



INFORMATION FOR APPLICANTS HEAD OF FOUNDATION SEPTEMBER 2025



Hipperholme Grammar School Foundation, Bramley Lane, Halifax, HX3 8JE

Tel: 01422 202256 Email: office@hgsf.org.uk

OUR HERITAGE

HGSF is located in the village of Hipperholme, situated between Halifax, Huddersfield and Bradford. The Grammar School was founded in 1648 by a legacy of Matthew Broadley, Paymaster General to King Charles I. The School became part of a West Riding Scholarship Scheme in the early 1900s and following the 1944 Act became a Voluntary Aided Boys' Grammar School as part of LEA provision. Calderdale, however, wished to close the school in 1985 as part of its reorganisation scheme, so the parents led the school to become independent and co-educational. At this time, the School had major improvements including a Sports Hall, Design and Information Technology Centre, Music Suite, new classrooms and Dining Hall.

HGSF has established itself over the last four decades in an area that already had considerable independent provision (Bradford Grammar, Rishworth School, Huddersfield Grammar and Wakefield Grammar) and three major LEA grammar schools (Crossley Heath, North Halifax and Heckmondwike). The School is fortunate to be accessible from a wide part of the West Yorkshire conurbation. Pupils travel from a wide area, including many on school buses which cover Huddersfield, Keighley, Batley and Calder Valley.

The School has an excellent reputation in the locality. Hipperholme offers a first-class, rounded grammar school education through a broad academic curriculum and wide variety of exciting activities beyond the classroom. Class sizes are small so teachers are able to attend to individual needs. We are a nurturing and cohesive community, where promoting well-being and building self-esteem are paramount.

Our last inspection was in November 2023. The Head of Foundation, Mr Nick James said: "I am immensely proud of the staff and the pupils; the inspectors commented in their verbal feedback how welcome they had been made to feel by the school community, and it is clear from the published report that they left with a strong sense of the nurturing environment that permeates the whole Foundation."

The extent to which the school meets the Standards:

- Standards relating to leadership and management, and governance, are met.
- Standards relating to the quality of education, training and recreation are met.
- Standards relating to pupils' physical and mental health and emotional wellbeing are met.
- Standards relating to pupils' social and economic education and contribution to society are met.
- Standards relating to safeguarding are met.

The Governors have always sought to provide the advantages of independent education to a diverse range of families. The School offers bursary support and welcomes donations to the Bursary Fund to help families who otherwise may not be able to afford the fees. The School, founded because of the generosity of benefactors, has always sought to be as generous as possible and foster generosity in pupils through various charity collections and local service. The School also has a scholarship programme offering places to selected pupils through their academic, music, sporting or all-round ability.

The school's inspection report is available to download from our [website](#).

SCHOOL AIMS AND ETHOS

Our mission is to provide an outstanding all-round education for our pupils aged 3-16, through which excellence, achievement and self-confidence are developed and nurtured both within and beyond the classroom. Specifically we aim to meet the following objectives.

- Every child is happy, safe and secure
- Every child achieves their academic potential
- Every child develops self-confidence and social skills
- Everyone exemplifies universal moral and spiritual values

NURTURE - ASPIRE - ACHIEVE

OUR SCHOOL COMMUNITY

Hipperholme Grammar School is an independent co-educational day school for girls and boys aged between 3 and 16 years. The school is organised in two sections, one for the Juniors which includes the Early Years Foundation Stage and one for Seniors, both of which are overseen by the Head of Foundation.

There are 287 pupils on roll and 73 staff. Class sizes range from 10 to a maximum of 20 in the Juniors and up to 22 in the Seniors. The Juniors is a one form entry and the Seniors is a two form entry. Most junior classes benefit from support assistants and there are Science and DT technicians to support these departments in the Seniors. We have a successful SEN department who work with pupils across all years of the school with differing levels of assistance required. The support function consists of Foundation Administrators, Marketing and Admissions Manager and Assistant, Finance Manager, HR and Payroll Assistant, caretakers, support assistants, minibuses drivers and the Business Manager.

We have several school buses to aid pupil transportation to and from school daily and we run wraparound care either side of the school day. Parents are very supportive and an active FFA organise and support events across the Foundation realising significant funds for the school.

DETAILS OF THE ROLE - JOB DESCRIPTION

Reporting To:

Governing Body

Job Purpose:

- To ensure the education and interests of our pupils is at the heart of everything we do.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the Governing Body.
- To provide leadership and management across the Foundation to facilitate the attainment of our strategic plan.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; that staff, students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- To fulfil all the requirements of the Independent Schools Inspectorate (ISI) inspection framework as set out in the Independent School Standards Regulations (ISSR) along with the Early Years Foundation Stage (EYFS) Statutory Framework.
- To ensure compliance with all relevant statutory requirements and obligations.

Key Accountabilities:

The School's Governing Body wish to place particular emphasis upon the following:

- To work with all stakeholders to establish a compelling vision, based on shared values and principles that inspire the confidence and commitment of the Foundation community to deliver the agreed strategy.
- To maintain and enhance high standards across the Foundation, so that all students progress to the very best of their ability.
- To provide an exceptional education incorporating a holistic, broad and diverse curriculum, meeting the needs and interests of the full range of students.
- To build on and extend the wide range of extra-curricular opportunities so all students can gain enrichment through the 'whole' Foundation experience.

- To engage and work in meaningful partnerships with parents/carers, staff and the wider community for the benefit of the students and the Foundation.
- To establish and work with an effective staff leadership structure that will maximise capacity whilst evolving to meet the needs of the Foundation into the future.
- To support, grow, develop and empower all staff to maximise their potential whilst fulfilling their responsibilities and meeting their accountabilities.
- To further develop and maintain rigorous, accurate school self-evaluation and performance management, ensuring consistent accountability at all levels.
- To build on an outstanding learning environment, featuring positive relationships, and to support the highest standards of behaviour.
- To ensure regular, consistent monitoring and review of student work and staff performance.
- To work closely with the Governing Body, providing accurate, timely and detailed information and advice on which to base sound decisions about the School's priorities and future development.
- To take overall responsibility for the strategic management and development of finance and resources to ensure the School is sustainable for the future.

This job description may be amended at any time after consultation with the postholder and will be reviewed annually by the Governing Body.

DETAILS OF THE ROLE - PERSON SPECIFICATION

The Head of Foundation will combine a record of successful strategic leadership and sustainable school improvement with innovation, vision and a determination to succeed. The successful candidate will be an exceptional leader with the energy, rigour and authority to represent the Foundation effectively. They will demonstrate the following experience, skills, knowledge and personal attributes:

Education and Qualifications:

- Graduate with Qualified Teacher Status
- Evidence of sustained professional development

Key Experience and Knowledge

- Significant successful experience of school leadership at least to Deputy Head/Head of Department level.
- Significant experience of successful education leadership across multiple Key Stages of education.
- A track record in leading and managing staff, including building a successful team, delegating effectively, implementing and managing change.
- Proven track record of securing improvement in the quality of teaching and learning.
- Successful track record of school improvement with quantifiable results and evidence of impact.
- Strategic policy development, rigorous self-evaluation and systematic strategic planning to deliver measurable improvements.
- Experience in interrogating and challenging a range of robust data sources to monitor and track individual and whole school performances.
- Knowledge and experience of child protection, safer recruitment and safeguarding procedures.
- Experience of effective partnerships with a Governing Body.
- An ability to manage financial resources effectively.
- Experience in engaging multiple stakeholders and developing strategic relationships.
- Experience of inspection, including preparation and post-inspection planning.
- Knowledge of the implications of current education practice, legislation and initiatives, along with an informed view about the needs of students into the future.

Skills:

- Ability to build a shared vision of education and articulate it to a variety of audiences who have differing levels of knowledge.
- Excellent interpersonal and motivational skills.
- Ability to delegate, empower and coach staff to fulfil their responsibilities and accountabilities.
- Ability to hold others robustly to account within an environment of mutual professional respect.
- Understanding of the principles and practice of human resource management, including role clarity, performance management and appraisal.
- Ability to lead the setting up of effective systems.
- Ability to lead effective change.
- Excellent communication skills, orally and in writing and the ability to engage constructively with a range of stakeholders.
- Lead, manage and develop staff, building and leading strong teams.
- Ability to anticipate and resolve problems in a creative manner.
- Effective conflict resolution.
- Strategic management of budgets, facilities and resources.

Qualities:

- A confident and inspirational leader with clarity of purpose and vision.
- Enjoys working with young people, is passionate about their futures and committed to only the best experiences for all students.
- Ability to motivate staff and pupils to reach their maximum potential.
- Ability to inspire and support the pursuit of excellence in teaching and learning and therefore pupil achievement.
- Understanding and valuing diversity in the school population so all pupils are enabled to achieve their full potential.
- Ability to promote equality of opportunity, ensuring everyone in the school is treated fairly and with respect.
- A commitment to eliminating discrimination on any grounds so that everyone feels respected and able to give their best.
- Be able to maintain a well ordered and disciplined environment for learning.
- Works well under pressure.
- Is prepared to teach, when required.
- Self-evaluative, reflective and open to developmental feedback.
- Honesty, integrity and emotional resilience.

GOVERNING BODY

The Foundation is a Charitable Trust, run by a Board of Governors:

Chairman: Reverend Canon James Allison

Vice Chairman: Mr Julian Dowson

Mr David Smith

Mr Christopher Redfearn

Mr Benjamin Redfearn

Miss Heidi Hutchins

Mrs Louise Reynolds

Mr Julian Collett

Mrs Stacy Linn

Mr Peter Lord

Mr Tony Perryman

The Foundation has a Board of 11 governors drawn from the locality because of their professional expertise and interest in the school. We also have 4 trustees with overall financial and governance responsibility. The Governors meet regularly and monitor the school's educational, financial and social welfare.

MANAGEMENT STRUCTURE

The Senior Leadership team (SLT) comprises the Head of Foundation, Head of Juniors, Business Manager, Deputy Head (Seniors) and Assistant Head (Pastoral).

HOW TO APPLY

We request that applications are completed on the application form available on tes.com. Should you require an emailed version or a paper copy of the applicant pack, please contact Priya Mistry on the email below.

SCHOOL CONTACT DETAILS

Hipperholme Grammar School
Bramley Lane
Hipperholme
HX3 8JE
Telephone 01422 202256
Website: www.hgsf.org.uk

Please send all correspondence / direct any queries to:
Mrs Priya Mistry at HR@hgsf.org.uk or on 01422 202256

CLOSING DATE FOR APPLICATIONS: Monday 3rd February 2025 at 10am

Hipperholme Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the DBS.