

Withington Girls' School

Junior School Head

For September 2019 • Recruitment Pack



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WITHINGTON GIRLS'
SCHOOL
1890

Mission Statement

Withington Girls' School is committed to providing the highest standard of education and care for all its pupils both within and outside the classroom, together with excellent facilities for teaching and learning. Through the provision of a wide range of extra-curricular activities we seek to ensure that girls have numerous opportunities to develop teamwork, leadership, responsibility and service, in order to prepare them, not only for outstanding academic success, but also for life beyond school. We strive to encourage all our pupils to achieve their full potential in every sphere, and to become mature, independent learners who can face with confidence the challenges and opportunities of adult life in the 21st Century.



Aims of the School

1. To create a caring and supportive environment in which every member of the School community, pupils and staff, is well known and well supported, and where individual needs are met wherever reasonably practicable.
2. To provide consistently excellent teaching throughout the school and across a broad and balanced curriculum, to help girls of above national average academic ability to achieve an exceptional standard of achievement and learning; to foster an intellectual curiosity, a love of learning, independence of mind and a sense of individual responsibility.
3. To provide opportunities for teamwork, leadership and community service through the provision of the broadest possible range of curricular and extra-curricular activities.
4. To encourage every girl to acquire the skills, confidence, knowledge and experience to extend her aspirations and realise her potential in terms of spiritual, moral, social, cultural, intellectual and physical development.
5. To encourage respect for self and others, acceptance of responsibility for one's actions and an awareness of, and sensitivity to, the needs of others within the School and local communities and globally; and to provide all pupils with an effective preparation for the opportunities, responsibilities and experiences of life in British society.
6. To provide accurate, up-to-date and impartial careers guidance to enable all girls to make informed choices about a broad range of careers options and to prepare them effectively for higher education.
7. To ensure that sufficient funding is available to maintain/add to existing buildings and to enhance the facilities and infrastructure in order to facilitate excellent teaching, learning, social interaction, extra-curricular activities and community links.
8. To maintain and increase the level of means-tested bursary support to secure the diversity of the school community, with the eventual aim of needs-blind admissions.
9. To maintain and develop strong links with parents, former members of the School and the local community.
10. To develop the positive profile of the School, locally, nationally and internationally, so that the School's ethos, qualities and characteristics are understood.



School background information

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small and currently has 722 pupils; 157 in the Junior School (Years 3 – 6), 411 in the Senior School (Years 7 – 11) and 154 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and the Headmasters' and Headmistresses' Conference (HMC).

Public examination results consistently place Withington amongst the top schools in the UK. In 2018, our pupils were awarded 91% grades A*, A or B at A Level, with 43% overall being at A*. At GCSE, 92% of all papers taken were awarded the top 9 to 7 or A** to A grades. Sixth Formers leave to study a wide range of degree courses at leading universities in the UK and overseas. The Sutton Trust reported in 2012 that Withington was the second most successful school (state or independent) in the country for placing students in the 30 most selective UK universities over the previous three years. Results in A-Level and GCSE examinations have seen Withington ranked in national league tables as the top girls' independent school in the north of England.

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, Mathematics, Linguistics and Science Olympiads, the Duke of Edinburgh's Award and the Young Enterprise Scheme, the Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers work as voluntary assistants in local primary schools, a centre for severely disabled children, residential homes, hospices and hospitals. All girls, throughout the School, engage in charity fundraising, collectively raising over £27,000 in 2017-18. There are special links with Barnardo's, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and Uganda each year and pupils have taken part in World Challenge expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.

Pupils come from a wide geographical area around the Manchester locality, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, up to 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School. The forward-looking development programme has, over the last ten years, provided a new Sixth Form Centre together with six new classrooms (which were opened in May 2009), a refurbished Art Room (opened in 2012) and a number of new facilities opened in September 2015 including a purpose-built Junior School, an expanded and re-equipped suite of Chemistry laboratories, a Design Technology workroom and a central 'Hub' which provides exhibition and social space for pupils as well as facilitating access to all the School's main buildings. This year, our new Sport and Fitness Centre has been completed.

The Development Office has strong links with alumnae as well as former and current parents and staff, and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially, and there are close links with the local community including, for example, the Saturday morning science and DT lessons run by the School for gifted and talented boys and girls from local primary schools under the WGS SHiNE programme.

The excellent quality of teaching is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School has little need for formal rules and runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment. At home or abroad, Withington girls attract positive comments and we are just as proud of them as they are of their School.



Job description

Part 1

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

Job Title: Head of Junior School

Reporting to: Headmistress

Role Overview:

The Head of the Junior School is responsible to the Headmistress for the successful leadership of the Junior School and for its ethos and morale.

The Head of the Junior School works closely with the Headmistress and with the Deputy Head of the Juniors to ensure that the highest standards of learning and academic attainment prevail across the Junior School, and in maintaining and extending the Junior School's reputation for outstanding pastoral care. The Head of the Junior School will also work with the Headmistress to establish key strategic goals for the School, which will themselves be set within the framework of the School's Development Plan. The key areas of responsibility which attach to the position are set out below although the list is not exhaustive and the Head of the Junior School may be expected to assume additional responsibilities as reasonably requested by the Headmistress. The Head of the Junior School will keep the Headmistress informed of any significant issues relating to the performance and progress of the School and its pupils.



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Leadership & Management

1. To ensure the effective leadership and management of the Junior School.
2. To ensure the smooth day-to-day running of the Junior School, with the Deputy Head of the Junior School.
3. To lead, manage, coach and develop the Junior School staff team.
4. To work with the Deputy Head of the Junior School and the rest of the team, to develop, publish and work towards the achievement of the Junior School Development Plan.
5. To undertake the performance review process with the Junior School team. To ensure the objectives set are aligned to the School Development Plan, and are kept front of mind, are relevant and are achieved.
6. To review, update and communicate the Junior School policies on a regular basis, ensuring understanding and effective implementation.
7. To lead and attend the Junior School Parents' Evenings, ensuring the organisation of the event is successfully delivered by the team.
8. To agree the channels of communication and what is to be communicated with Junior School parents weekly and at appropriate times via letter and on-line.
9. To work with the team to agree the overall calendar of functions and events for parents, ensuring the relevant people are involved and part of the preparation and success of the event.
10. To work with the Marketing and Admissions Department and the Junior School team in promoting the School and in the recruiting of new entrants.
11. To work with the Admissions and Marketing team to organise and deliver successful Junior School Open Days and relevant admissions events.
12. With the Deputy Head of the Junior School to be responsible for Junior School entrance assessment procedures; meeting with prospective parents and leading the decision-making process for new entrants.
13. To lead the interview and appointment of candidates for Junior School roles and assist with some whole school appointments, working alongside the HR Manager and ensure the effective induction of staff appointed in to roles in the Junior School.
14. To develop and manage the Departmental Budget, overseeing all Junior School equipment, resources and expenditure.
15. To lead the weekly Junior Staff meetings, ensuring they are effectively chaired and following an agreed structure.
16. To attend and report at weekly whole staff meetings as Head of Junior School. In absence, to ensure that Deputy Head of Junior School is equipped to provide the update.
17. With the Junior School Secretary and team to schedule and organise the programme of extra-curricular activities for the academic year.
18. To develop and agree with the Junior School team the programme for assembly for the academic year.



Senior Leadership Responsibilities

1. As a member of the Senior Leadership Team, to contribute to the successful leadership of the School.
2. To attend Governors' meetings as and when requested and to attend and contribute to the annual Governors' Strategy Day.
3. To assist in the development, launch, monitoring and review of the aims of the School and School Development plan.
4. To ensure School Policies are reviewed, updated, approved and implemented as directed by the Headmistress.
5. To meet weekly with the Headmistress to keep her informed of progress and activity within the Junior School.
6. To liaise with the Marketing department regarding the development and implementation of the programme of Junior School events.
7. To liaise with the Director of Admissions and Marketing and their team regarding the best approach to Marketing Junior School events, and agreeing how success will be measured.
8. To attend AJIS meetings, and GSA and HMC events when appropriate, ensuring relevant information is communicated within the School in a timely manner.
9. To attend and contribute at PTA meetings.

Pastoral Care & Safeguarding

1. To take overall responsibility for Pastoral Care, Safeguarding (including Prevent) and Anti-bullying as the Designated Safeguarding Lead for the Junior School.
2. To work with the Designated Safeguarding Lead of the Senior School and the Deputy Designated Safeguarding Lead (School Nurse) on all safeguarding and child protection issues, liaising with outside agencies as appropriate.
3. To oversee the appropriate safeguarding training and annual updates of all staff in the Junior School.
4. To ensure compliance with current safeguarding regulations, guidance and best practice with existing staff, and those joining the School.
5. To set the tone for a caring and nurturing culture in which pupils feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns that they may have.
6. To oversee and set the tone for the Junior School to ensure that pupils are cared for and that expectations are high.
7. To ensure that pupils have high standards of personal behaviour and appearance.
8. To organise and oversee the assembly rota and lead assemblies.
9. To liaise with the School Nurse and Counsellor on referrals put forward by staff.
10. To liaise with parents and staff about concerns regarding individual pupils and follow up of any concerns as necessary.
11. To ensure that all paperwork relating to pastoral issues including records of rewards and sanctions is current, thorough and stored appropriately.
12. To attend and report at Health and Safety meetings.



Teaching & Learning

1. To ensure the highest standards in teaching and learning across the Junior School.
2. With the Deputy Head of Junior School and Subject Coordinators to ensure continuity and coherence of the Junior School curriculum.
3. With the Deputy Head of Junior School to ensure provision within the Junior School curriculum for girls of all abilities in the Junior School.
4. Assisted by the Deputy Head, to monitor assessment, reporting and recording across the Junior School.
5. To ensure a CPD programme for the Junior School is in place and all staff understand the importance and value of their own personal development in the success of the School and their own role.
6. To allocate teaching responsibilities of Junior School staff, including subject co-ordination.
7. Assisted by the Deputy Head to oversee and facilitate the extra-curricular provision including off-site visits and residential weekends.
8. To check Junior School Reports and give feedback, coaching and guidance to staff on quality and approach.
9. To attend the whole school Heads of Department meeting in the capacity of Head of Junior School.
10. To contribute to teaching in the Junior School, currently around six periods of teaching.



Qualifications

Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> • A good honours degree • PGCE/Other Appropriate Teaching Qualification • A strong commitment and record of continued professional development 	<ul style="list-style-type: none"> • A higher qualification, degree, diploma, certificate in relevant subject • Leadership in schools qualification 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates



Experience

Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> • Successful leadership at senior level • Recent teaching experience, preferably in more than one school • Significant pastoral experience in either an independent or maintained school setting • A track record of leading successful teams and managing people • Sound knowledge of recent legislation and developments in primary education • Experience of successful delivery against an agreed strategic plan • Recent and successful experience of leading an aspect of provision in a primary school setting • Detailed knowledge and understanding of the Key Stage 2 national curriculum • Successful experience of monitoring and evaluating work within schools/ education • Proven track record of excellent outcomes at Key Stage 2, showing an understanding of a range of teaching and learning methods 	<ul style="list-style-type: none"> • Experience of coaching and mentoring others • Experience of working effectively with Governors and a clear understanding of the role of the Governing body • A good understanding of effective financial management and planning 	<ul style="list-style-type: none"> • Contents of the application form • Evidence of results achieved • Interview • Professional references



Skills & Knowledge

Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> • Ability to lead the Junior School with commitment and sensitivity, leading by example and inspiring pupils and staff • Understand fully the pastoral issues affecting schools • Demonstrate a commitment to and an understanding of Safer Recruitment and Child Protection procedures and a commitment to promoting and safeguarding the welfare of children • Demonstrate excellent organisational skills • Effective leadership of teams • Ability to delegate effectively • Work well under pressure and meet tight deadlines • Skilful and confident communicator with a wide range of audiences • A strategic thinker • Awareness of the role of PR and Marketing • A good level of IT literacy 	<ul style="list-style-type: none"> • A high level of IT literacy • Experience and/or awareness of the particular requirements of teaching in a single-sex girls' school. • Understanding of local and national trends affecting Independent Schools 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



Personal competencies & qualities

Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> • Excellent interpersonal skills, with ability to build strong relationships at all levels • Passion for helping children and young people learn about the world • An ability to inspire, challenge and motivate others • A high level of personal integrity, professionalism, loyalty and sound judgement • Ability to be a positive ambassador for the School • A flexible yet determined approach • Empathy with pupils, colleagues and parents • The ability to reflect and a commitment to develop professionally • A commitment to the values and ethos of the School • Ability and willingness to participate in, and contribute to wider school life and the community • Enthusiasm, stamina and resilience • Sense of humour and optimistic outlook 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references





Withington
GIRLS' SCHOOL

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