



GUILDFORD
HIGH SCHOOL



Appointment of _____
**Assistant Head
(Operations) -
Junior School**

Guildford High School

Assistant Head (Operations) - Junior School

Guildford High School is a remarkable place and has been educating girls since 1888. Around one thousand pupils, aged 4-18, from Guildford and its surrounding towns and villages, enjoy exceptional facilities and inspired teaching here. GHS comprises a Junior School, a Senior School and a Sixth form, on one site. Whilst providing all-through education, each section of the School has its own distinct personality and pupils join us at many different entry points.

Our Junior School is a lively, vibrant place where girls blossom personally, intellectually, and socially. Open any classroom door and you will find happy pupils who are fascinated by the topics they are learning. We welcome girls from the age of four to eleven and provide a nurturing, stimulating environment as they take their first exciting steps into school life

Our staff are integral in delivering to our pupils of the highest quality; one that inspires them to think and learn creatively. We seek to recruit and retain dynamic teaching and non-teaching staff who share in our vision and commitment.

We consistently boast some of the best results in the country; we were named The Sunday Times Independent School of the Year 2024, and in recent years have also claimed titles such as The Sunday Times Southeast Secondary School of the Decade, The Sunday Times Prep School of the Decade, and School Sport Magazine's Top Girl's School for Sport 2025. Both our sports and pastoral care have also recently been recognised with awards at a national level.

We would encourage you to visit our website and view our school film to find out more about our school: www.guildfordhigh.co.uk

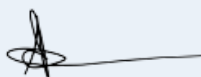
You will need to apply for this role through our website: www.guildfordhigh.co.uk/vacancies where you will be directed to complete an online application form. Applications will need to be submitted no later than **Friday 21 March at 8.30am**. Interviews will take place in the week commencing **Monday 24 March 2025**. Unless you stipulate otherwise, we retain all applications for up to six months. If you have a disability that requires any specific assistance, please let us know when applying so that we can make the necessary arrangements.

May we take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact Human Resources on 01483 543 862 if we can be of further assistance.

We look forward to hearing from you.



Karen Laurie
Head



Alistair Williamson
Head of Junior School





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Our young people have just one opportunity to **embark on an amazing educational journey**. I am proud of our **inspiring** pupils and staff who create an environment that **radiates warmth and joy** and an insatiable hunger for **knowledge**. Our ethos is rooted in kindness, and provides the opportunity to **challenge ourselves to be the best we can be** within our uniquely special community.

MR ALLISTAIR WILLIAMSON

Head of
Junior School

Assistant Head (Operations) - Junior School

Job Purpose:	Support the running and development of the Junior School
Reporting Line:	Head of Junior School
Tenure:	Permanent, Full-Time
Salary:	United Learning Pay Structure
Start Date:	September 2025



General Responsibilities

- **Support of the Head of Junior School:** Assist in maintaining and developing an outstanding school by contributing vision, ideas, commitment, and enthusiasm. This involves actively participating in strategic planning and decision-making processes.
- **Uphold and support the policies, aims, and ethos of the school:** Ensure that all actions and decisions align with the school's values and objectives, promoting a positive and inclusive school culture.
- **Set high professional standards in all aspects of school life:** Lead by example in terms of behaviour, work ethic, and professional conduct, inspiring staff and pupils to strive for excellence.
- **Manage the daily operational organisation:** Oversee the smooth running of the school on a day-to-day basis, ensuring that all logistical and administrative tasks are handled efficiently.
- **Give professional and welfare support to staff:** Provide guidance, mentorship, and support to staff members, addressing any professional or personal issues that may arise.
- **Oversee pupil rewards and sanctions:** Implement and manage systems for recognising student achievements and addressing behavioural issues, ensuring consistency and fairness.



Specific Leadership and Management Responsibilities

- **Deputise for the Head of Junior School:** Alongside the other Assistant Heads, act as the Head Teacher in their absence, making key decisions and ensuring continuity of leadership.
- **Assign and manage cover with the Junior School:** Arrange for substitute teachers when staff members are absent, ensuring minimal disruption to students' learning.
- **Lead whole school initiatives:** Develop and implement school-wide projects that enhance the educational experience for all pupils.
- **Creation and management of the Junior School Timetable:** Annual generation and ongoing management of the Junior School class and staff timetables in consultation with the member of staff with responsibility in the Senior School.
- **Support development of the school curriculum:** Work with the Assistant Head – Teaching & Learning to review and enhance the curriculum, ensuring it meets the needs of all pupils.
- **Responsibility for Junior School Health and Safety:** Ensure that all health and safety regulations are followed, conducting regular risk assessments, attending termly health and safety committee meetings, and addressing any issues promptly.
- **Control and development of the extra-curricular programme:** Oversee the planning and delivery of the extra-curricular programme.
- **Setting duty rotas and event schedules:** Create schedules for staff duties and important school events, communicating these clearly to all staff members.
- **Setting termly late-night duty rota for Junior School Senior Leadership Team:** Plan and communicate the schedule for senior leadership team members to be on duty during late-night events or activities.
- **Manage educational visits and reviews:** As EVC for the Junior School - plan and oversee school trips and visits, including the processing of all risk assessments and ensuring all necessary arrangements and reviews are completed.
- **Oversee House System:** Manage the school's house system, including organising house competitions and events, and supporting house leaders. Ensuring it is well-organised and promotes a sense of community and competition.
- **Staff induction, appraisal, and development:** Support the induction process for new staff members, conduct appraisals, and support ongoing professional development.



Responsibilities as part of Junior School Leadership Team

- **High standards of teaching and learning:** Promote and maintain high standards of teaching and learning throughout the school, supporting teachers in their professional development.
- **Support with staff recruitment:** Participate in the recruitment process for new staff members, helping to select candidates who will contribute positively to the school community.
- **Line management of staff through the yearly PDR cycle:** Conduct performance development reviews with staff members, providing feedback and setting goals for professional growth.
- **Thorough understanding of the Independent Schools Inspectorate (ISI):** including guidelines and requirements and preparing the school for inspections.
- **Promote the School ethos through regular assemblies:** Lead assemblies that reinforce the school's values and ethos, engaging and inspiring students.
- **Support the administration and development of assessment days:** Assist in the planning and administration of assessment days and activities mornings, ensuring a smooth and fair process.
- **Attendance at parents' evenings:** Participate in parents' evenings, providing feedback and support to parents and guardians.



Curriculum delivery

- **Plan, prepare, and deliver inspirational lessons:** Create engaging and effective lesson plans that cater to the needs of all students, fostering a love of learning.
- **Use a wide range of strategies for teaching and classroom management:** Employ diverse teaching methods and classroom management techniques to create a positive and productive learning environment.
- **Ensure regular and thorough marking of pupils' work:** Provide timely and constructive feedback on students' work, keeping detailed records of their progress.
- **Keep abreast of current thinking and development in the subject area(s):** Stay informed about the latest developments in education and subject-specific knowledge, incorporating new ideas into teaching practice.
- **Share resources and training materials with colleagues:** Collaborate with other teachers to share best practices, resources, and training materials, fostering a supportive professional community.
- **Contribute to school activities:** Participate in enrichment work, extra-curricular activities, and school trips, enhancing the overall educational experience for students.
- **Take responsibility for professional development:** Engage in continuous professional development, using new knowledge and skills to improve teaching and learning.
- **Attend and contribute to whole school INSET sessions:** Participate in in-service training sessions, contributing ideas and learning from colleagues.

This job description indicates the range of duties involved but is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.



Person Specification

Experience

- Qualified teacher with excellent knowledge and teaching skills
- An experienced, proven leader within primary schools within the prep / primary setting
- Evidence of whole school impact through initiatives and projects
- Experience in developing initiatives to continually enhance the quality of the educational experience of pupils

Knowledge

- **Safeguarding and Child Protection** – In-depth understanding of senior leadership responsibilities concerning safeguarding and child protection, with a strong commitment to upholding and implementing best practices
- **Comprehensive Knowledge of Teaching and Learning** – Well-versed in effective teaching and learning strategies within a primary school setting, ensuring high standards of education
- **Familiarity with the Inspection Process** – Solid understanding of the school inspection process and experience in preparing for and supporting successful evaluations
- **Curriculum Development and Implementation** – Strong knowledge of curriculum design, delivery, and assessment, with the ability to monitor and evaluate its impact on student progress
- **Educational Legislation and Policies** – Well-informed about current educational laws, policies, and regulations, ensuring school practices comply with legal and governmental requirements
- **Inclusion and Diversity** – Understanding of best practices for promoting an inclusive learning environment that meets the needs of all pupils, including those with special educational needs and disabilities (SEND)

• Staff Development and Performance

Management – Knowledge of performance management processes, including the development of staff through coaching, mentoring, and professional development opportunities

Skills

- **Leadership and Motivation** – Demonstrates the ability to lead, inspire, and motivate both staff and pupils to achieve excellence
- **Presentation Skills** – The ability to engage an audience with gravitas and flair and inspire a range of audiences, including pupils, parents and staff
- **Data Analysis and Progress Monitoring** – Proficient in analysing academic data to track pupil progress, identify trends, and implement targeted interventions
- **Collaborative Approach** – Work effectively with colleagues, parents, and the wider community to create a supportive, inclusive environment
- **Organisation and Time Management** – Highly organised with exceptional time management skills to balance multiple priorities
- **Empathy and Teamwork** – Sensitive to the needs of others and thrives in both leading and being part of a team, with strong communication and support skills
- **Professionalism** – Maintain an open, professional approach in interactions with colleagues and students' families
- **Adaptability and Flexibility** – Demonstrate the ability to prioritise tasks, manage time efficiently, and remain flexible in response to changing circumstances
- **Integrity** – Commit to upholding high ethical standards and serving as a role model for both staff and students

- **Global and Local Awareness** – Understand the broader educational context, both locally and globally, and uses this to inform practice and decision-making
- **Change Leadership** – Inspire and lead colleagues confidently, driving innovation, change, and continuous improvement
- **Facilitation of Collaboration** – Create structures and opportunities that encourage staff collaboration and sharing of best practices
- **Decision-Making and Commitment** – Possess strong organisational and decision-making skills, with a high level of personal commitment to school improvement
- **Support for Quality Teaching** – Provide high-quality support to colleagues in the delivery of effective and inclusive teaching strategies
- **Self-Management** – Demonstrate independence in managing key responsibilities and maintaining focus on priorities
- **Visionary Leadership** – Demonstrate a forward-thinking mindset with a clear vision for school improvement and fostering student success
- **Calm under Pressure** – Maintain composure and focus in challenging situations, adjusting effectively to evolving circumstances
- **Organisational and Decision-Making Excellence** – Shows a high level of personal commitment, organisational ability, and sound decision-making skills
- **Reflective Practice** – Continuously reflect on personal performance and actively seek professional development and growth opportunities
- **Inclusive and Empathetic** – Cultivate an inclusive, warm, and supportive environment, demonstrating empathy and sound judgment for all members of the school community
- **Passion for Education** – Possesses a deep passion for education and a strong desire to grow as both an educator and a leader

Personal Qualities

- **Commitment to School Values** – Embody and promote the school's values, building trust and respect with colleagues, students, and their families

All positions are subject to safeguarding checks including an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), shortlisted candidates will be subject to an online check.





HOW TO APPLY

1

Applications

An online application form should be completed and is accessible via our website:

www.guildfordhigh.co.uk/vacancies

Any queries about the position should, in the first instance, be directed to the HR department:

human.resources@guildfordhigh.co.uk

2

Key Dates

Please note that the School reserves the right to appoint at any stage during the recruitment process, so please submit your application as soon as possible.

Closing date: 8.30am, Friday 21 March 2025.

Interviews:

- First round to take place on Tuesday 25 March 2025.
- Second round for successful candidates to take place on Friday 28 March 2025.

3

Invitation to interview

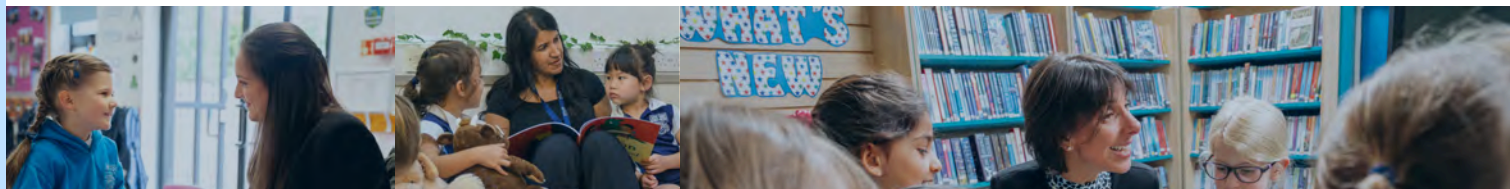
Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

4

Safeguarding of Children & Security of Disclosure Information

GHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





FURTHER INFORMATION



Interview requirements

Short-listed candidates will need to bring proof of their educational and professional qualifications that are necessary or relevant to the post.

All candidates invited to interview must also bring each of the following with them:

- A passport
- Current driving license if you have one
- Full birth certificate
- Utility bill or bank statement issues within the last three months showing the candidates name and address
- Where appropriate any documentation evidencing a change of name
- Evidence of the right to work in the UK

Please be reminded that references will be requested prior to interview. Online checks will also be undertaken for shortlisted candidates in accordance with KCSIE regulations 2024.

Candidates with a disability who are invited to interview should inform the HR department of any necessary reasonable adjustments or arrangements to assist them in attending or participating in the interview.

Choice of Referees

We require references who can speak knowledgeably about your professional abilities in a similar role, including your current or most recent employer. We will conduct additional checks to ensure the safety and welfare of children. Please provide professional (not home) addresses and email contacts for your referees.

