Appointment of
ASSISTANT HEADTEACHER

KINGS NORTON
GIRLS’ SCHOOL & SIXTH FORM
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Dear Prospective Applicant

Thank you for showing an interest in the role of Assistant Headteacher at Kings Norton Girls’ School. This vacancy arises due to the promotion of the current post holder.

Our school is very well regarded in the local community, oversubscribed for entry to year 7 and has rapidly increasing numbers in the 6th form. Our popularity is partly due to outstanding examination results; our progress 8 2017 (+0.81) places us in the top 2% of all schools nationally. However Kings Norton Girls’ School is more than just an academic success. Students are supported exceptionally well pastorally and, through a plethora of extra curricular, enrichment and leadership opportunities, we inspire students to develop as well rounded individuals with the experiences, skills, confidence and resilience to achieve their aspirations.

Kings Norton Girls’ School has grown from strength to strength over the past ten years. As a school community we are proud of our achievements but never complacent, always seeing opportunities to improve on our previous best by learning from ourselves and others.

The successful candidate will be joining a highly effective leadership team made up of the Headteacher, two Deputy Headteachers (Pastoral and Curriculum), three Assistant Headteachers and a Business Manager.

You will find information on the school in this pack and on our website however, should you wish to visit us, we are offering two opportunities to look around the school on Tuesday 8th May at 9.00 am and Thursday 10th May at 9:00 am. To book a place please contact Denise Wilson, Headteacher’s PA on 0121 675 1305 or dwilson@kngs.co.uk.

We do hope that having read the information and found out more about us that you decide to make an application.

Yours sincerely

Gill Fox
Headteacher

Nicola Raggett
Deputy Headteacher / Headteacher Designate
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 convertor 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 harmonious 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.
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 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.
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.
Key Facts and Statistics about the School

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

Kings Norton Girls’ School has received planning permission to build a new sixth form block, the funding bid has also been approved. Construction will start soon. The following photographs depict the proposed build.
<table>
<thead>
<tr>
<th>Academic Achievements 2017 (2016 results in brackets)</th>
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<tr>
<td><strong>GCSE Results</strong></td>
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<tr>
<td>A* - A all entries: 39% (37%)</td>
</tr>
<tr>
<td>English Grade 4 or above: 96% (A* - C 97%)</td>
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<tr>
<td>English Grade 5 or above: 85% (A* - B 78%)</td>
</tr>
<tr>
<td>Maths Grade 4 or above: 85% (A* - C 83%)</td>
</tr>
<tr>
<td>Maths Grade 5 or above: 65% (A* - B 56%)</td>
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<tr>
<td>Achieving EBacc: 52% (45%)</td>
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<tr>
<td>84% achieved equivalent of 5 A*-C including English and maths (81%)</td>
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<tr>
<td><strong>A Level Results</strong></td>
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<tr>
<td>202 entries (68 students)</td>
</tr>
<tr>
<td>A* - A all entries: 17.33% (21.7%)</td>
</tr>
<tr>
<td>A* - B all entries: 43.56% (46.4%)</td>
</tr>
<tr>
<td>A* - E: 99.5% (99.6%)</td>
</tr>
<tr>
<td>Average grade: C</td>
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<tr>
<td><strong>Progress 8</strong></td>
</tr>
<tr>
<td>+0.81 (+0.43)</td>
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<tr>
<td><strong>University Admissions</strong></td>
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<tr>
<td>86% of students commenced a University course</td>
</tr>
<tr>
<td>20% of which secured Russell Group placements</td>
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Assistant Headteacher Role Description: Responsible to the Headteacher

Purpose
To be a member of the Senior Leadership Team and to play a full part in the leadership and management of the school. Responsibilities will depend partly on the strength of the individual appointed but the post holder will be expected to be flexible to grow into leading on areas required by the school. Responsibilities are at times rotated to provide CPD opportunities as well as to fill the need.

Key Performance Areas
The job holder will also be required to carry out duties in accordance with the national teachers standards and in line with School Teachers’ Pay and Conditions document.

Responsibility Focus
- Strategic line management of sixth form including the development of self-review and teaching and learning.
- Developing strategies to improve outcomes for disadvantaged students across the school.
- Lead on Careers Information Advice and Educational Guidance (CIAEG), years 7—13.
- Further focus negotiated with the successful candidate.

General SLT roles and responsibilities
- To support the work of the whole team.
- To make a significant individual contribution to and gain a high level of commitment from others toward the achievement of whole school goals and vision.
- Promote the school as a dynamic and forward thinking centre of excellence that is OFSTED outstanding.
- Model at all times behaviours which create a culture of mutual respect, support and challenge so that all feel confident to improve practice.
- Make a major contribution to the smooth running of the school on a day to day basis including maintaining a high profile around the school during lessons, breaks and before and after school.
- Act and communicate in a way which is consistent with agreed plans, following through on decisions made.
- Participate actively in the work of the governing body including reporting to full meetings and sub committee meetings on progress within their area of responsibility.
- Contribute to ensuring the leadership team has a presence at whole school functions, parent’s evenings and events.

Additional core SLT responsibilities
- Provide an update to each meeting of the Curriculum and Standards Committee and attend when required.
- Attend Full Governors and Resources Committee as required.
- Line management of faculties and support staff.
- Involvement in progressing outreach work.
- Leading staff ‘contribution’ groups.
# Assistant Headteacher Person Specification

## ESSENTIAL CRITERIA

### Education and Experience
- First Degree (AF)
- Qualified Teacher Status (AF)
- Continued commitment to own professional development (AF)
- Recent successful experience as a middle leader in a secondary school (AF)
- Teaching experience within relevant age range (AF)
- Understanding of child protection and safeguarding requirements (AF, I)

## Professional Competencies and Qualities
- An excellent teacher (R, I)
- Knowledge and understanding of current educational issues, curriculum developments and educational initiatives, specifically related to post 16 education and CIAEG (SS & I)
- Contribution to whole school Continued Professional Development (SS, R, I)
- Experience of effectively reviewing classroom performance to raise standards (R, SS & I)
- Effective and persuasive communicator both orally and in writing (R, SS & I)
- Ability to analyse and evaluate evidence and data (SS)
- A strong presence enabling high visibility in the school environment (R)

## Management and Leadership
- Knowledge and experience of a range of successful teaching and learning strategies to match the needs of all students at all key stages (I)
- Knowledge and experience of strategies to improve the progress of disadvantaged students (SS & I)
- Ability to motivate, enthuse, inspire and empower others (R, I)
- Strong personal commitment to inclusion and diversity (R, I)
- Evidence of having successfully translated vision into reality at departmental level (R, SS, I)
- A strategic thinker with a compelling vision that can be shared and communicated effectively with students, staff and parents (SS & I)
- Ability to maintain high standards through holding others to account (R, I)
- Ability to devise, implement and review effective and efficient systems (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)
### ESSENTIAL CRITERIA

**Personal Qualities**

- Strong commitment to single sex education (SS, I)
- Energy and optimism (R, I)
- Excellent interpersonal skills both with adults and young people with the ability to also listen and reflect (R, I)
- Resilience and confidence (R, I)
- Integrity and loyalty (R, I)
- Demonstrable commitment to the wider life of the school (R, I)
- Strong commitment to personal development for all (R, I)
- Ability to organise work, prioritise tasks, make decisions and manage time effectively (IA, I, R)

**Key:** Aspects of the person specification will be assessed as indicated above through the following:-
- Application Form (AF)
- Supporting Statement (SS)
- References (R)
- Interview Panel (I)
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 1200 words, please explain clearly how you meet the requirements of the person specification. Supporting statements longer than 1200 words and information provided on extended applications will not be taken into consideration in the shortlisting process. Please submit your application and supporting statement to Mrs Denise Wilson, PA to the Headteacher by email dwilson@knsgs.co.uk. If you submit the pack in writing via the post please mark the envelope ‘Confidential: Assistant Headteacher Application’ and return to Mrs Denise Wilson, PA to the Headteacher, Kings Norton Girls’ School, Selly Oak Road, Kings Norton, B30 1HW.

Deadline for applications: Tuesday 15th May at 9.00 am

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

Candidates will be informed if they have been shortlisted to attend the selection process by Thursday 17th May. The selection process and interview will take place at the school on Monday 21st May.

Further information and visits to the school

Further information about Kings Norton Girls’ School can be found on the school website at www.knsgs.co.uk. In addition, candidates are encouraged to take an informal opportunity to visit the school prior to applying. Initial dates and times are Tuesday 8th May at 9.00 am and Thursday 10th May at 9:00 am. To book a place please contact Denise Wilson, Headteacher’s PA dwilson@knsgs.co.uk or on 0121 675 1305. If you have any queries about this exciting opportunity please contact Denise in the first instance.