



Head of Leicester Grammar Junior School (For September 2021) Information for applicants

A message from the Principal

Many thanks for your interest in the Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

We shall celebrate our fortieth anniversary in 2021 and, as we embark on a new phase of development, it is an exciting time to join us. I hope you may wish to be part of this warm and happy community as it goes from strength to strength.

Mrs Caroline Rigby will be leaving Leicester Grammar Junior School in August 2021 after eight years' outstanding service. The post of Head represents an exciting opportunity to lead and develop a thriving school.

John Watson
Headmaster of Leicester Grammar School and Principal of Leicester Grammar School Trust



Leicester Grammar School Trust

Background, History and Context

Leicester Grammar School was founded in 1981 in response to the demise of the maintained grammar schools in the area. In 1992 the Junior School was added, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was then the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of Leicester. The two schools moved onto a very attractive, state-of-the-art campus on 75 acres in September 2008, which was latterly officially opened by Her Majesty the Queen.

The purchase of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children.

Situated on the outskirts of one of the most multicultural cities in the UK, we are proud to draw children from city and country, and to welcome pupils from a rich range of cultural and religious backgrounds.

The pupil body is socially quite diverse too and there is a strong desire to provide more bursaries in the future. The Trust as a whole is financially strong and led by a very committed senior team and an open, collaborative and well-qualified Board of 14 local Trustees. We attract positive, polite and 'grounded' children, who display a strong sense of respect for one another and for staff. Concerns over behaviour are rare; our pupils thrive in a calm and purposeful community, well supported and guided by staff.



The Trust's mission and the aims and values of Leicester Grammar Junior School:

The Leicester Grammar School Trust seeks to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos.

In order to fulfil this mission, the school aims to:

- Promote intellectual curiosity and a lifelong love of learning.
- Offer an extensive range of experiences which broaden the curriculum and develop the pupil.
- Create a stimulating, happy and supportive community where each pupil is allowed to flourish.
- Care for the mental and emotional well-being, promoting a healthy lifestyle and nurturing self-esteem.
- Enable the moral and spiritual well-being of each pupil to grow and thrive.

The values of LGJS are:

- **Respect:** care for everyone and everything, showing good manners at all times
- **Trust:** be an honest and reliable member of our school
- **Courage:** show resilience and perseverance when approaching challenges
- **Curiosity:** demonstrate a keen interest, exploring and investigating the world we live in
- **Community:** actively show love and care for others and our world

The Trust's 2030 Vision

Each of our schools will have:

- Excellent academic outcomes and co-curricular opportunities.
- Innovative teaching and learning supported by a digital strategy.
- A forward-looking and stimulating curriculum.
- An environmental focus with outstanding facilities.
- An international/ global outlook.

Each of our schools will be:

- Financially secure and adequately flexible to invest in developing our pupils and staff.
- A community with clear ethos and values.
- A community where well-being is promoted.
- A community which prioritises public benefit and outreach.

Strategic Objectives 2020-23

The school communities within the Trust will *thrive* through:

Inspiring learning (Teaching, learning and attainment)

- Foster increased discussion of teaching and learning, with consistent implementation of best practice
- Encourage resourceful learning which results in best-possible attainment

Stimulating curriculum (Curriculum and co-curriculum)

- Ensure a curriculum which best prepares pupils for a future of challenge and adventure
- Foster healthy co-curricular participation by all members of the school community

Care and community (Pupils' well-being, support and guidance; staff professional development and well-being)

- Ensure best deployment of pastoral resource to address pupils' needs
- Become increasingly recognised as a community which cares deeply for pupils, staff and others

Appeal and outreach (Marketing, admissions, outreach, fundraising and communications)

- Formulate and implement marketing and fundraising plans
- Be an ethically and environmentally responsible member of our local, national and global communities

Environment and provision (Resources and facilities)

- Ensure adequate funding to refurbish and develop facilities according to educational need
- Confirm and fully develop digital strategy

These strategic objectives are underpinned by a development plan for each school.



Leicester Grammar Junior School

Leicester Grammar Junior School is a selective, co-educational independent day school of just over 400 pupils founded in 1992 for pupils aged 3-11; it is today larger than at any time in its history. It is highly regarded across Leicestershire and children are drawn from a wide catchment area.

The school has built up a strong reputation for delivering an excellent academic education, whilst developing the all-round talents of the children in a warm and nurturing environment. The vast majority of our pupils progress to Leicester Grammar School, and this provides them with a seamless transition in their education to a leading senior school, named Sunday Times East Midlands Independent Secondary School of the Year 2020. Underpinning these academic successes is a caring community based on a Christian ethos that offers an extensive co-curricular programme, including strong provision for music, sport and drama. The Senior and Junior Schools were inspected in November 2019 and achieved the highest grading ('Excellent') in both categories (Pupils' Achievements and Pupils' Personal Development).

School structure

There is a two-form entry at Kinders (3+). Each class has a qualified teacher and nursery nurse and can cater for up to 18 pupils. Some are full-time and some part-time (minimum of 3 full days or 5 mornings). From Reception onwards there are 3 classes per year group. Number capacity for each year groups is as follows:

- Reception - 3 classes of 15 (each class has a qualified teacher and nursery nurse)
- Year 1 - 3 classes of 16
- Year 2 - 3 classes of 18
- Years 3-6 – 3 classes of 20



Main entry points are at Foundation Stage and Year 3, but the admissions process is ongoing throughout the year. Currently, the school roll is 402 pupils with many year groups at capacity.

As well as the class teachers for each of the 23 classes, there are specialist teachers for the following subjects:

- Music – from Kinders
- PE and Games – from Kinders
- French – from Reception
- Science – from Year 3

Class teachers also take on a subject co-ordinator role. These are non-remunerated responsibilities, with the exception of English and Maths.

We have a number of teaching assistants who work across the different year groups from Years 1-6 to support the class teachers, as well as a Learning Support Department which works across the Trust.

The Leadership Team of the Junior School consists of:

Headteacher; Deputy Head (Academic); Deputy Head (Pastoral); Key Stage 1 Curriculum Leader and Key Stage 2 Curriculum Leader. The Junior School Leadership team also works closely with the Grammar School Leadership team to ensure cohesion across the Trust.

The formal school day ends at 3.00 pm for the Infants and 3.30 pm for the Juniors, but many pupils remain beyond this time. There is a full programme of either aftercare provision (until 6.00pm) or co-curricular activities (until 4.45 pm). All teachers are fully committed to the integral co-curricular life of the school.

Campus and Facilities

The new-build scheme, completed at a total cost of £33 million in 2008, provided the Grammar School community and the Junior School, which is housed in the same building, with excellent facilities, outstanding equipment and a beautiful and practical space in which to learn and work together.

The Junior School occupies a large self-contained section of the main building and the open-plan Refectory, used by pupils from both LGS and LGJS, acts as a link between the two schools. It benefits from its own purpose-built, bright and modern facilities. The classrooms are well-equipped. There is also a large school hall, library, art room, music room, computing suite, science lab (located in the Senior School) and Forest School (within the school grounds). We also have the huge benefit of sharing the Grammar School sports facilities, drama studio and music recital room.

The shared indoor sports complex offers multi-use courts for badminton, basketball and netball. Indoor cricket nets and table tennis are available, along with a well-equipped and supervised fitness suite, a gym/dance studio and a 25-metre, 6-lane, heated swimming pool. With 75 acres of land, including several full-sized rugby pitches, cricket pitches and nets, two all-weather artificial hockey pitches, eight floodlit hard tennis and netball courts, it is no wonder that the site has been used as a team training base for national teams, including the Canadian rugby team and the West Indies Ladies' Cricket teams.

The school has excellent local transport links, with both London and Birmingham under an hour away by train. Market Harborough, situated 10 miles south of Great Glen, was recently voted as one of the 'Best Places to Live' by The Sunday Times.

School culture

Creativity is very important to the life of Leicester Grammar Junior School as can be seen from the vibrant displays around the school. We encourage children to be expressive through Music, Art and Drama. There is a variety of music ensembles, choirs, orchestras and a large number of children take individual music lessons. The infant strings group even performs its own concert in the summer term. Drama is taught across the curriculum and the children perform assemblies, nativities and drama workshops to display their dramatic skills and to develop their confidence in speaking and listening.

Sport is also at the heart of our community, with a 'sport for all' ethos, and the children are exposed to a wide range of sporting activities to build both their physical and mental well-being. As well as the traditional team sports, they have the opportunity to take part in swimming, gymnastics, dance and, with our own set of bicycles, cycling too.

From an early age, the children are encouraged to question and reason, with problem-solving being a high priority. The investigation and experiments in the Science lab really emphasise this and prepare the children well for the next phase of their education.

Most importantly, there is a warm, caring and nurturing environment in the Junior School, and the personal and social development of the children is a high priority for all staff. The pastoral team are currently working towards a wellbeing award, which will provide an endorsement of the daily work which goes on to ensure good mental wellbeing for staff, parents and pupils. The pastoral team is strengthened by the Trust nurses, Trust chaplain and Learning Support team. The children and staff benefit hugely from our beautiful school grounds and inclusion of Forest School in the infant curriculum.



The Post

The Head of Leicester Grammar Junior School (LGJS) is responsible to the Principal of Leicester Grammar School Trust for the overall organisation, management and conduct of the Junior School. The Head of LGJS is accountable to the Principal, but is responsible for the day-to-day running and happy progress of the Junior School. The Head of LGJS is also afforded considerable latitude in determining the direction of the school.

This is a vital post within the Trust Executive. The Executive comprises the Principal (who is also Headmaster of the Senior School), the Head of Junior School, the Head of Stoneygate School and the Director of Finance and Operations. It meets weekly and is responsible for formulating and implementing whole-Trust policy on all academic, co-curricular, pastoral and administrative matters. The Head of the Junior School supports the Principal in updating, implementing and monitoring an agreed vision and strategic development plan for the Trust.

Core Role

- To provide vision, direction and leadership for the Junior School, maintaining and enhancing the ethos that enables pupils and teachers to thrive through outstanding teaching, learning, curriculum and personal development.
- To work with the Executive and the Senior School SLT, and to lead the Junior School Leadership Team (JSLT) in the creation and implementation of an ambitious strategic plan which clearly identifies priorities and objectives.
- To be a figurehead in the promotion of Leicester Grammar Junior School, its aims, standards and ideals and to model these both in school and in the wider community.
- To successfully recruit and develop all Junior School staff and pupils.
- To ensure the health and safety of all pupils and to assist the Safeguarding team, in conjunction with the Principal, in matters relating to child protection.
- To report to the Principal of the LGS Trust and the Board of Trustees on all issues relating to the efficient management, achievement, well-being and health and safety of Leicester Grammar Junior School.

Strategic Direction & Development

- To lead and support school leaders and staff in the process of whole-school and subject self-evaluation.
- To lead the school through all regulatory inspections and requirements, ensuring compliance.
- To work with other senior leaders to develop the strategic vision for the school in its community and analyse and plan for its future needs and further development within a local, national and international context.
- To draw up the Junior School Action plan and to monitor and report on its implementation and progress.
- To support the activity of the school Admissions and Marketing Team and ensure resources are directed to support the active promotion of the Junior School.
- To oversee the introduction to, and touring of, the Junior School by prospective parents (this may include pupil and parent interviews, taster days and testimonials).
- To oversee and contribute to all Junior School publications, including newsletter, parental communications, website development and social media.
- To represent the Junior School, in conjunction with the Principal, in the development of facilities, budgets and staffing requirements.
- To work with the Director of Finance and Operations to manage facilities, budgets and matters relating to health and safety and human resources.



Leadership of Teaching, Learning, Pastoral Care, Admissions and Outreach

- To ensure consistently high levels of teaching, learning and performance and to foster creativity and innovation in staff and pupils.
- To establish and maintain a very caring and supportive environment with the highest moral and behavioural standards, in line with Leicester Grammar School Trust's values and policy.
- To oversee all serious disciplinary incidents (that may lead to an exclusion or suspension of any type), collating evidence and ensuring authority compliance.
- To maintain effective links with the community to extend and enrich the curriculum, ensuring risk assessments are completed and signed for any events, trips, fixtures or visitors.
- To maintain an effective partnership with parents to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make towards achieving individual and whole-school targets for improvement.
- To take an active interest in the work of the Parents' Association ('Friends') and to support its work.
- To work with the Deputy Heads and key stage leaders to ensure that the Junior School curriculum and timetable are compliant, efficient and effective, ensuring necessary alterations are implemented and communicated.
- To contribute to an aspect of teaching, thus leading by example.
- To ensure that effective systems are in place to assess the suitability of prospective Junior School pupils and work with the Deputy Heads and Admissions Team in the efficient administration of such assessments.
- To liaise with Admissions to ensure new pupils are properly welcomed, introduced and inducted.
- To ensure policies, practices and parental communications are established and maintained to support the physical, emotional and social development of the individual pupil.

- To provide attentive, appropriate pastoral support to pupils, focussed on their physical, mental and spiritual well-being and ensuring their personal development.
- To work with Early Years and Senior School Leaders and staff to establish a natural, well organised transition as pupils move through the school, and ensuring that parents are kept well informed and engaged in the process.
- To engage with the School Council and to understand the needs and aspirations of pupils.
- To liaise with the Head of Learning Support, the Safeguarding Team, School Counsellor, Trust Chaplain, Nurses, Librarian and Heads of Department to ensure that Junior School pupils' needs are well understood and provided for.
- To build positive working relationships with other Junior/ Primary School Heads locally to share best practice.
- To build positive partnerships with local community organisations and with charities, to ensure that LGJS plays a part in improving the lives of others.



Leading and Managing Staff

- To establish and implement clear policies and practices for the day-to-day running, organisation and management of the school.
- To ensure weekly meetings of LGJS SLT and to make the agenda and minutes available to the Principal on request.
- To ensure regular briefings/ meetings with teaching staff, to facilitate understanding and communication.
- To offer support, guidance and mentoring for academic and pastoral leaders as required.
- To ensure that less experienced teachers are appropriately monitored, supported and advised.
- To ensure that newly qualified teachers are appropriately inducted.
- To identify training needs (through regular SLT observations), lead INSET and provide staff development opportunities.
- To lead the LGJS SLT in the implementation and maintenance of effective systems for the management of staff development, incorporating yearly appraisal and target setting.
- To design and agree support plans for any staff member having difficulties and review yearly probation periods.
- In conjunction with the Principal, to deal with any staff disciplinary incidents as they arise.
- To liaise closely with administrative departments at LGS to ensure the efficient administrative management of the school.
- To sustain own personal motivation and morale, as well as that of other staff, praising by way of encouragement and support.



Person Specification

- A graduate with at least a good honours degree.
- An experienced primary, junior or preparatory school teacher with a proven track record in the classroom.
- Experience of successful leadership, as serving headteacher, deputy head or an equivalent senior role.
- The ability to demonstrate how they have grasped opportunities to develop their current school, showing how they can be effective and energetic in instigating and implementing creative change.
- Experience of, or a clear understanding of the independent sector.
- An open, collegiate leadership style with the ability to build strong relationships with all colleagues based on common values and goals.
- An accomplished listener with high levels of emotional intelligence and the intellect, diplomacy and pragmatism needed to solve challenges in effective ways.
- A resilient professional with the capacity, drive and energy to manage a significant and varied workload well, including meeting deadlines on time and in full.
- A sharp mind, which can see both the big picture and the small detail, brings clarity and structure to discussions, and has a focus on purpose, quality, efficiency and efficacy.
- The ability to demonstrate how they have remained abreast of developments in education and further their own professional development.
- The ability to lead by example, and the gravitas, integrity and personal impact needed to command respect from a wide range of internal and external stakeholders.
- Conspicuous belief in the benefits of co-curricular activities.
- Proven high-quality oral and written communication skills.
- The ability to work effectively as part of a team, while being able to show clearly focussed and decisive leadership skills.
- The ability to demonstrate strong interpersonal skills and to resolve difficulties involving staff, pupils and parents.
- Good, practical ICT skills, an understanding of administrative ICT systems and the ability to learn new systems.

- The ability to operate in a high-performing, multi-dimensional, fast-paced environment, with a commitment to excellence and continuous improvement.
- A generosity of spirit and the sense of vocation required to contribute to the wider educational and charitable mission of the school.
- Empathy with the school's Christian ethos, as well as a desire to welcome children of all faiths and none.
- A strong empathy with the aims of Leicester Grammar School, as a leading academically selective and caring school, a successful business, and a charity delivering public benefit.
- A relentlessly positive outlook, with a good sense of humour and perspective.
- Along with all staff at Leicester Grammar School Trust, responsibility for the safeguarding of young people.
- Preferably, current DSL Safeguarding and Safer Recruitment training to maintain the school's commitment to safeguarding and promoting the welfare of children and young people.

Above all, an infectious enthusiasm for working with children, nurturing each individual's talents and potential in the life of a mutually-supportive and ambitious school community.

These qualities and competencies will be assessed via the candidate's application, interview and professional references and, where relevant, will be verified via copies of qualifications and successful safeguarding checks (including enhanced DBS clearance).



Working at Leicester Grammar School Trust

Staff at the Trust are well qualified and enthusiastic, and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care, and teaching staff are committed to co-curricular activities. Fee remission for the children of our staff is available at all schools across the Trust. There is an excellent and loyal support staff, who understand their vital role in contributing to pupils' growth and achievements.

Other benefits enjoyed by our staff include:

- Daily lunch allowance provided by Sodexo Catering during term-time
- Access to Medicare health plan
- Free on-site parking
- Green Commute initiative
- First class sports facilities, including gym and pool
- Thriving staff common room
- Excellent pastoral care – permanent School Nurse, Counsellor and Chaplain
- Rural walking trails around the School site
- Regular theatre trips & social events
- Wide range of musical and singing groups
- On-site coffee house

Please refer to our website www.leicestergrammar.org.uk for a fuller description of the Trust and our latest news.

Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or to the Principal.

Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and this is reflected in its recruitment procedures. Successful candidates for posts are required to undergo an enhanced DBS disclosure.

Appointment Process

A completed application form and curriculum vitae, accompanied by a covering letter addressed to Mr John Watson (Principal of Leicester Grammar School Trust), should reach the school as soon as possible, and no later than 9.00am on Wednesday 20 January 2021. It is anticipated that first-round interviews will take place the following week, with final round interviews shortly thereafter. It is hoped that both stages will occur at the school, but this will depend on COVID-19 restrictions in place at the time. Those who have previously applied for this post need not re-apply.

Applications should be emailed to Mrs Erica Parsons, HR Administrator, at parsonse@leicestergrammar.org.uk. There is no need to send a hard copy at this stage.



Independent Co-educational Day School for children aged 3-11
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Registered charity number 510809

