

Assistant Headteacher



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Salary: Leadership L12 – L16 - £67,898 - £75,049

Full-Time, Permanent

Required: September 2026

A new and exciting opportunity has arisen to join one of the country's leading grammar schools as a member of the Extended Leadership Team.

The role offers the successful candidate the opportunity to contribute towards the day-to-day management of the school.

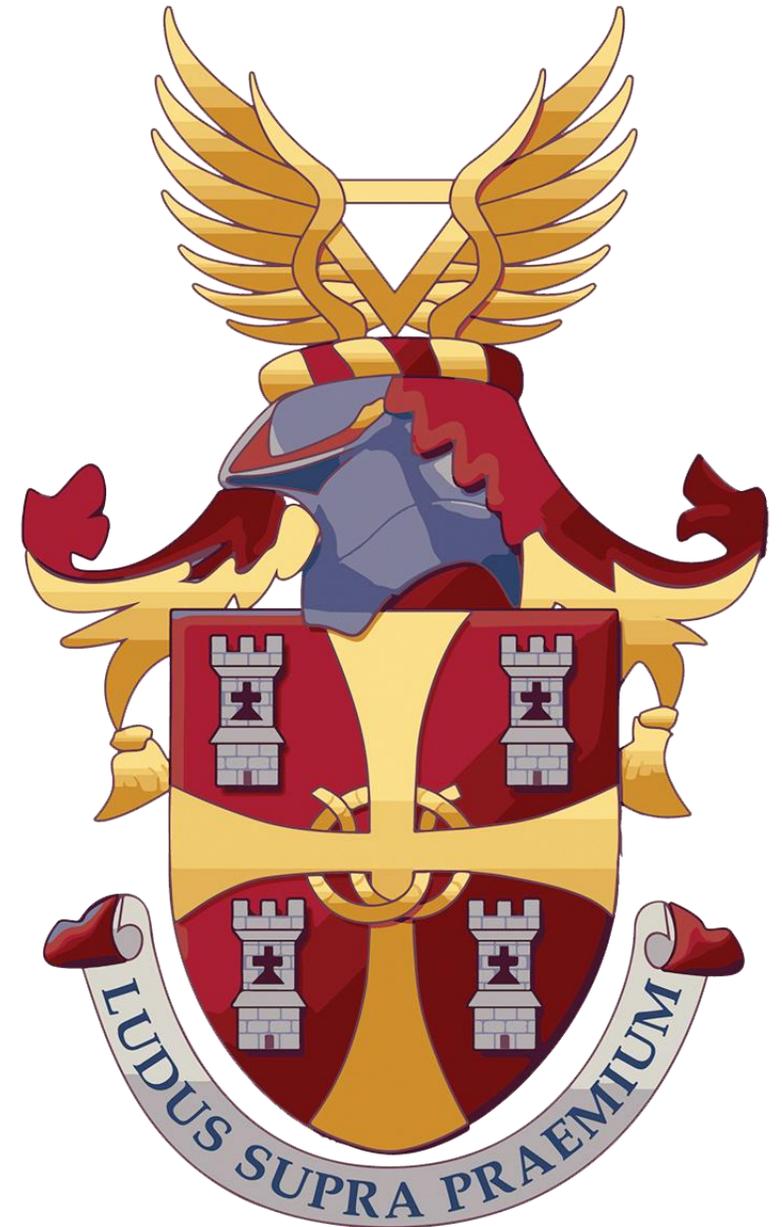
Opportunities like this do not come up often to work with our able and well-motivated students as part of our team of hardworking and committed staff.

In return, we offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at recruitment@wghs.org.uk. The following dates are available for candidates who wish to visit: Friday 20th March (pm), Tuesday 24th March (pm) and Wednesday 25th March (am).

Closing date for applications: 9am on 31st March 2026

Interview date: 21st and 24th April 2026





Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

Mrs Trudi Young
Headteacher



Ludus Supra Praemium

“the game before the prize”

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!



Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive 'Outstanding' inspections.

Our school motto: *Ludus Supra Praemium*, emphasises the value of taking part as a member of the school community. We encourage developing skills for lifelong success, developing happy, confident and resilient young women.





Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (142) and 7 Service Children. 20 students are eligible for the 16-19 Bursary and we have 0 Looked After Children.

We have 32 students with SEND needs.

The proportion of students from ethnic minority groups is 79% with Indian students making up 36% and 34% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



Our Staff

We have 127 staff; 85 teachers of whom 26 are part-time; and 50 support staff. There are 15 Curriculum Leaders, 2 Directors and 4 House Leaders. The Extended Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers, 2 Associate Senior Leaders and 3 Senior Support Staff.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.



Job Description – Assistant Headteacher

Reporting to: Headteacher

Pay Scale: Leadership Scale L12 – L16

PURPOSE

- To undertake any professional duties of the Headteacher as reasonably delegated by the Headteacher.
- To carry out the professional duties particularly assigned within the job description – specific roles and responsibilities will be agreed with the successful candidate.
- To provide support for staff and students.
- To ensure the smooth running of the school and adherence to the various codes of practice within which the school operates and upon which its ethos and core values are based.

RESPONSIBLE FOR

- The line management of specified departments and the performance management of designated staff.
- Specific professional duties particularly assigned within the job description – to be agreed with the successful candidate.

TEACHING

- Establish and sustain high-quality, expert teaching across all subjects and Key Stages, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

SCHOOL CULTURE

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.



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CURRICULUM AND ASSESSMENT

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

BEHAVIOUR

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

MEETING INDIVIDUAL NEEDS

- Hold ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

PROFESSIONAL DEVELOPMENT

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning



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ORGANISATIONAL MANAGEMENT

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Contribute to staff recruitment and development
- Contribute to the successful performance management processes with all staff
- Lead on aspects of the School Development Plan

CONTINUOUS IMPROVEMENT

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

PARTNERSHIP

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Develop opportunities to work successfully with other schools and organisations in a climate of mutual challenge and support

ACCOUNTABILITY

- Ensure that staff know and understand their professional responsibilities and are held to account
- Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities



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WORKING WITH OTHERS

- Regularly review own practice, set personal targets, and take responsibility for own personal development
- Treat people equitably and with dignity and respect to create and maintain a positive school culture
- Acknowledge responsibilities and celebrate achievements of teams and individuals
- Manage own workload and that of others to allow an appropriate work/life balance

LEADERSHIP

- To liaise with Middle Leaders and members of the ELG as appropriate
- To contribute to the line management processes in school and have responsibility for a number of subjects

GOVERNORS

- To attend meeting as appropriate to lead discussions on areas of specific responsibility.

SPECIFIC AREAS OF RESPONSIBILITY

- To be agreed with the successful candidate.
- To contribute to the wider Leadership of the school
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.



Person Specification – Assistant Headteacher

Reporting to: Headteacher

AREA	ESSENTIAL	DESIRABLE
Qualities and Knowledge	<ul style="list-style-type: none"> Hold and articulate clear values and moral purpose, focused on providing a world-class education Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. 	<ul style="list-style-type: none"> 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 local and national policy into the school's context. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
Experience	<ul style="list-style-type: none"> Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' 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. Hold all staff to account for their professional conduct and practice. Experience of teaching one or more subjects at A Level. Experience of leadership at Middle Leader in either a pastoral or curriculum based position. 	<ul style="list-style-type: none"> Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
Values	<ul style="list-style-type: none"> Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. 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. 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. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff. 	<ul style="list-style-type: none"> Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability. 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. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability. 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.



Person Specification – Assistant Headteacher Reporting to: Headteacher

AREA	ESSENTIAL	DESIRABLE
Qualification and Subject Experience	<ul style="list-style-type: none">• Good Honours Degree or equivalent• Qualified Teacher Status• Subject knowledge sufficient to challenge the most able students and achieve high outcomes at GCSE and A Level• Recent and successful teaching experience to GCSE and Advanced Level in a relevant subject• Strong A Level results	<ul style="list-style-type: none">• Leadership qualification• Experience of teaching students of high ability• Experience of building relationships and working in partnership with other organisations
References	<ul style="list-style-type: none">• Two references including one from current Headteacher	

Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



Gym Pass scheme available to all staff



Opportunities for career development



Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Paycare health and wellbeing plan (including counselling service) available to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to recruitment@wghs.org.uk

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.

