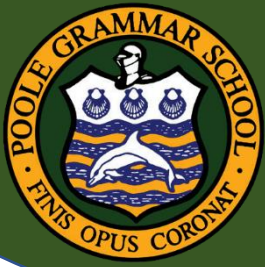


# POOLE GRAMMAR SCHOOL



## HEADTEACHER INFORMATION PACK



# POOLE GRAMMAR SCHOOL

Dear Applicant

## **Welcome from Chair of Governors**

Thank you for your interest in the position of Headteacher at Poole Grammar School.

We are seeking an inspirational Headteacher and leader to ensure that Poole Grammar School remains true to its ethos. We aspire to be an inclusive community dedicated to delivering the broadest education possible to boys from all backgrounds in an environment where students and staff alike are respected, valued and celebrated.

At Poole Grammar School we believe passionately that a good education is the key to unlocking every child's future potential.

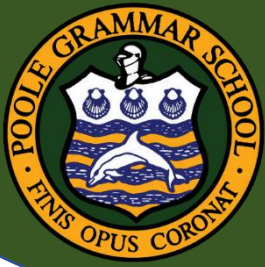
The successful candidate will share our belief in grammar schools; what they can offer; and must demonstrate a commitment to achieving the best possible educational outcomes for all our students. He or she will share our belief in focusing on the core business of *Teaching & Learning* whilst extending the cultural horizons of all our students.

We are justifiably proud of our reputation for providing high quality teaching, coupled with excellent pastoral support, to ensure the best possible outcomes for each and every one of our students. School leaders put this ethos at the centre of their decisions and actions and this approach permeates throughout the school. We offer not only a broad academic curriculum, but one which is complemented by a wide and expanding range of extra-curricular activities.

Poole Grammar School is a selective boys' school (Years 7-13) with a little over 1,200 students including 300 in the Sixth Form. We are a stand-alone academy, but working in collaboration with Parkstone Grammar School for girls allows us to offer an extended range of A level subjects. We are also part of an informal network of grammar schools in the South West (South West Academic Trust - SWAT). When Ofsted inspected in March 2024, we were rated as *Good* in all areas and have seen consistent improvement in examination results at both GCSE and A level over the past three years.

Poole Grammar School is not just focused on its academic outcomes but is wholly committed to all our students experiencing the widest possible range of intellectual, cultural and sporting opportunities. We place great importance on providing opportunities for sport, music, drama and travel to name but a few. We aim to send our young men out into the world with the best academic results possible and a range of interests that will last them a lifetime and sustain them throughout what will be extended working lives. They will have the confidence to succeed; and memories to last a lifetime.

# HEADTEACHER INFORMATION PACK



# POOLE GRAMMAR SCHOOL

This is not just a school, but a cohesive community where every student matters, not just the brightest and best. Furthermore we actively seek, wherever possible, to extend our offer to students with special educational needs and disabilities. It is truly humbling to see how well many such students have achieved with us, despite these challenges, and to witness how our able-bodied students support them - one of the aspects of this school of which I am most proud.

We aim to admit able boys from all sections of the local community, particularly those less advantaged, and this is reflected in our admissions policy.

Despite the funding challenges faced by all schools in recent years, improvements have been made to the fabric of the building, most notably the opening of the new Sports Hall which was completed in September 2023.

Working relationships throughout the school are excellent and we seek a Headteacher who will be appreciative of the contribution made by all staff, both teaching and support. He/she will be positive in promoting the professional development of all staff and maintain the collaborative culture ingrained within our school.

The Headteacher and Leadership Group enjoy a strong and collaborative relationship with the Governing Body. I am privileged to lead an experienced team of governors who provide effective levels of support and challenge, and assist in setting the strategic direction of the school.

We are ambitious for the future. We have developed a strategic plan focused on the revitalization of the Sixth Form, narrowing the attainment gap for disadvantaged students and wide spread curriculum review which is ongoing.

We therefore welcome applications from enthusiastic leaders with a passion for education who are keen to accept the challenges of a senior leadership role in a dynamic, successful and high achieving school. We encourage applications from candidates currently working in all sectors of education.

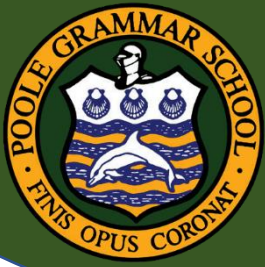
Potential applicants are very welcome to visit the school, to meet us and discuss our ambitions for the future.

I look forward to welcoming you to our school.

Yours sincerely

**Ken Power, Chair of Governors**

## HEADTEACHER INFORMATION PACK

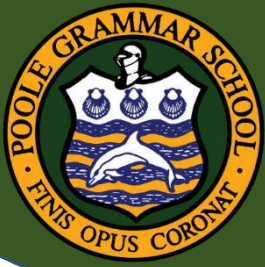


# POOLE GRAMMAR SCHOOL

## Contents:

- *About Poole Grammar School*
- *Job Description*
- *Person Specification*
- *Application procedure*

# HEADTEACHER INFORMATION PACK



# POOLE GRAMMAR SCHOOL

## ABOUT POOLE GRAMMAR SCHOOL

### CORE VALUES

Fundamental core values lie at the heart of everything we try to achieve for our students, and staff are committed to achieving the best outcomes possible for each individual student. We seek to inspire with intellectual curiosity and inculcate our students with the determination and resilience to achieve their best in all areas. The fact that *every student matters* draws us together as a community built on tolerance, respect and compassion for others, which can be seen in practice on a day-to-day basis.

### ACADEMIC ACHIEVEMENT AND LIFELONG LEARNING

At Poole Grammar School students follow a relevant, challenging and creative curriculum. The aim is not just to achieve the best possible outcomes in public examinations, although that is of vital importance, but to develop a lifelong love of learning and a flexible cognitive ability to equip them for the life in front of them. Our students emerge with the intellectual confidence to aspire to the highest goals in their chosen careers.

### COMMUNITY

Poole Grammar School is a community where staff and students support one another and form bonds which very often lead to lifelong friendships and links to the school maintained for years after the end of formal education. We have consistently maintained high levels of pastoral support and are very mindful of the psychological and mental health issues that increasingly affect young people and the potentially malign influence of social media.

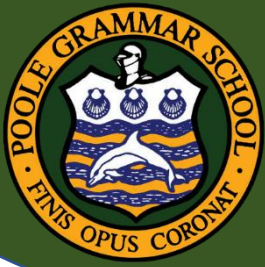
### EDUCATION THAT IS BROAD AND HOLISTIC

Poole Grammar School is not just about the exceptional academic results of which we are justifiably proud, but actively supports those of less obvious ability, seeking to discover their strengths and celebrate their achievements. Beyond the narrowly academic, all students are encouraged to participate fully in a myriad of extra-curricular opportunities in sport, music, theatre and travel. When the time comes to leave they will be equipped with a range of interests that will fortify them through what will be long and varied working lives. We hope our students leave us with fond memories that will last a lifetime.

### EDUCATING BOYS

Poole Grammar School has been involved in research on boy-focused cognition and learning. In the past we were designated as a specialist school in Maths & Computing and to this day maintain this expertise which we freely share widely within the educational community locally. We currently host the regional TSST and the local Further Maths Coordinator. We are active participants in SWAT and the Sigma Teaching School Alliance. Nevertheless, many students flourish in the humanities and languages and we place great importance on tracking of progress, early intervention and providing realistic, individual advice on subject choices for higher education. We also recognise the key role of developing literacy in boys and its contribution to all areas of the curriculum.

# HEADTEACHER INFORMATION PACK



# POOLE GRAMMAR SCHOOL

## BEYOND POOLE GRAMMAR SCHOOL

At 18, students leave Poole Grammar School brimming with confidence, the majority having exceeded their academic expectations – they are well-rounded individuals full of enthusiasm and ambition, yet socially aware and equipped to take on the responsibilities of the leadership roles that will inevitably come their way. The vast majority continue their education at university, most at their first choice of subject and institution.

## STRATEGIC AMBITIONS

### 1. Community values

The board of trustees are committed to the community values of the school: **compassion, integrity, motivation, respect, team-work & wisdom**. These community values should be widely and consistently propagated to all stakeholders and should be the foundations on which all our endeavours are built.

### 2. Sixth form

Develop, expand and re-invigorate Poole Grammar School's Sixth Form offer. Strive to **increase retention** of students from the main school and **attract increasing numbers** from other schools. Create a unique selling point for the Sixth Form that focuses on **achieving the best possible academic outcomes** for each individual student.

### 3. Disadvantaged students

**Increase recruitment** of students from a broad spectrum of disadvantaged backgrounds and **narrow the attainment gap** between those students and other students in the school.

### 4. Curriculum

Maintain a sharp focus on the development of the curriculum at all Key Stages, ensuring its on-going fitness for purpose in order to **maximise examination outcomes** and develop a **culture of lifelong learning** in students.

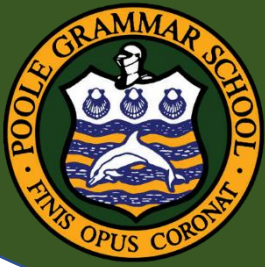
### 5. Staffing

In the context of the existential risk posed by the teacher recruitment and retention crisis, consider all steps possible to make Poole Grammar School an "**employer of choice**".

### 6. Other schools

To continue to engage with the Multi Academy Trust agenda and keep it under regular review, meanwhile seeking every opportunity to **increase collaborative working with local schools**.

# HEADTEACHER INFORMATION PACK



## JOB DESCRIPTION HEADTEACHER

**Start Date: 1<sup>st</sup> September 2024**

### MAIN PURPOSE

*To ensure that Poole Grammar School remains true to its ethos - that of an inclusive community dedicated to delivering the broadest education possible to boys from all backgrounds where students and staff alike are respected, valued and celebrated.*

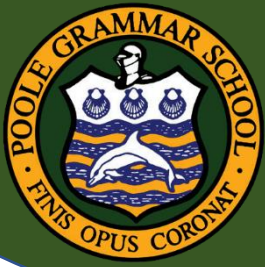
*To promote and pursue excellence in a stimulating and creative environment where all are committed to lifelong learning.*

*To develop and implement policies and practices to deliver the school's objectives and to ensure the School meets all statutory obligations in safeguarding, health & safety and employment practices as well as in financial management.*

This will be achieved through the following:

### ETHOS AND VALUES

- To possess a firm belief in the value of grammar schools and their ability to provide a broad education of the highest quality to able students from the widest of backgrounds, especially those challenged by deprivation and disability
- To set the highest standards of professional behaviour in all dealings with the wider school community by modelling the vision and ethos of the school
- To promote a culture of mutual respect where all stakeholders are able to contribute their views in a constructive, collaborative and positive manner
- To inspire and challenge all members of the school community to strive towards achieving the aims of the school
- To display a passion for learning both inside and beyond the classroom and to promote a passion for learning in others
- To expect the highest standards of behaviour from all members of the school community



- To engage effectively with the local educational community and to play an active role in developing provision across the local area

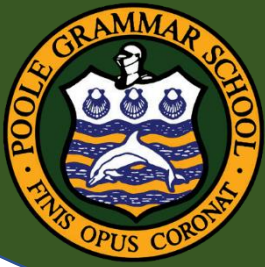
## **JOB DESCRIPTION HEADTEACHER (continued)**

### **TEACHING AND LEARNING**

- To encourage the highest standards of teaching and learning through a relentless focus on improvement whilst modelling a strong commitment to lifelong learning
- To lead the design and implementation of a broad, rich and inclusive curriculum which allows all students to build their knowledge, skills and make excellent progress
- To allocate the resources of the school in the most effective manner so that students are able to thrive both academically and personally
- To encourage and develop a culture where all staff share good practice and take responsibility for self-improvement
- To encourage and develop a school culture that celebrates progress, a love of learning, tolerance and compassion for others
- To maintain a school culture that particularly encourages the early identification of those underperforming in order to deliver active intervention and to guide subject choice (especially relevant to sixth form admission)
- To support and develop initiatives on assessment and effective feedback to students

### **STUDENT PASTORAL SUPPORT AND SAFEGUARDING**

- To model, and be committed to providing, the best possible practice in Safeguarding and the welfare of young people
- To maintain sight of a holistic approach to the needs of all our students, avoiding a narrowed focus fixed solely on educational outcomes
- To encourage the personal development of all students, both academically and by participation in extra-curricular activities.
- To ensure all students, including those with protected characteristics, have access to a high-quality and broad curriculum
- To ensure there are systems in place that provide relevant pastoral support to all students
- To encourage all staff and students to develop a practical understanding and appreciation of diversity and to respect our differences



## JOB DESCRIPTION HEADTEACHER (continued)

### STRATEGIC PLANNING

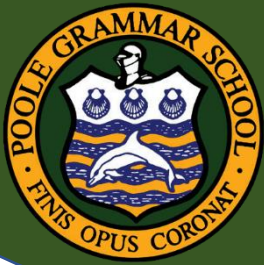
- To manage resources effectively and innovatively to ensure that all members of the school community can achieve their best potential
- To ensure that there are clear strategic plans that reflect the views of the school community and to ensure that these are effectively communicated
- To ensure that the financial plans and resource organisation are focused on achieving the wider aims of the school
- To ensure that the school is kept well informed about changes to educational policy and educational trends
- To be aware of the national recruitment and retention problems currently besetting the teaching profession, seeking to make a teaching career at Poole Grammar School as professionally rewarding as possible and to be mindful of the importance of succession planning in all areas
- To ensure that the school is compliant with all appropriate legislation

### LEADERSHIP AND MANAGEMENT

- To ensure there are robust systems in place that help support and develop all staff
- To ensure that systems are in place to attract and retain high quality staff
- To ensure the highest standards of professional conduct from all staff by modelling good practice and ensuring expectations are effectively communicated and monitored
- To encourage an atmosphere of collaboration through effective use of INSET and engagement with wider educational partnership groups
- To develop a culture where all staff recognise they have a significant contribution to make to the success of the school
- To extend the principles of leadership and accountability beyond the SLT to empower middle leaders
- To manage under-performance effectively and constructively

### SCHOOL COMMUNITY

- To enable effective engagement with parents/carers for the benefit of their sons' education



- To maintain effective relationships with stakeholders, including the Parents' Association and Old Grammarians Association
- To build support for the school and its students within the local community

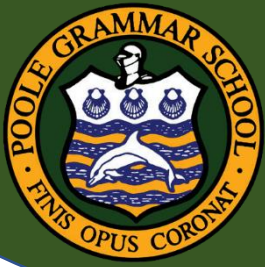
## **JOB DESCRIPTION HEADTEACHER (continued)**

### **ACCOUNTABILITIES & NON-TEACHING RESPONSIBILITIES**

- To be accountable for the efficiency and effectiveness of the school to the governors and to others, including students, staff and parents
- The Headteacher has a range of responsibilities and accountabilities to fulfil (with the support of non-teaching staff) in several specific areas
- To be responsible for the financial conduct of the school budget-setting and to be the school's Accounting Officer
- To maintain oversight of the school's trading subsidiary
- To be responsible for the safe maintenance of the fabric and condition of the building and ensure compliance with *Health & Safety* regulations
- To ensure the school's admission policy is reviewed annually and is compliant with current legislation
- To oversee effective marketing of the school
- To ensure compliance with current employment legislation
- To ensure all school policies comply with the relevant statutory requirements

### **GENERAL**

- To personally teach at least 0.1 of a timetable, thereby seen as a role model for the expectations of a teacher at Poole Grammar School
- To be an ambassador for the school and its public face, leading events such as open evenings with involvement and attendance at extracurricular school events such as fixtures, concerts and trips
- To be an active member of the governing body providing reports to meetings and keeping the board fully informed of key developments
- To lead school assemblies incorporating a range of secular content
- To engage actively in the Headteacher performance review process



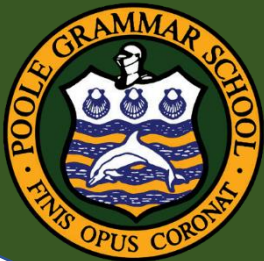
## JOB DESCRIPTION HEADTEACHER (continued)

Whilst every effort has been made to define the key elements and responsibilities of the post, individual tasks are not specifically identified. The delivery of the role will require collaborative working with other members of the SLT, middle leaders, the Bursar and his team of senior support staff. The postholder will be required to develop the leadership potential of the SLT and middle leaders.

The Headteacher is accountable to the governors for the standards achieved, conduct, management and administration of the school; and is subject to policies passed by the governing body and a *Schedule of Delegation*. In conjunction with the Chair of Governors the job description may be amended to reflect future changes and developments in the role and is subject to annual review as part of *The Headteacher's Performance Review* process.

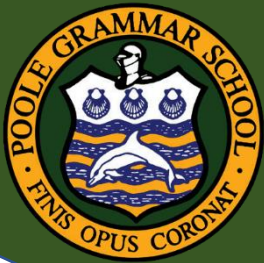
The post's remuneration is on the leadership spine: L32- L39 (£101,067- £119,921 per annum)

**Ken Power**  
**May 2024**



## PERSON SPECIFICATION HEADTEACHER

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Honours Degree</li> <li>Qualified Teacher Status</li> <li>Recent, relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>National Professional Qualification for Headship</li> <li>Higher Degree</li> <li>Evidence of postgraduate study/research</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience of effective leadership within the secondary sector, including post-16</li> <li>Experience across breadth of management areas</li> </ul>	<ul style="list-style-type: none"> <li>Experience of effective work with other schools</li> <li>Experience of selective education</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>Interview process</li> <li>References</li> </ul>
<b>Strategic Direction</b>	<ul style="list-style-type: none"> <li>Working with governors; to demonstrate the ability to develop and implement the strategic direction of the school</li> <li>Ability to motivate, engage, influence and enthuse the school community to deliver the vision and have the highest aspirations for student achievement</li> <li>Knowledge and understanding of government legislation and initiatives in relation to education and its potential impact on schools</li> <li>Ability to evaluate and interpret outcome data to inform the school's self-evaluation process and how this links to school improvement</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>Interview process</li> <li>References</li> </ul>



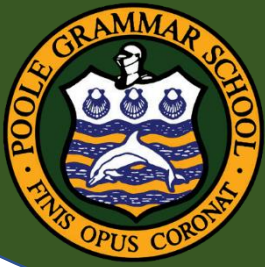
## PERSON SPECIFICATION HEADTEACHER (continued)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Leading the Organisation</b>	<ul style="list-style-type: none"> <li>• Effective management of staff and school finances</li> <li>• Ability to delegate management tasks and monitor their implementation while still maintaining accountability</li> <li>• Experience of developing staff performance to maximise their potential</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the roles of external agencies in improving outcomes for young people</li> <li>• Experience of dealing with the under-performance of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• The ability to maintain focus on the core business of <i>Teaching &amp; Learning</i></li> <li>• Proven track record of successfully and systematically improving student outcomes</li> <li>• Experience of successfully leading major school initiatives and evaluating their impact on student outcomes</li> <li>• Experience and understanding of how to improve the quality of <i>Teaching &amp; Learning</i></li> <li>• Committed to ensuring whole school engagement with the broader aspects of a liberal education, such as music, drama, sport and travel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching high achieving students including those with <i>Special Educational Needs</i>, disabilities and from disadvantaged backgrounds</li> <li>• Skilled in evaluating and moderating the quality and effectiveness of lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>
<b>Developing self and working with others</b>	<ul style="list-style-type: none"> <li>• Ability to identify the need and to successfully manage change</li> <li>• Experience of successfully developing and supporting individuals and teams in a high trust environment</li> <li>• Ability to manage conflict in order to achieve positive outcomes</li> <li>• Working effectively with the Governing Body to raise standards</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>



## PERSON SPECIFICATION HEADTEACHER (continued)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written, verbal and presentation skills</li> <li>• Ability to represent the school and to maintain and enhance its reputation for excellence</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of multi-agency working</li> <li>• Experience of engagement with local, regional and national agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• The demands of headship are unique and multi-faceted and we seek an individual who is resilient, and tenacious in the face of difficulty, and is committed to the goals and ethos of the school</li> <li>• Energetic, self-motivated and well-organised in delivering outcomes</li> <li>• Reflective when managing all situations and is collaborative and able to delegate, but is able to make the difficult decision when this is in the best interests of the school</li> <li>• Ability to be reflective and self-evaluate</li> <li>• Approachable and supportive</li> <li>• Sense of humour</li> <li>• Committed to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Intellectually independent and robust with the ability to question and challenge perceived wisdoms and orthodoxies</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Experience of managing potentially contentious safeguarding issues and a full understanding of statutory responsibilities</li> <li>• Enhanced DBS check</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview process</li> <li>• References</li> </ul>



# POOLE GRAMMAR SCHOOL

## APPLICATION PROCESS

Please visit [www.poolegrammar.com](http://www.poolegrammar.com) and complete the online application form.

We also ask that candidates submit a letter of application, addressed to the Chair of Governors, of no more than two sides of A4 in length. This should be emailed to Hayley Yeo, HR Manager [yeoh@poolegrammar.com](mailto:yeoh@poolegrammar.com).

Online application forms are preferred but a PDF version of the application form is available to download from our website. This, along with the letter of application, can either be emailed to the HR Department or posted direct to the school.

If you have any questions regarding the application process, please contact the Hayley Yeo, HR Manager [yeoh@poolegrammar.com](mailto:yeoh@poolegrammar.com)

**Closing date for applications: Thursday 23<sup>rd</sup> May 2024, 9am**

**Interviews week commencing: 10<sup>th</sup> June 2024**

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*

**Ken Power**  
**May 2024**

# HEADTEACHER INFORMATION PACK