



West Kirby

Grammar School

Deputy Headteacher

April / September 2021

L18 – L22

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Letter of Introduction

Mr S Clarke
Headteacher



Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at West Kirby Grammar School. We are looking for an enthusiastic, ambitious and experienced senior leader who believes in the transformational power of education, will promote exemplary standards in both academic and pastoral areas of school life and will contribute to the overall development of our School.

I hope that the information contained in this brochure will help you to not only understand the post which is being advertised, but also give you a flavour of life at West Kirby Grammar School. There are over 1200 students on site. Our planned admission number is 180 in Year 7 and we recruit girls and boys into the Sixth Form from other local schools and an increasing number from Chester, North Wales and Liverpool.

The School consistently achieves excellent public examination results and 2019 was no exception with students achieving the highest proportion of strong passes in Maths and English at GCSE in the Authority as well as a Progress 8 score of 0.76. At A-level, results were equally impressive with 70% of all grades being A*-B, leading to WKGS being named the top Wirral school in The Real Schools Guide and the Sunday Times Parent Power rankings.

Life at West Kirby is about so much more than the academic though. We empower every student to make choices in pursuit of their passion. The breadth of our curriculum and rich diversity of enrichment opportunities helps all students to discover that vital spark which makes them unique. Our caring community values and nurtures students as individuals. We focus not just on what a student learns, but also on how they learn as each student grows in confidence, independence and stature to become a well-rounded young adult, ready to move into the next stage of their life and become the leaders of tomorrow.

Should you require any further information, please do not hesitate to contact me at school on 0151 632 3449 or by email to my PA, Sara Owen (office@wkgs.net). We look forward to receiving your application, which must be received by Wednesday 20 January at 2pm. Email applications to office@wkgs.net are very welcome.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Clarke', enclosed within a hand-drawn oval.

Mr Simeon Clarke
Headteacher

Advertisement

Deputy Headteacher

April or September 2021 Start



Deputy Headteacher (L18-22) – Quality of Education

Due to the promotion of the current post holder to the position of Headteacher, we are seeking to appoint a sole Deputy Headteacher from April or September 2021.

We require an enthusiastic and passionate individual with experience of leadership who is academically able, inspirational and dynamic, with the vision and commitment to contribute to the Leadership Team of our School. You will have specific responsibility for the development and management of the quality of education including teaching and learning, quality assurance, curriculum intent and implementation, and continued professional development.

Key attributes for the post include:

- Leadership experience, vision and ability to drive forward change
- A passion for working with young people and offering them the breadth of opportunity and aspirations to excel
- The ability to motivate and inspire those around you
- Proven track record of impacting positively on standards
- A partnership approach to working with staff, students and parents
- Enthusiasm for educational improvement and life-long learning
- The skill to innovate and embrace new initiatives
- A reflective practitioner with excellent organisational skills
- An excellent knowledge and understanding of exceptional teaching and learning for all

West Kirby Grammar School is an outstanding selective girls' grammar school with boys admitted into the Sixth Form. Academic standards are exceptional and extra-curricular provision enriches the lives of students.

Informal visits to the School will be managed in line with national restrictions. If you would like to visit the school, please contact the Headteacher's PA, Sara Owen (office@wkgs.net) to book a time.

How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our Leadership Team and what skills and experience you can bring to the School. Please also include a review of one curriculum initiative you have successfully introduced at your current school.

Closing date: Wednesday 20 January at 2pm

Interviews: Week commencing Monday 25 January

Key Elements of the Role

Deputy Headteacher

April or September 2021 Start



Key elements of the role will be:

- To provide strategic and operational leadership for the School's curriculum development and academic systems
- To be a strategic lead on teaching and learning and school innovation
- To deputise for the Headteacher as and when required
- To ensure the curriculum is ground-breaking and personalised, meeting the needs of our students as well as statutory requirements and national guidelines (as appropriate)
- To ensure that it is delivered through high quality teaching and learning that maximises all students' potential and encourages them to become enthusiastic and independent learners
- To plan and produce a CPD programme that promotes staff retention and engagement
- To ensure data is used appropriately to inform school improvement
- To be responsible for performance management and target setting
- To be responsible for quality assurance and training
- To have oversight of technology across the School
- To lead assemblies and Front of House for various occasions/functions

Responsible to: Headteacher

Grade: L18-22

Responsible for: Nominated Department Heads, Nominated Support Staff

Key Relationships: Senior Leadership Team, Teaching & Support Staff, Students, Governors, External Agencies, Parents, Local Community, International Community

Working Pattern: Full time and as described in the School Teachers' Pay & Conditions Document

Disclosure Level: Enhanced

Job Purpose: The successful candidate will be a strategic and supportive member of the SLT, playing a key role in the development of the School and effectively managing an agenda of continual self-improvement

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Job Description

Deputy Headteacher

April or September 2021 Start



This is a senior leadership post where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties. The following is an indicative list.

Strategic Direction & Development: Quality of Education

- Teaching and learning planning to maintain the School at the forefront of evidence-based educational developments attractive to our students and their families;
- To lead the strategic development of the curriculum through work with the Senior Leadership Team and Subject Leaders, reviewing current provision, ensuring that statutory responsibilities are met, and that national and local initiatives are incorporated appropriately;
- To provide guidance and support for departments in implementing schemes of work incorporating new specifications and national curriculum changes;
- Develop a programme for Continued Professional Development that is engaging and enriching for staff, promoting excellence and high levels of staff retention;
- To be responsible for the development and review of school policies relating to teaching and learning, and contribute to the School Development Plan;
- Review and oversee Quality Assurance systems creating a system that promotes ownership and autonomy among staff;

- Ensure there is an excellent understanding of departmental performance targets and outcomes which lead to self-evaluation and inform development plans;
- To provide advice and guidance and prepare reports as required to the Governors Curriculum and Staffing Committee;
- Review homework procedures, promoting innovative practice with a focus on flipped learning.

Teaching and Learning:

- Develop a world-class programme to develop the quality of teaching and learning throughout the school;
- To be a lead practitioner in your subject area, being an exemplary teacher;
- To promote and sustain effective teaching and learning throughout the School through self-evaluation and review processes;
- To ensure appropriate support and intervention, as necessary, to secure effective teaching and learning;
- To support the extra-curricular programme to engage pupils of all abilities and enable their talents and interests to blossom;
- Be at the forefront of developing the use of new technologies as a tool for first class teaching and learning;

Job Description (Cont.)

Deputy Headteacher

April or September 2021 Start



- Regularly engage with current educational evidence-based research and disseminate to staff to ensure the School remains at the forefront of exceptional teaching and learning;
- Develop systems to engage students in the learning process and further promote the value of student voice in advancing teaching and learning practice;

Leading and Managing Staff

- Be the senior link to named departments holding review meetings with the individual Head of Department on a regular basis;
- To line manage designated curriculum areas including the performance management of subject leaders;
- To assist in preparation for OFSTED;
- To ensure the effective delivery of the curriculum through high quality teaching, learning and assessment;
- To work with the IT team ensuring that there is a seamless provision for curriculum innovation;

- Be the senior link to named departments holding review meetings with the individual Head of Department on a regular basis;
- To line manage the Office Manager and other administration staff as directed;
- To participate in the recruitment and deployment of teaching and support staff;
- To participate in performance management of staff;

External Links

- Responsible for leading on marketing and collaborating with associated marketing companies to promote the School both locally and nationally through social media / press / School website;
- Partnerships with other schools regarding curriculum development and innovation;
- Partnerships with parents and local businesses to develop community links.

The post holder will be subject to performance management objectives, which will be agreed and reviewed annually, and is expected to carry out such other duties as may reasonably be assigned by the Headteacher. All teachers appointed are expected to be able and willing to contribute to the life of the School beyond their academic discipline and specific role. There are many opportunities to share enthusiasms and staff can expect to be supported in any attempt to broaden students' horizons.

Person Specification

Deputy Headteacher

April or September 2021 Start



Applicants should ensure that they have evidence of the essential requirements for this post. Desirable points will be used to differentiate when shortlisting for interview

Essential	Desirable
Qualifications <ul style="list-style-type: none"> Honours degree PGCE and QTS 	<ul style="list-style-type: none"> First-class or upper second-class degree Further degree or related qualification Senior Leader training programme
Experience <ul style="list-style-type: none"> Successful leadership as Assistant Headteacher in a secondary school setting Track record of successful whole-school leadership to improve provision, progress and outcomes including intervention and monitoring Experience developing a programme of teaching and learning training, engaging with current and forward-thinking educational research. Developing colleagues / line management/ coaching others Successful experience of managing whole school change 	<ul style="list-style-type: none"> Wide portfolio of leadership experience including middle/senior leader roles in: academic, teaching and learning, pastoral and assessment Teaching/leadership experience in an outstanding/good school Leadership experience in a grammar and/or girls' school Leadership experience in an academy setting. Recent Ofsted inspection training/experience Co-ordination of performance management and CPD programme.
Knowledge/Skills <ul style="list-style-type: none"> Detailed knowledge of curriculum design to ensure exceptional outcomes and opportunities for all student groups. Exam success in own specialism to A-level Knowledge of current external examination changes and impact on schools Knowledge of quality assurance systems and how these can promote sustained excellence Knowledge of best practice in teaching and learning to ensure world-class standards Managing budgets and being resourceful to ensure value for money High standards of written and spoken English 	<ul style="list-style-type: none"> Understanding of how technology can best enhance teaching Know how to best improve outcomes for pupils irrespective of specific needs or groups e.g. SEND, disadvantaged/PP, FSM/EAL etc. Understanding of Departmental Development Plans can promote outstanding practice. Knowledge of ways to interpret data at all levels Knowledge of IDSR and analysis of outcomes A knowledge of how literacy and numeracy should be developed across the curriculum How best to promote British Values in the curriculum
Special Requirement <ul style="list-style-type: none"> Ability to work as a team member and as leader of a large team Empathy with students and colleagues Enhanced DBS clearance and identity checks Excellent organisational skills Professional approach to conduct, attendance and dress Excellent references Good interpersonal skills, intuition, tact and resilience 	<ul style="list-style-type: none"> Willingness to contribute to the wider life of the school Working in partnership with governors Interest in marketing and website development Safeguarding training beyond Level 1



West Kirby Grammar School is a vibrant and thriving girls grammar school of around 1300 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

Our vision is to empower and embolden every child to make choices in pursuit of their passion, discovering that vital spark which makes them unique and equipping them to become the leaders of tomorrow.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Calendared weeks with no evening meetings or events
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing activity programme
- Dedicated Wellbeing INSET Day for staff
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others Work events
- Headteacher 'Open Door' Policy at all times

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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