



# Clitheroe Royal Grammar School

Founded in 1554

## Headteacher Application Pack



[www.crgs.org.uk](http://www.crgs.org.uk)

# Clitheroe Royal Grammar School

## Welcome

Thank you for your interest in becoming Headteacher of Clitheroe Royal Grammar School.

All of us - students, staff, governors and the local community alike - are very proud of our school. For 463 years, since its founding in 1554 by Queen Mary, it has been playing a vital part in the education of young people from Clitheroe and the surrounding area.

Our current Headteacher, Judith Child, is retiring after 14 years of distinguished service. During that time she has guided the school through a process of evolutionary change, retaining our traditional strengths yet ensuring that the curriculum and teaching and learning reflects the very best of current professional practice. The Headteacher and governors are driven by the belief that all of our students should leave school equipped with the skills, knowledge and values to enable them to lead happy and fulfilled lives, succeed in the next stage of their education and make a positive contribution to society.

We are looking for someone who can build on our current success and ethos in order to improve further an already outstanding school. The successful candidate will sustain strong relationships with the communities we serve. They will be driven by a passionate belief that all students deserve every opportunity to achieve their full potential. Strong and principled, they will demonstrate compassionate and inspirational leadership for both students and staff alike. An outstanding educator, they will be a role model for our young and talented staff. Above all they will be committed to providing an inclusive education that promotes social mobility in a friendly, caring and supportive environment, where everyone is valued.

If you feel that you could be our next Headteacher, one who can continue our school's journey and share our pride, ethos and vision, then:

- You will inherit a school that has sound financial management coupled with a strong financial base.
- You will enjoy strong support from an experienced Board of Governors that makes maximum use of its numerous skills to good effect.
- You will work with our fantastic students and dedicated staff in a school that has high quality teaching and sports facilities in a well-maintained built-environment.
- Most importantly you will take over a school where there is a commitment to the highest standards of teaching, learning and pastoral care, so necessary for students to thrive.

If all of the above excites you then we hope that you will want to apply for what could well be the defining post of your career.

Whilst we hope this pack of information is helpful, we would encourage you to view our [website](#) or perhaps visit the school to meet students and staff in order to gain a fuller insight into the opportunity provided by this post.

Dr Andrew Clayton  
Chair of Governors

# Clitheroe Royal Grammar School

## **Student Welcome**

### **Student Leadership Team – Main School**

All students are greatly valued at Clitheroe Royal Grammar School and are motivated to do their very best and reach their maximum potential.

We really value the excellent relationships between students and staff and the positive and enjoyable learning environment.

Students are encouraged to take part in the many opportunities Clitheroe Royal Grammar School has on offer, both in and out of school. We know from personal experience that these are greatly beneficial and develop the students as individuals as well as helping them to thrive as members of the community.

We have thoroughly enjoyed our time at Clitheroe Royal Grammar School and cannot recommend our school enough.

### **Student Leadership Team – Sixth Form**

After joining the Sixth Form in the September of last year, we have found the students and staff to be welcoming and friendly. The work ethic in the classroom is exceptional and all the teachers share a passion for their subjects with their students in a way that we haven't seen anywhere else. There is an impressive network of support to allow all students to succeed in their studies and reach their full potential. Despite not coming from the Main School we have both found it easy to settle in and have also really enjoyed participating in the extra-curricular activities available. Every aspect of the Sixth Form is well structured, thoughtful and designed from a student's point of view. We are very grateful to our Sixth Form and we are sure you would enjoy your time here.

### **Message from the Headteacher**

Deciding to retire as Headteacher of Clitheroe Royal Grammar School has been a very difficult decision, probably the hardest I have ever made. I do so with a heavy heart but also with immense gratitude that I have had the opportunity to work with such talented and committed students, staff, governors, trustees and supportive parents/carers.

It has been an absolute privilege to be Headteacher of such an outstanding school. Our school has an incredibly long history and I will have been the custodian for a relatively short time.

Clitheroe Royal Grammar School is a very special place. I know that the successful candidate will want to preserve all that is good about this amazing school but also wish to take it forward and embrace new opportunities.

I will do everything possible to support the Headteacher designate to ensure that there is a smooth handover and transition for students, staff, parents/carers, governors and trustees. I look forward to a very long and happy retirement in the knowledge that Clitheroe Royal Grammar School will go from strength to strength.

Judith Child  
Headteacher



# Clitheroe Royal Grammar School

## Our School

Since our foundation in 1554 our school has provided a centre of excellence, offering superb teaching and learning opportunities. We have a very strong academic record and are one of the country's highest achieving state schools. Students benefit greatly from outstanding teaching, exceptional pastoral care and first-class facilities.

We combine the strengths of a mixed selective grammar school with the advantages of being a thoroughly modern 21st century school which prepares students for a rapidly changing world. We focus on the education and the development of the individual and offer a wide provision of extra-curricular activities.

Clitheroe Royal Grammar School is a mixed selective 11-18 school with academy status. The Main School (Years 7-11) is at our Chatburn Road site where approximately 660 pupils are based. In response to the high degree of oversubscription and period of significant growth in the Ribble Valley, we have increased our Pupil Admission Number in Year 7 to 150. By 2020 the Main School will have 750 students.

The Sixth Form Centre is housed at the York Street site. We have 630 students in our Sixth Form from over 40 secondary schools. Students study a wide range of A Level subjects. The majority of our Sixth Form students go on to Higher Education, with most progressing to their first-choice destination.

Our school has a reputation for being a happy, stimulating and caring environment in which everyone is given the opportunity to reach their full potential. All students are encouraged to take part in the wide variety of curricular and extra-curricular activities available at lunchtimes and after school.

## Our Foundation

The Trustees of The Clitheroe Royal Grammar Foundation hold on trust property and investments that represent the present day value of the permanent endowment of the school given to it by Queen Mary in 1554. The Trustees apply the income from these investments in two ways: firstly in the form of grants to students' families that are in need of financial assistance; secondly by providing items or services that will benefit the education of all students at the school.

Whilst not having any direct influence over the day-to-day operation of the school, the Trustees of The Clitheroe Royal Grammar School Foundation help to maintain the ethos and vision of the school by appointing five of its governors.

## Location

Clitheroe is an historic, vibrant market town in the heart of the Ribble Valley, Lancashire. The Ribble Valley has been named as one of the best places to live in the UK and has excellent transport links.

# Clitheroe Royal Grammar School

## Learning and Teaching

Learning and Teaching at Clitheroe Royal Grammar School takes place in an environment where students are encouraged to take an active role in the learning process. This is designed to support our students in working collaboratively and embracing a growth mindset. We strive to ensure that students develop the skills of independence, creativity and resilience and are empowered to take responsibility for their own learning. We encourage students to evaluate their own and others learning and act on feedback to make progress. Above all, we aim to ignite in our students a love of learning which will serve them well throughout their lives.

To enable our students to achieve this we are proud to offer a wealth of opportunities and resources:

- A world-class learning environment where the use of technology and innovative e-learning projects enhance the student experience, both within and beyond the classroom (for example through approaches such as “Flipped Learning”)
- A superb enrichment and co-curricular programme to enrich, challenge and enhance learning and development
- Excellent Learning Resource Centre facilities on both sites, including the superb newly-refurbished Sixth Form Library
- Student Leaders of learning who work with others to coach, mentor and lead (such as the Peer Mentoring Programme, Teaching and Learning Ambassadors, Sports and Literacy Leaders)
- A well-planned and resourced study and learning skills support programme
- A strong commitment to Continuing Professional Development (CPD) for all staff, enabling them to be reflective practitioners who enjoy exploring different approaches to learning and teaching, sharing practice and learning from each other

## Our Ethos and Aims

Our core purpose is to pursue excellence for all. We strive to unlock every student's potential in an inspiring school that is at the heart of our local community. Whilst our school has a very long history, we are not complacent and embrace new initiatives where appropriate for an 11-18, selective academy.

Clitheroe Royal Grammar School aims to create a welcoming and stimulating learning environment. A full list of our aims is available on our website.

## Students

Our students are amazing: they are enthusiastic, confident, mature and great ambassadors for our school. Visitors often comment on their excellent behaviour, attitude and friendliness.

## Staff

Our staff are well-qualified, professional, motivated, hardworking, extremely committed and enthusiastic. Teaching staff are employed by the Academy Trust with terms and salary in line with the School Teachers' Pay and Conditions Document. Support staff, with the exception of our catering team, are also employed by the Academy Trust.

# Clitheroe Royal Grammar School

## Parents and Carers

We work in partnership with very supportive parents and a Society of Friends (PTA). Attendance at parents' evenings and events is very high and feedback from parents is extremely positive. Each year we issue an Ofsted-style questionnaire and receive excellent feedback as well as constructive suggestions on areas to review and improve.

## Senior Leadership Team

Our Senior Leadership Team is strong and has been shaped to ensure clear leadership of our two sites whilst ensuring that we work together as one school with the same ethos and values.

The current team is made up of:

Mrs Judith Child – Headteacher

Mr Jonathan Powell – Deputy Headteacher – Head of Sixth Form

Mrs Catherine Reeves – Deputy Headteacher – Head of Main School

Mrs Claire George – Assistant Headteacher – Main School

Mrs Kate Johnston – Assistant Headteacher – Sixth Form

Ms Jasmine Renold – Assistant Headteacher – Director of Studies

Dr Andrew Ellis – Head of Science – Co-opted

Ms Lynne Higginbottom – Bursar

## Governing Body

Our governors are a professional group mainly consisting of parents, ex-parents and alumni of the school. The governors meet on a regular basis and are very supportive of the school whilst recognising their role as critical friends and the necessity for accountability.

## Admissions – Main School

Student admissions are buoyant and each year more students reach the required standard for entry than places available. All students are required to take the 11+ test which is held in September.

## Admissions – Sixth Form

For entry into the Sixth Form, we do not have a catchment area or entrance examination. Most students from the Main School progress to the Sixth Form where they are joined by over 200 students each year from schools in the Ribble Valley, Longridge, Preston, Blackburn, Accrington, Burnley, Nelson, Colne and beyond.

For entrance to the Sixth Form, students must achieve a minimum of five GCSEs at grade B/6 with at least GCSE grade 4 in English Language and Mathematics. In addition, some A Level subjects have their own, additional entry requirements.

# Clitheroe Royal Grammar School

## Key Facts

Type of school	Converter Academy (2011)
Age Range	11-18
Number of students	Main School = 660 Sixth Form = 630 Total 1290
Pupil Admission Number - Year 7	Increased from 120 to 150 for admission in 2016 By 2020 the Main School roll will increase to 750 students
Number of teaching staff	71 (x 67 fte)
Number of support staff	46 (x 31 fte)
% of students known to be eligible for Pupil Premium	4.4
% of students who have been awarded the 16-19 Bursary	8.8
% of students with an EHCP	0.15
% of students with EAL	6.9
School Group	Group 7
Pupil Admission Number	150 in Year 7

## Safeguarding

Clitheroe Royal Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

## The Headteacher Post

The governors are seeking a dynamic leader with a clear vision for Clitheroe Royal Grammar School. We are not complacent regarding our current success and know that we will need an outstanding leader to continue to raise standards in our school. This is not a job for the faint-hearted but then we doubt that anyone wishing to lead our successful school could be. The role will require vision, commitment, enthusiasm and energy. The successful candidate will have a tremendous opportunity to lead highly motivated staff and students in one of the highest achieving state schools in the country, a centre of excellence.

## The Academy Trust

The academy trust is Clitheroe Royal Grammar School, a company limited by guarantee (Company No. 07461173) and an exempt charity. The governors of the school are also the directors of the limited company and the trustees of the exempt charity. The academy trust is the employer of all of the school's staff, with the exception of the catering team. The academy trust also owns the freehold of all the land and buildings of the school at both the Chatburn Road and York Street sites.

# Clitheroe Royal Grammar School

## How to Apply

If, after reading this information, you feel you have the qualities to lead our school and make a real difference, please follow the application process below.

- Please apply through the TES and complete the online application form.
- You must include two referees, one of whom must be your current or most recent employer.
- The statement section – please outline your education philosophy, your motivation for applying and how your skills and experience equip you for leading Clitheroe Royal Grammar School. Your supporting statement must not exceed 6500 characters.
- In your statement please confirm that you are available for the interview dates.
- The deadline for receipt of applications is midday on Monday 22nd January 2018.
- In line with our practice on safer recruitment, we will take up references for all those candidates who proceed to interview.

## The Selection Process

- All enquiries, formal and informal, will be dealt with in confidence.
- All applications will be acknowledged by email.
- The governors will meet on Wednesday 24th January 2018 to decide who will be invited to the interview/selection process. You will be informed by 6.00pm on 25th January 2018 if you are being invited to interview. Further information will be supplied at this time.
- The interview and selection process will take place on Thursday 1st and Friday 2nd February 2018. Please note that you will need to be available for both dates.

## Further Information

Whilst we do not require or expect candidates to visit the school prior to making an application, if you have any queries, would like to discuss this exciting opportunity or wish to arrange a visit to the school, then do not hesitate to contact Ms Mary Woods, Headteacher's PA ([m.woods@crgs.org.uk](mailto:m.woods@crgs.org.uk)), who will arrange a suitable time for either a visit or for an informal discussion with the Chair of Governors or Headteacher. Please note, Clitheroe Royal Grammar School is closed from Friday 22nd December to Sunday 7th January inclusive.



# Clitheroe Royal Grammar School

## Job Description

**Salary:** Competitive, reflecting the size of the school (currently Group 7), the responsibilities of the post and the experience of the successful candidate

**Responsible to:** The Governing Body

**This job description incorporates *The National Standards of Excellence (2015)***

## Purpose:

The Headteacher will be the strategic lead for Clitheroe Royal Grammar School and be accountable to the governors for the education of current and future students and, in doing so, will:

- Provide a compelling, strategic vision for Clitheroe Royal Grammar School
- Inspire, challenge and empower all members of the school community to play their part in achieving that vision
- Ensure the provision of high quality teaching and learning
- Lead by example in determining the professional conduct and practice of teachers to the highest standard
- Secure an excellent climate for learning for students
- Set very high standards and expectations to ensure excellent attainment and progress for students
- Provide outstanding opportunities for all students to thrive
- Develop a broad, balanced, challenging and appropriate curriculum for an 11-18 Grammar School
- Extend opportunities for extra-curricular participation
- Promote spiritual, moral, social and cultural values
- Take responsibility for safeguarding and the promotion of the health, safety and welfare of students and staff
- Manage resources effectively and innovatively in order to secure best value and promote the highest achievement of both students and staff

**The Headteacher of Clitheroe Royal Grammar School will meet the following standards:**

## Qualities and Knowledge

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

# Clitheroe Royal Grammar School

## Leading Students and Staff

- 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
- 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 curriculum opportunities and students' well-being
- 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
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Hold all staff to account for their professional conduct and practice

## Leading Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society
- 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
- 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
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of students' achievements and the school's sustainability
- 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

## Leading the self-improving School System

- Create 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
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students
- 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
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education

# Clitheroe Royal Grammar School

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>➤ A good Honour's degree</li> <li>➤ Qualified Teacher Status</li> <li>➤ Evidence of preparedness for Headship through Continuous Professional Development</li> <li>➤ Participation in an accredited school leadership qualification</li> </ul>	<ul style="list-style-type: none"> <li>➤ NPQH</li> <li>➤ Post-graduate Qualification</li> </ul>
Experience, Skills and Knowledge	<p>Experience of:</p> <ul style="list-style-type: none"> <li>➤ Senior Leadership at secondary school level – Headteacher, Deputy Headteacher or equivalent</li> <li>➤ Motivating, inspiring and leading staff</li> <li>➤ Securing good and sustained student progress through their own teaching</li> <li>➤ Successful management of change</li> <li>➤ Performance management, recruitment and developing effective teams</li> <li>➤ Managing budgets, facilities and resources</li> <li>➤ Promoting the well-being of students and staff and safeguarding</li> </ul> <p>Proven track record of:</p> <ul style="list-style-type: none"> <li>➤ Strategic development planning and self-evaluation</li> <li>➤ Securing improvements in the quality of teaching and learning and outcomes</li> <li>➤ Using all relevant data and information to raise achievement</li> <li>➤ Working with external partners and organisations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in an 11-18 school environment</li> <li>➤ Awareness and understanding of a selective school environment</li> <li>➤ Experience of writing bids and securing funding</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>➤ A commitment to providing an outstanding education for all students</li> <li>➤ Strong organisational skills</li> <li>➤ A high level of emotional intelligence</li> <li>➤ The ability to develop effective and sustainable relationships with students, staff, parents, governors, trustees and the wider community</li> <li>➤ Resilience, perseverance, energy and enthusiasm</li> <li>➤ Ability to build teams and work collaboratively</li> <li>➤ Personal drive and a commitment to high quality education</li> <li>➤ Excellent communication skills, written, oral and with the use of IT</li> <li>➤ A personal commitment to the development and welfare of every student and every member of staff</li> </ul>	