellent organisational skills including the ability to adapt and be flexible when change occurs	√	
	Experience of managing staff, demonstrating effective people skills		√
<b>Skills and abilities</b>	Communicates well with staff, students, parents, governors and partners	√	
	Understanding of assessment data and how this can be used to improve the quality of learning	√	
	Excellent presentation skills.	√	
<b>Personal qualities</b>	Is reliable and has an excellent record of health, attendance and punctuality	√	
	Able to act as a role model for staff, students and the community	√	
	To model a commitment to hard work through attendance at strategic and operational meetings outside school hours and support for outdoor activities, including overnight camps	√	
	To have a sense of perspective and a good sense of humour, emotional and social intelligence and resilience	√	



## Appointment Process

Closing date for applications      12 noon on Monday 4<sup>th</sup> December 2017

Shortlisting – candidates informed      Wednesday 6<sup>th</sup> December 2017

Interviews      Tuesday 12<sup>th</sup> December and Wednesday 13<sup>th</sup> December 2017

Day 1 - interviewees will take part in a range of tasks and panel interviews and will be observed teaching.

Day 2 - reserve day.







### Pay and Conditions

The appointment will be from April 1<sup>st</sup> 2018.

The areas of responsibility will be decided after the appointment(s) bearing in mind the strengths and aptitudes of the successful candidate to ensure a balance of roles across the Leadership Team.

All teachers employed by Westcliff High School for Girls must be willing to work in any school of the South East Essex Academy Trust, use the school's Lesson Planner and undertake cover.

The salary will be in accordance with the School Teachers' Pay and Conditions document for Leadership Scale 10 – 14.

Candidates are required to disclose any relationship to any member of the Board of Directors, Governing Body or staff of the school.

### Equal Opportunities

Westcliff High School for Girls is committed to equal opportunities for all its students and staff. Candidates for posts at the school will be treated according to school and Essex County Council policies on recruitment and with regard to statutory legislation.

### Other information on our website to be read in conjunction with this booklet:

1. Information about the school <http://www.whsg.info/index.php/about-us/vision>
2. School Prospectus – Prospectus section  
<http://www.whsg.info/index.php/admissions/years-7-to-11/admission-criteria>
3. A copy of our Ofsted October 2010 Report <http://www.whsg.info/index.php/about-us/ofsted>
4. WHSG Behaviour Management Policy  
[http://www.whsg.info/images/policies/BehaviourManagement2017\\_2018.pdf](http://www.whsg.info/images/policies/BehaviourManagement2017_2018.pdf)
5. An application form and Equality Monitoring form
6. A copy of the latest school Newsletter <http://www.whsg.info/index.php/parents-pages/newsletter>

*If the above information does not address an issue that is important to you, please feel free to telephone the school and we will gladly answer any questions you may have.*



## How to Apply

Applications must be made on the **School Application Form** which should be returned by 12 noon on Monday 4<sup>th</sup> December 2017. You must include **a letter** supporting your application which includes an **outline of your skills and strengths** which have prepared you for a role as a member of the Senior Leadership Team at Westcliff High School for Girls, with particular reference to how you meet the criteria outlined in the person specification.

In addition to your letter you should include on **one side of A4 a description** of recent experience where you managed a **significant change** and an evaluation of **its impact**.

You are most welcome to telephone or email the Headteacher, Dr Paul Hayman, to ask for clarification of any matters in this booklet. We will be pleased to show prospective applicants around the school on Tuesday 28<sup>th</sup> November. If you are interested in a preliminary visit of this kind, you should contact Mrs Jane Leadbeater, The Headteacher's PA on 01702 476026, or [st-jane.leadbeater@whsg.info](mailto:st-jane.leadbeater@whsg.info).

The application form is available on our website

<http://www.whsg.info/index.php/about-us/vacancies>

Applications should be sent by post to:

Dr Paul Hayman, Headteacher, Westcliff High School for Girls, Kenilworth Gardens, Westcliff on Sea, SS0 0BS

or emailed to our HR Manager, Mrs Diane Cotgrove:

[st-diane.cotgrove@whsg.info](mailto:st-diane.cotgrove@whsg.info)

We will reply to all emailed applications to confirm safe receipt.

*If you have not been invited to interview within 4 weeks of the closing date, please assume that your application has been unsuccessful.*



## Views around Southend on Sea





