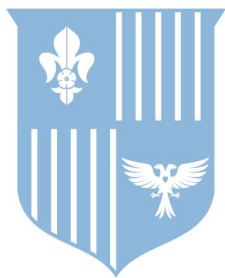


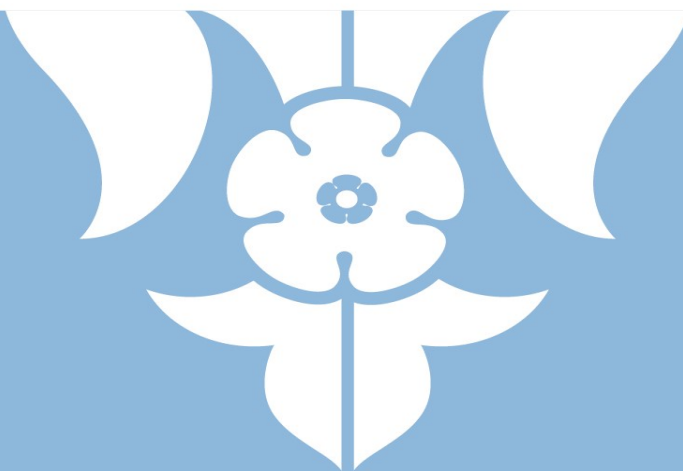
Appointment of HEADTEACHER



KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM

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Kings Norton Girls' School Headteacher Pack

Letter from Chair of Governors

Dear Prospective Applicant

Thank you for taking an interest in the post of Headteacher at our school. The vacancy arises due to the retirement of Gill Fox who has led the school for the last 10 years, taking it to the thriving and successful position it is in now. For the right person, this is an outstanding opportunity to build on this legacy and lead the school on the next stage of its journey. We are focussed on ensuring outstanding opportunities for all students. For us the opportunities start with, but do not end with, academic excellence. We see the arts, sport, social development and breadth of opportunity as equally important. You will find much relevant material included in this pack and on our website which will give you a flavour of the school.

The school is in an exciting position with increased numbers in our co-educational 6th Form; a bid for funding the construction of a new 6th form block has been submitted.

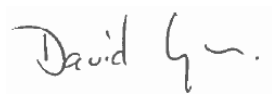
The Governors are looking to appoint an exceptional leader. One who can inspire children, learners and adults and who is committed to achieving exceptional progress for every student whatever their individual starting point. We know that you will have outstanding people skills, a deep professional knowledge of teaching and learning, an absolute commitment to the education of girls and the highest aspirations for all members of our community. You will also need to be a rounded human being able to develop good relationships with all parts of our community and all stakeholders. The role will be highly challenging and will demand vision, attention to detail, hard work and resilience. However it will be equally rewarding to work with our very talented and committed staff and fantastic students.

In return for your exceptional leadership we will offer a dynamic Governing Body that will support and challenge you in equal measure. We will take your own professional development and work life balance seriously whilst having the highest expectations of you as a leader.

If you have a genuine interest in applying for this post, we are running two 'open sessions' where you can look round the school before applying. There will be further opportunity subsequent to shortlisting. The initial dates and times are 5th February 9.00 am to 11.00 am and 6th February 1.00 pm to 3.00 pm. To book a place please contact Denise Wilson, Headteacher's PA dwilson@kngs.co.uk or 0121 675 1305.

If you decide to apply then I look forward to receiving your application in due course.

Yours sincerely



David Green

Chair of Governors

Kings Norton Girls' School Headteacher Pack

Letter from Student Leadership

Dear Prospective Applicant

As students of KNGS, we feel it is absolutely essential for the new Headteacher to understand and commit to the vision of our school. Therefore, we have compiled 3 points that we think encapsulate the school as a whole. We are very proud to be a part of KNGS and want our Headteacher to be proud too.

Sense of community

We are a very tight knit school. Through our vertical tutoring, students from years 7 to 11 are supportive of each other and are always willing to help one another. Our alumni, who frequently visit us, are a great example of how we strive to make long life friendships within the KNGS community. Our summer fete is always a big success as everyone works together to raise as much money as possible whilst having fun doing it.

We strive for excellence and break barriers

As a girls' school, our students are empowered as young women right from year 7 through to year 13. Our students are encouraged to take on new challenges and various different routes. Our extra-curricular activities include Sports, Drama and Science – allowing students to express themselves in whatever way they choose. We believe in proving that women are capable of a plethora of successes. This is also proven through our outstanding examination results, which really showcase the determination and drive that our students have to do well.

Our school is focused on preparing its students for the real world

Whether it's an apprenticeship, university or a job that the students choose, they will have the necessary help and support to enable them to be successful. Sixth form students have constant guidance with UCAS and applying to universities including help with personal statements which allows them to go to the best universities, across the country. Even lower school students have CV writing and interview training which really prepares them for the future.

We are sure, when you visit KNGS, you will love it just as much as we do.

Many Thanks

Tara Smith, Head Girl and Lexi Coley, Deputy Head Girl

Kings Norton Girls' School Headteacher Pack

Background and Ethos

The School

Kings Norton Girls' School is a highly successful 11-18 comprehensive standalone academy with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living less than a mile away. This has enabled the development of a strong community feel and neighbourhood links. The school breeds a quiet confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Following its success for many years as a Foundation School we were one of the first schools in the country to become a converter academy in 2011. This gives some indication of the type of school we are, constantly striving for an opportunity which will take us to the next level. We never rest on our laurels or shy away from significant change where it will make the difference we need.

Our Purpose: We strive to be a community where all develop the skills and confidence to excel as leaders and learners.

We believe before any meaningful learning can take place pupils should be happy in school. In order to achieve this we aim to:-

- Build a learning community which strives to ensure that each individual is valued
- Develop a collaborative "learning to learn" culture which seeks out and shares best practice
- Cultivate an environment which engenders an excitement about and a passion for learning
- Deliver at all times learning experiences of the highest quality.
- Understand what it means to be and take responsibility as Global Citizens, respecting diversity.



Kings Norton Girls' School Headteacher Pack

Background and Ethos Continued

School Leadership

The senior leadership team are highly dedicated and committed to the students and staff. Their wisdom, drive and creativity have proved invaluable in driving up standards. The team consists of the Headteacher, two Deputy Headteachers, three Assistant Headteachers and the Business Manager. This is a very well established and forward looking group of colleagues who work closely together with each other and their staff teams to ensure the highest quality standards in all aspects of the work of the school.

Governors are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the governing body, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Our students

There are presently 969 students on roll and the staffing establishment is 113, which includes the Headteacher, 69 teachers and 43 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school.

The Sixth Form has an increased intake this year with 122 students in Year 12 and 87 in Year 13. This is due in part to the popularity of the school sixth form especially with internal students, and the changing nature of sixth form provision locally. In addition, in 2015 we had our first intake of boys into the sixth form; numbers here are increasing significantly. This upward trend is something we are determined to continue and in anticipation of this we are in the process of bidding for funding for a new sixth form block. This is a very exciting time for us.

The School is a popular choice and is always well over-subscribed with applications of 750+ for the 160 places in Yr 7 and 230+ for sixth form places. Our catchment area this year is 2.12 km. The School is one of the highest performing schools in Birmingham, and figures nationally amongst the top comprehensives in the country. This summer, the results at GCSE were outstanding with 84% of students achieving the equivalent of 5A*- C including English and Maths.



Kings Norton Girls' School Headteacher Pack

Background and Ethos Continued

Our networks

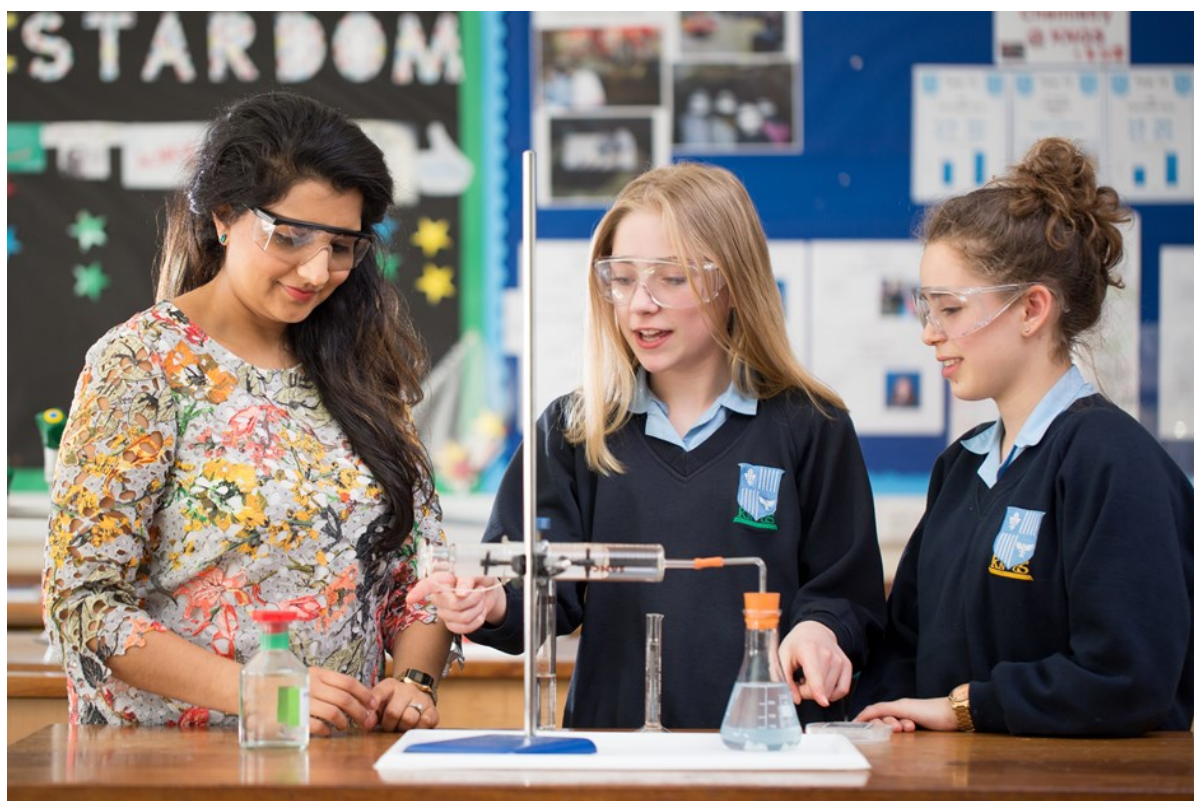
We are a standalone academy but are widely connected locally, belonging to two secondary school networks, both of which bring a richness of collaboration around leadership, curriculum and inclusion. The South Area Network comprises 14 schools and one FE College on the south side of the city. As part of this network the School is involved in developing and delivering on strategies to raise students' achievement. We are also part of The OAKS network of schools; 13 secondary schools who work closely together to provide CPD and mutual support. Within these networks there is significant support for both teaching and support staff.

As strategic partners in two teaching school alliances, one secondary and one primary, we also play a significant part in the local educational landscape and engage widely in CPD.

Professional Development

Professional development is a significant aspect of life at the School and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.



Kings Norton Girls' School Headteacher Pack

Key Facts and Statistics about the School

Type of School	Stand-alone Academy. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—18
Number of students	969
Number of staff	1 Headteacher, Teaching 69, Support 43
Date school established	1910
External recognition	Ofsted rating: Good (as at October 2013)
Attendance	96.2%
Pupil Premium	Year 7 to 11, 30.6% : 6th form bursary, 22.6%
SEN	9%
EAL	9%

Sixth form expansion

As mentioned in the letter from David Green, Chair of Governors, Kings Norton Girls' School has received planning permission to build a new sixth form block. A funding bid has been submitted, the outcome of which is pending (due March 2018).

The following photographs depict the proposed build.



Kings Norton Girls' School Headteacher Pack

Key Facts and Statistics About the School Continued

Academic Achievements 2017 (2016 results in brackets)

GCSE Results	A* - A all entries: 39% (37%) English Grade 4 or above: 96% (93%) English Grade 5 or above: 85% (45%) Maths Grade 4 or above: 85% (76%) Maths Grade 5 or above: 65% (33%) Achieving EBacc: 52% (45%) 84% achieved equivalent of 5 A*-C including English and maths (77%)
A Level Results	202 entries (68 students) A* - A all entries: 17.33% (21.7%) A* - B all entries: 43.56% (46.4%) A* - E: 99.5% (99.6%) Average grade: C
Progress 8	+0.81 (+0.43)
University Admissions	86% of students commenced a University course 20% of which secured Russell Group placements



Kings Norton Girls' School Headteacher Pack

Headteacher Role Description:

Responsible to the Governing Body

Purpose

To provide overall strategic leadership for the school by working with all stakeholders so that the vision for the school is realised.

Principal Domains

There are 4 principal domains as follows:-

- A. Qualities and knowledge
- B. Students and staff
- C. Systems and processes
- D. The self-improving school

A. Qualities and knowledge

1. Hold and articulate clear values and moral purpose focused on providing a world-class education for the students of Kings Norton Girls' School.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, governors and members of the local community.
3. Lead by example; with integrity, creativity, resilience and clarity, drawing on their own scholarship, expertise and skills and those of professional colleagues and the wider school community.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

B. Students and Staff

1. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich opportunities and student well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Kings Norton Girls' School Headteacher Pack

Headteacher Role Description Continued

C. Systems and processes

1. Ensure that school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively, in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievement and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

D. The self-improving school system

1. Ensure Kings Norton Girls' School is an outward facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all students.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond school, to believe in the fundamental importance of education in young people's lives and to promote the value of education.

N.B. The above represents key priorities and accountabilities for the role of Headteacher and is not an exhaustive list. The National Standards of Excellence for Headteachers underpins the job description.



Kings Norton Girls' School Headteacher Pack

Headteacher Person Specification

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Experience	
<ul style="list-style-type: none"> • First Degree (AF) • Qualified Teacher Status (AF) • Continued commitment to own professional development (AF) • Recent experience as a senior leader in a secondary school (AF) • Teaching experience within age range 11-16 (AF) • Full understanding and experience of child protection and safeguarding requirements (AF, I) 	<ul style="list-style-type: none"> • NPQH (AF) • Further relevant professional studies (AF) • Experience of more than one school (AF) • Teaching experience 16+ (AF) • Leadership experience within post 16 setting (AF)
Professional Competencies and Qualities	
<ul style="list-style-type: none"> • An excellent teacher (R) • Knowledge and understanding of current educational issues (SS & I) • Experience of effectively reviewing classroom performance to raise standards (R, SS & IA) • Effective ICT skills including utilisation of Management Information Systems (SS & IA) • Effective and persuasive communicator both orally and in writing (R, SS, I & IA) • Ability to analyse and evaluate evidence and data (SS, IA) 	
Management and Leadership	
<ul style="list-style-type: none"> • Ability to motivate, enthuse, inspire and empower others (R, I) • Commitment to inclusion (SS, I) • Strategic thinker with a compelling vision that can be shared and communicated effectively with students, staff and parents (SS & I) • Innovative and with a clear understanding of educational opportunity and how to translate it into practical reality (R, SS, I) • Experience of strategic financial planning, budget management and principles of best value (SS, I) • Effective management of financial, human and physical resources to optimise the learning environment (R, IA) • Ability to maintain high standards through holding others to account (R, I) • Ability to devise, implement and review effective and efficient systems (R, SS) • Evidence of successful management of change and the ability to deal with complex situations (R, SS, I) • Able to forge positive relationships both within school and the wider community (R, I) • Track record of building successful teams (SS, I) • Enthusiasm for engaging in partnerships (SS, I) 	<ul style="list-style-type: none"> • Experience of project management in relation to school building projects (SS)

Kings Norton Girls' School Headteacher Pack

Headteacher Person Specification Continued

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Personal Qualities	
<ul style="list-style-type: none"> • Strong commitment to single sex education (SS, I) • Energy and optimism (R, SS, I) • Vision, creativity and imagination (R, SS, I) • Excellent interpersonal skills both with adults and young people with the ability to also listen and reflect (R, SS, I) • A practical, down to earth, hands on approach (R, SS, I) • Resilience and confidence (R, I) • Integrity and loyalty (R, I) • Demonstrable commitment to the wider life of the school (R, I) • Strong personal commitment to inclusion and diversity (R, I) • Strong commitment to personal development for all (R, I) 	

Key: Aspects of the person specification will be assessed as indicated above through the following:-

Application Form (AF)
 Supporting Statement (SS)
 References (R)
 Interview Activities (IA)
 Interview Panel (I)

Kings Norton Girls' School Headteacher Pack

Application Process

In addition to completing an application form you are requested to submit a statement in support of your application. Applicants must complete all sections of the application form in full. We do not accept CVs.

In your supporting statement, which should not exceed 800 words, please explain clearly how you meet the requirements of the person specification. Please submit your application and supporting statement to Mrs Denise Wilson, PA to the Headteacher by email dwilson@kngs.co.uk. If you submit the pack in writing via the post please mark the envelope 'Confidential: Headship Application' and return to Mrs Denise Wilson, PA to the Headteacher, Kings Norton Girls' School, Selly Oak Road, Kings Norton, B30 1NE.

Deadline for applications: Sunday 18th February 2018 at 23:59

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

Shortlisting will take place during the half term break and candidates will be informed if they have been shortlisted to attend the selection process by **Monday 26th February**. The selection process and interview will take place at the school on **Wednesday 7th** and **Thursday 8th March**.

Further information and visits to the school

Further information about Kings Norton Girls' School can be found on the school website at www.kngs.co.uk. In addition, candidates are encouraged to take an informal opportunity to visit the school prior to applying. Initial dates and times are **Monday 5th February** 9am to 11am and **Tuesday 6th February** 1.00pm to 3.00pm. To book a place please contact Denise Wilson, Headteacher's PA dwilson@kngs.co.uk or on 0121 675 1305.

Mrs Kate Abbott of ASCL will be providing professional support to the Governing Body throughout the selection and appointment process. Please copy her into any correspondence with the school. If you have any queries about this exciting opportunity, please contact Kate Abbott on katemabbott1@aol.com

