



WILMINGTON
GRAMMAR SCHOOL FOR GIRLS

Deputy Head Teacher

Job Vacancy Pack



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Introduction

Endeavour MAT currently comprises Wilmington Grammar School for Girls (WGSG), Wilmington Grammar School for Boys (WGSB) and is the Trust chosen to open Stone Lodge School in Dartford from September 2019. The Trust is ambitious in its plans to work across phases and to have representation in both the selective and non-selective sectors.

The Trust has a commitment to enhance the life opportunities of all its students and in furtherance of this aim, has developed close working relationships with sponsor organisations such as Laing O' Rourke, Aecom and Whitecode Design and Engineering Consultants Ltd. The mission is to ensure that in addition to acquiring first class academic qualifications, students also graduate from our schools with the skill-sets and emotional resilience to succeed in all areas of their life.

WGSG is the lead school in the North West Kent Teaching School Alliance (NWKTSA) and has an outstanding reputation for the provision of continuous professional development, both for the Trust's staff and for other schools in the Teaching School Alliance. WGSB has Specialist Leaders in Education in maths and English who contribute to the work of NWKTSA.

This is an extraordinarily exciting time to be joining a forward thinking team and you will work under the guidance and leadership of Mrs Michelle Lawson, our new Head Teacher.

For more information about the Trust and its schools please visit www.endeavour-mat.co.uk, and www.wgsg.co.uk

I look forward to meeting you.



John Horgan

Chair of Trustees

The Post

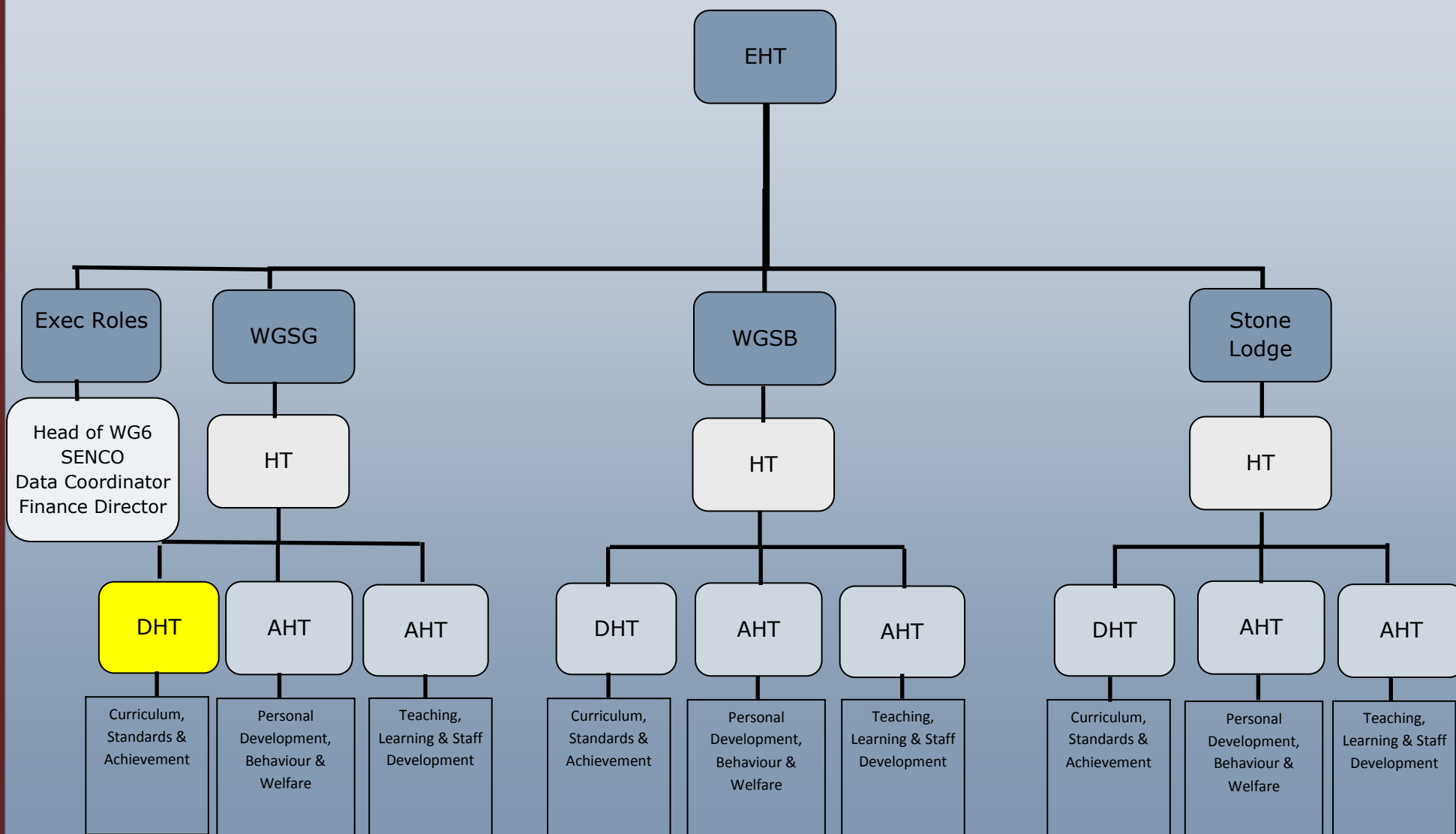
Wilmington Grammar School for Girls is seeking a Deputy Head Teacher to take an active role in leading this outstanding 11-18, selective Girls' School from September 2019. It presents an ideal opportunity for an ambitious candidate looking to further their career as a leader. The role has arisen due to the current post-holder moving to take up a post in our new secondary school which will be opening in September 2019. This also coincides with the appointment of our new Head Teacher, so provides an exciting opportunity for the two of you to work together to continue to secure an outstanding education for Wilmington Girls and to move the school to world-class status.

This is an exciting time in the school's development and the ideal candidate will be keen to embrace all that the new educational landscape has to offer. The school offers a broad and balanced curriculum with a specialism in maths and computing, developing toward business and enterprise into the future. It has an enviable track record with GCSE results placing in the top 10% for value added over the last three years.

The school is consistently oversubscribed and has grown to five forms of entry with a joint sixth form, WG6, which is shared with WGSB and has a PAN of 600 students. Students enter the school in Year 7 after successfully passing the Kent selection test. A small number of in year applications also take place and in our sixth form there is a further opportunity for external students to enter WG6.

The ideal candidate will be passionate about education and be able to evidence a history of securing outstanding examination success for their students.

Senior Leadership Team Structure



Job Description - Deputy Head Teacher



Background

The Deputy Head Teacher will have an excellent grasp of curriculum design and be pro-active in identifying the skills and competencies required in an ever-changing job market, whilst simultaneously responding to emerging and changeable government requirements. They will have oversight of the timetable and work closely with the timetabler to ensure cost effective and robust solutions are found to guarantee tight budgets do not impact on the quality of education for our students.

It is essential that applicants have excellent teaching and analysis skills as they will be responsible for ensuring Heads of Department are using data to implement appropriate interventions for students. The post holder will act as Raising Standards Leader and will have oversight of data at school level.

Under the guidance of the Head Teacher, the post holder will be responsible for the Quality Assurance processes at school level and will need to ensure data production is accurate, informative and useful for the various stakeholder groups. The school offers an annual enrichment programme and the Deputy Head Teacher will be responsible for ensuring this is organised effectively, fully inclusive and genuinely 'enriching' for all involved.

At a time of exciting change within the school and the MAT, we are seeking to appoint an individual who has relevant leadership experience, a positive attitude and who is used to managing change to make this outstanding school a world class school.

Job Description:

Job Title	Deputy Head Teacher- with responsibility for Curriculum, Achievement and Standards
Salary	L18 - L22 (£61,860 - £68,115 per annum)
Responsible to:	Head Teacher

Overall Job Purpose

To ensure achievement is exceptional and that the structure of the timetable, data analysis and curriculum design assist all staff in achieving this aim. As sole Deputy Head Teacher, the post-holder will lead the school in the Head Teacher's absence.

Main Duties and Responsibilities

The specific nature and balance of the key tasks and responsibilities will vary according to the needs of the school and the strengths of the post holder.

In general, Deputy Head Teachers are expected to:

- Contribute to the internal organisation, management and control of the school
- Play a decisive and key role in determining the strategic direction of the school

- Deliver highly effective personal Teaching and Learning and develop staff to secure the same
- Lead and manage middle leaders
- Quality assure Departments
- Contribute to relationship building within the local community and especially across the consortium and with partner schools
- Present to Governors, as required, on areas of specific responsibility
- Deputise, when necessary for the Head Teacher

Person Specification – Deputy Head Teacher

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Qualified teacher status • Degree or equivalent • Evidence of further professional development relevant to post 	<ul style="list-style-type: none"> • Masters' Degree, NPQSL or evidence of willingness to carry out further study to similar level
Experience <ul style="list-style-type: none"> • Outstanding classroom teacher and tutor • Development work with colleagues • Sustained performance securing very good student outcomes • Evidence of successful leadership of an aspect of curriculum or pastoral related strategy and work • Experience of initiating, leading and/or contributing to a whole school or wider community issue which sits outside a generic job description and/or comfort zone • Confident user of new technology as a management tool 	<ul style="list-style-type: none"> • Teaching experience to A Level • Experience of working with or within more than one school • Mentoring/Coaching • Safeguarding experience
Skills & Knowledge <ul style="list-style-type: none"> • Able to communicate effectively, orally and in writing • Able to demonstrate effective planning and teaching skills • Able to present confidently to a large group of students or staff • Able to work with others to achieve common goals • Able to use / analyse assessment data systems to raise standards • Able to provide clear direction and to inspire, motivate and enthuse others • Confident in own ability to be effective and to take on challenges • Ability to relate well to students, colleagues, parents and Governors • Builder of teams, networks and collaborations to secure the best outcome • Effective behaviour management • Able to support staff and students in maintaining high standards • Up to date awareness of curriculum development 	

<ul style="list-style-type: none"> • Efficient and effective administrative, organisational and personal management skills 	
Personal Attributes <ul style="list-style-type: none"> • Ability to inspire, challenge and motivate colleagues • Have a positive approach to education • Energy, enthusiasm and perseverance • Reliability and integrity • Good interpersonal skills • Able to perform well under pressure • Clear vision and educational philosophy • Positive commitment to individual personal development • Capacity to work hard, under pressure, to meet deadlines • A good record of attendance during the last three years • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • Suitable to work with children 	Ambitions to be a Head Teacher/Executive Head Teacher
Equal Opportunities <ul style="list-style-type: none"> • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education 	

What We Can offer You

Salary: Leadership L18 - L22 (£61,860 - £68,115 per annum)

Pension: Teachers' Pension Scheme

As well as offering a competitive salary: a supportive working environment; modern facilities; and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

Our Trust is part of a Teaching School Alliance providing a range of CPD, including NPQML and NPQSL as well as sponsored opportunities to study for Masters' degree programmes.

Application Process

- Closing date for applications is **Wednesday 15th May 2019**
- Interviews will be held on **20th and 21st May 2019**

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date which makes you an ideal candidate for this post.

Please send your application to:

By post:

Mrs R Rai
Wilmington Grammar School for Girls
Wilmington Grange
Parsons Lane
Wilmington
Kent
DA2 7BB

By email:

srrai@wgsg.co.uk

We encourage applicants to arrange a visit to the school prior, if you would like to arrange a visit, please contact Mrs Rai for an appointment (srrai@wgsg.co.uk or tel: 01322 226351)

