

BOURNE GRAMMAR SCHOOL

Headteacher

January 2021

The post falls vacant in January 2021 on the (early) retirement of Jonathan Maddox who has served since January 2005. Since the School re-opened on its present site in 1920, it has been led by just five Headteachers.

The Governors believe that the vacancy presents a rare opportunity for a serving Headteacher, or a Deputy Headteacher of exceptional potential, to lead a large, successful and financially secure mixed selective school whose places are in great demand.

Bourne Grammar School is a free-standing, Single Academy Trust.

The School selects the top 25% of students by academic ability as measured by the Lincolnshire Consortium of Grammar Schools' 11+ test.

Recent years have seen significant growth of the School, from a five-form entry of 140 students to an eight-form entry of 240 boys and girls drawn from a radius of some twenty miles, crowned by a Sixth Form of well over 400 students. In its steady state the School will contain in excess of 1,650 students. At present the roll stands at 1,620, including 415 in the Sixth Form.

In addition to the expansion of student numbers there has been significant expansion of the estate, including a magnificent £4m Science Block, a state-of-the-art Drama Studio and a £750k Design Engineering/Humanities block which was opened by the Duke of Edinburgh. An all-weather playing surface is expected to be added in the present academic year. The School's reputation across a wide area, demand for places at Year 7 and Year 12 and its financial security have all improved dramatically. The estate is all post-1960 and a significant extent is post-2000. It is well-maintained, fit for purpose, adequate in quantity for our expanded student numbers and a budgeted, multi-phase refurbishment programme is under way. The campus is pleasant, with adjoining playing fields. It is situated to the south of the town centre in a largely modern residential area.

Even throughout the period of expansion, sound financial management and governance ensured that there was need for neither austerity nor staff reduction; in fact staffing *increased* steadily as student numbers rose, and further subjects were added to the Sixth Form. There are now 26 A-Level courses (all Sixth Form courses are A-Level courses). Academic performance has risen to the point at which the latest published Progress 8 score is a remarkable 0.8 (and was very high last year too) and, at GCSE, the School stands confidently amongst the top state-funded schools. At A-Level, the 26 A-Level subjects allow the Sixth Form to welcome students across a wide range of academic ability and subject preference. The majority of our Year 11 students choose to join our Sixth Form and, each year, a significant number joins our Sixth Form from other schools.

The School is very well governed by a committed Governing Body of 20 governors, of which the Headteacher is one. There are 7 parent governors, and in recent years all elections have been contested and excellent, well-mandated appointments have been made. There is a good range of professional skills and experience, including a former Headteacher (of another school), several accountants, a local authority Chief Executive, a number of high-ranking military officers and two medical doctors. Other governors are appointed by a local charitable trust which has a long association with the School and some are appointed by the Governing Body itself. Several governors, including the present Chair and Vice-Chair happen to be *alumni*. The governors act strategically, holding the Headteacher and Leadership Team to account, and the separation between governance and the School's management is well maintained and well understood.

Some years ago the School's verbose Mission Statement was replaced by a very simple, memorable *Purpose Statement* which has remained in place without amendment. It encapsulates how the School is led, how it is run on a day-to-day basis and it informs everything we do.

Best atmosphere

Best support

Best results

The order is significant. We see that if there is a pleasant, calm, inclusive atmosphere in which students and staff are happy, and students are well-supported as they face the many challenges of secondary education, then our bright students are more likely to secure great results. We speak rarely of results; yet the students achieve fabulous results, and do so consistently from year to year.

The Leadership Team works tirelessly to recruit the best it can but also to ensure that colleagues are developed, encouraged, supported, held to account and well rewarded. Staff morale, especially amongst the teaching staff, is astonishingly high but there is no complacency; the Leadership Team knows that its success in leading the School for the benefit of our students depends very substantially on the way in which the staff go about their work and interact with students.

The new Headteacher:

1. Must be a *teacher*.
2. Must be able to demonstrate an understanding of, and commitment to the School's *Purpose Statement*.
3. Must be able to demonstrate, through experience or evidence of potential, the ability to assume overall responsibility for the management of the School's financial operation - one which deals with an annual budget of in excess of £7m.

The appointment process

Closing date for applications to be received at School: Wednesday 26 February 2020 at 09:00.

Salary: A competitive salary range will be determined at the final stage of the appointment process and will have regard to the successful candidate's present remuneration, experience and potential.

Relocation: A contribution may be made to assist the successful candidate in relocating.

Expenses: Reasonable travel expenses for candidates attending for interview (for each round) will be reimbursed.
Hotel accommodation can be arranged at the School's expense, if required, for candidates invited to interview.

Long-listing: Week commencing 2 March 2020

Preparation: Candidates are not asked to prepare anything specific, such as a presentation, for the interviews.

Round 1 interviews (candidates will be required for part of the day at the School)

Wednesday 4 March 2020

Candidates invited to Round 1 can expect: a 1-hour interview with the Chair of Governors and another member of the Appointing Panel, a 30-minute conversation with the present Headteacher and a brief tour of the School with senior students.

Round 2 interviews - Shortlist Interviews (two days, including a dinner event)

Wednesday 11 March and Thursday 12 March 2020

The formal programme of interviews and other activities will take place on each day at School and it will be sharply focused on exploring the extent to which shortlisted candidates are a match to the Governors' requirements. It will include a meeting with the Finance Department for which no advance preparation is required, teaching, further contact with staff and students, a meeting with the Leadership Team and, for those selected to continue to the second day, a formal interview with the Selection Panel.

The Selection Panel

The Chair of Governors has formed a Selection Panel consisting of:

Mr Ian Mears - Chair of Governors

Mr Robert Parker - Vice-Chair of Governors; Chair of the Finance, Premises & Audit Committee

Mr Ian Fytche - Governor (former Chair of Governors)

Dr Suneetha Siddabattuni - Parent Governor

The Headteacher is not a member of the Selection Panel but will work closely with the Panel, in an advisory capacity, throughout the Selection Process.

Application procedure

Item 1: A Curriculum Vitae ideally on one side of A4

Please include:

- your A-Level (or equivalent) subjects and grades;
- your degree title(s), institution(s) and classification(s);
- all significant employment since leaving university.

You **must** give the contact details of **two** professional referees who will be able to write about your professional achievements, standards, qualities, commitment and potential to be an outstanding Headteacher. They should be able to do this as a result of current or recent experience of working directly, or very closely, with you. You may choose to include a third referee. Unless there are exceptional reasons to the contrary, one of your referees will be, in the case of a serving Headteacher, your present Chair of Governors. In the case of a senior leader who is not a Headteacher, one referee must be your present Headteacher; you may well choose to ask your Chair of Governors or another Governor to serve as your second referee. References will be taken up in advance of drawing up the long-list. Candidates invited to interview will be required to complete the standard Bourne Grammar School application form (for safeguarding reasons).

Item 2: A brief covering letter

Please do not send a 'standard' letter if you choose to apply for the Bourne Grammar Headship. All that is asked is that you consider carefully, having read the documents which are made available and having done the usual research, whether or not this particular Headship, at this particular school, is for you.

Candidates invited to interview must bring original documentary evidence of identity and qualification, namely:

1. Proof of identify (e.g. passport, driving licence)
2. Original certificate evidence of a recognised teaching qualification
3. Original degree certificate(s).

Ian Mears, Chair of Governors
On behalf of the Selection Panel
February 2020

Applications should be directed to:

Mrs Fiona Hill, Clerk to the Governors
fiona.hill@bourne-grammar.lincs.sch.uk