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West Kirby Grammar School

Deputy Headteacher

April 2018

L21-25

Graham Road
West Kirby
Wirral
CH48 5DP

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Letter of Introduction



Mrs Elaine Sargent
Headteacher

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at West Kirby Grammar School. Following the promotion of the current Deputy Headteacher, to Headship, this is an exciting opportunity to join us.

I hope that the information contained in this brochure will be sufficient to not only understand the post which is being advertised, but also to 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 achieved excellent public examination results in 2017 with the highest proportion of strong passes in Maths and English at GCSE in the Authority as well as almost 70% of all A-level grades being A*-B. In addition, WKGS has been named top school across Merseyside and Halton in The Real Schools Guide and has a five star rating from the Liverpool Echo.

The Wirral is a beautiful place to work and our location on the Dee Estuary is very picturesque. With views stretching across to North Wales and the cities of Liverpool and Chester being only a short drive away, there really is something for everyone on the Wirral.

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, Pauline Logan (office@wkgs.net).

We look forward to receiving your application, which must be received by Monday 6th November. Email applications to office@wkgs.net are very welcome.

Yours sincerely

Elaine Sargent

Headteacher

DEPUTY HEAD CURRICULUM (L21-25)

ACADEMIC ACHIEVEMENT AND PROGRESS

Required for April 2018 (or earlier by arrangement)

Due to the promotion of the current post holder to Headship, we are seeking to appoint a sole Deputy Headteacher from April 2018 (or earlier by arrangement).

We require an experienced leader 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 curriculum including timetabling, data analysis and management, plus assessment and target setting to ensure that all students achieve their potential.

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.
- 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
- Academic rigour, the love of traditional values, plus the skill to innovate and embrace new initiatives
- A reflective practitioner with excellent organisational skills
- An excellent knowledge and understanding of data and assessment

West Kirby Grammar School is an outstanding selective girls' grammar school and science college 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 are encouraged. These are available on Monday 16 October from 9 a.m. to 10.30 a.m. or Thursday 2 November from 2 p.m. to 3.30 p.m.
Please contact the School (office@wkgs.net) to confirm attendance.

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: **Monday 6 November at 2pm**

Interviews: **Week commencing 13 November**

WKGS: Data & Outcomes

Student Numbers

Number on roll September 2017	1206
Including at KS5	300
Year 7 PAN (Y7 actual September 2017)	180 (185)
% of Sixth Form boys	7%
% of Pupil Premium	5%
Attendance (2016-2017)	97%
Permanent Exclusions (last three years)	0
% of students with SEN Support (K)	3%
Number of statemented students	0
% with English as Second Language	7%

GCSE Outcomes 2017 (provisional)

Average Points Score from KS2 (Coverage)	31.4 (91%)
% Achieving 3A*-A/7-9	76.0%
% achieving 5A*C (9-5)	98.5%
Attainment 8 Score	68.1
Progress 8 Score	+0.48 (unvalidated)
Achieving a standard pass in English & Maths	98%
Achieving a strong pass in English & Maths	93%
% EBACC with strong pass in EM	83%

A-level Outcomes 2017 (provisional)

Average Points Score from GCSE	49.89
Cohort Size	154
% A*-E (Pass)	99.8%
% A*	8%
% A*-B	68.5%
% A*-C	90%
% of students achieving 3+ qualifications	100%
Global Perspectives % achieving Dist.	18%
A-levels Progress Score	TBC

Overview of the Post

We are seeking to appoint an academically able and dynamic Deputy Head with the vision and commitment to contribute to the leadership of our School. He or she will have specific responsibility for the development and management of the curriculum, along with assessment and target setting, to ensure that all students achieve their potential.

The successful candidate will be able to inspire a love of scholarship and a pursuit of academic rigour within a curriculum that goes beyond the prescription of examination bodies and regulation. They will be required to evaluate the curriculum regularly and thus be satisfied that it remains appropriate to the changing needs of students, gives due regard to their academic and pastoral development, and stimulates a love of learning.

A comprehensive knowledge and undertstanding of best practice in data and assessment is required in order for our systems to continue develop across the School. An astute, accurate approach to data analysis is essential.

We recognise that the person appointed will bring their own strengths and interests to the post and that some clarification and adjustment of specific responsibilities is likely when the appointment is made.

The Senior Leadership Team - January 2018

Mrs Elaine Sargent - Headteacher
Leadership & management of whole school

Post Vacant - (Sole) Deputy Headteacher
Academic achievement & progress; data, curriculum, IT

Mrs Jan Morrison - Senior Assistant Headteacher
Teaching & learning, day to day running of school

Mrs Karen Cliffe - Assistant Headteacher
Pastoral care, safeguarding, external agencies, pastoral leaders

Mr Mike Thomas - Assistant Headteacher
PSHE, careers, health & safety, enrichment





Key Elements of the Role

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.

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 curriculum, assessment 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 young people as well as statutory requirements and national guidelines (as appropriate)
⇒ To plan and produce a timetable that enables the highest academic achievement
⇒ 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 ensure data is analysed and used effectively to inform school improvement
⇒ To be responsible for assessment, recording, reporting and target setting
⇒ To have strategic oversight of SIMS management and training
⇒ To have oversight of IT across the School
⇒ To lead assemblies and Front of House for various occasions/functions

Key Relationships:

Responsible to:
Headteacher

Grade:
Group 7
L21-25

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.

Job Description

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: Curriculum & Assessment

- To lead the strategic development of the curriculum through work with the Senior Leadership Team and Subject Leaders, reviewing current provision and its responsiveness to the personalisation agenda, ensuring that statutory responsibilities are met, and that national and local initiatives are incorporated appropriately;
- Curriculum planning to maintain the School at the forefront of educational developments attractive to our students and their families. To be responsible for the construction of the timetable to reflect the School's aims and priorities;
- To provide guidance and support for departments in implementing schemes of work incorporating new specifications and national curriculum changes;
- To lead the options process and guidance in all years;
- To be responsible for the development and review of School policies relating to the curriculum, and contribute to the School Development Plan;
- To analyse student, departmental and School data using appropriate software and data packages. Academic data collection, oversight and analysis, monitoring student academic performance including Value Added and Target Setting;
- To have strategic oversight of returns to the DfES, Raiseonline, L3VA etc. analysing exam data internal and external, using this with staff to ensure there is a good understanding of performance targets, self evaluation thus informing development plans;
- To provide advice and guidance and prepare reports as required to the Governors' Curriculum and Staffing Committee;
- To have oversight of internal and external examinations;

Deployment of Staff & Resources

- To participate in the recruitment and deployment of teaching and support staff;
- Plan and construct the timetable to ensure it provides a vehicle for breadth, innovation and academic vigour;
- To ensure effective deployment of staff through the School timetable;
- To ensure effective deployment of accommodation to promote high quality teaching and learning for groups and individuals;
- Ensure that resources are deployed strategically and are used effectively. Advise the SLT by undertaking a needs analysis annually;
- Be the senior link to named departments holding review meetings with the individual Head of Department on a regular basis;
- To participate in performance management of staff;

Job Description (continued)

Teaching and Learning:

- 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;

Leading and Managing Staff

- To line manage designated curriculum areas including the performance management of subject leaders;
- To ensure the effective delivery of the curriculum through high quality teaching, learning and assessment;
- To line manage the IT team ensuring that there is a seamless provision for curriculum innovation;
- To line manage the Data Manager, Examinations Officer and other administration staff as directed;
- To assist in preparation for OFSTED;

External Links

- Responsible for reporting to parents including the quality and relevance of report writing;
- Partnerships with other schools regarding curriculum development and innovation;
- Marketing and promotion of the School through the press/media/ School website

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

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 • Honours degree • PGCE and QTS	• First class or upper second class degree • Further degree or related qualification • Senior Leader training programme
Experience • 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 & monitoring • Experience analysing whole school data and using data to ensure further progress • Developing colleagues / line management/ coaching others • Successful experience of managing whole school change	• Wide portfolio of leadership experience including middle/senior leader roles in: academic, data, pastoral & teaching and learning • Teaching/leadership experience in an outstanding/good school • Leadership experience in a grammar and/or girls' school • Timetabling
Knowledge/Skills • Use of SIMS.net as a tool to manage and develop the school • Exam success in own specialism to A-level and willingness to be flexible • Knowledge of current external examination changes and impact on schools • Knowledge of ways to interpret data at all levels • Knowledge of best practice in assessment to ensure rapid progress • Managing budgets and being resourceful to ensure value for money • High standards of written and spoken English • How best to promote British Values in the Curriculum	• Knowledge of academic modules in SIMS.net including Nova T6, Options, Examinations, Course Manager and SLG • Knowledge of statutory data returns to DfE • 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. • A knowledge of how literacy and numeracy should be developed across the curriculum
Special Requirements • Ability to work as a team member & 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	• 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

Our Location

The Wirral is a peninsula nestled between North Wales and Liverpool with the River Dee to the west and the famous River Mersey to the east. In total, the peninsula is 15 miles long and around 7 miles wide. There is a wide mix of affluent and deprived areas.

West Kirby is found on the North West coast; a small town with a population of 12,000. Of Viking Origin, it was once a thriving holiday resort, but today visitors still come to see the Marine Lake, a large man-made coastal lake, the picturesque Hilbre Island and miles of sandy beaches.

There are excellent transport links to Liverpool, Chester and around the Wirral thanks to the bus and rail networks: West Kirby station is a five minute walk from School.

House prices within three miles of the School vary considerably. A typical 3-4 bed family home in West Kirby would cost in the region of £180-£250k dependent upon size and exact location. There is also a wealth of flats, both traditional and modern to be purchased and rented.



The picturesque coastline of the Wirral around the town of West Kirby makes it a lovely place to work and live.



West Kirby's Marine Lake is a 5 minute walk away



There are plenty of parks and open spaces for walks. Above is the entrance to Birkenhead Park.



An iconic Mersey ferry on its way to Liverpool

Images from West Kirby Grammar School

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West Kirby Grammar School - Graham Road - West Kirby - CH48 5DP
Tel: 0151 632 3449 Email: office@wkgs.net

Headteacher Mrs Elaine Sargent
Deputy Headteacher Mr Michael Scott
Chair of Governors Ms Sheila McClennon