



**WILMINGTON**  
GRAMMAR SCHOOL FOR GIRLS

## **Assistant Headteacher**

### **Job Vacancy Pack**



## Table of Contents

Introduction .....	3
The Post .....	4
Senior Leadership Team Structure.....	5
Job Description – Assistant Headteacher .....	6
Person Specification – Assistant Headteacher.....	7
What We Can offer You .....	8
Application Process.....	8



## Introduction

Endeavour MAT currently comprises Wilmington Grammar School for Girls (WGSG), Wilmington Grammar School for Boys (WGSB) and Stone Lodge School. The trust is ambitious in its plans to work across phases and to have representation in both the selective and non-selective sectors.

The Trust has a commitment to enhance the life opportunities of all its students and in furtherance of this aim, has developed close working relationships with sponsor organisations such as Laing O' Rourke, Aecom and Whitecode Design and Engineering Consultants Ltd. The mission is to ensure that in addition to acquiring first class academic qualifications, students also graduate from our schools with the skill-sets and emotional resilience to succeed in all areas of their life.

WGSG is the lead school in the North West Kent Teaching School Alliance (NWKTSA) and has an outstanding reputation for the provision of continuous professional development, both for the Trust's staff and for other schools in the Teaching School Alliance. WGSB has Specialist Leaders in Education in maths and English who contribute to the work of NWKTSA.

This is an extraordinarily exciting time to be joining a forward thinking team and you will work under the guidance and leadership of Michelle Lawson, our new Headteacher.

For more information about the Trust and its schools please visit [www.endeavour-mat.co.uk](http://www.endeavour-mat.co.uk), and [www.wgsg.co.uk](http://www.wgsg.co.uk)

I look forward to meeting you.

John Horgan

Chair of Trustees

## The Post

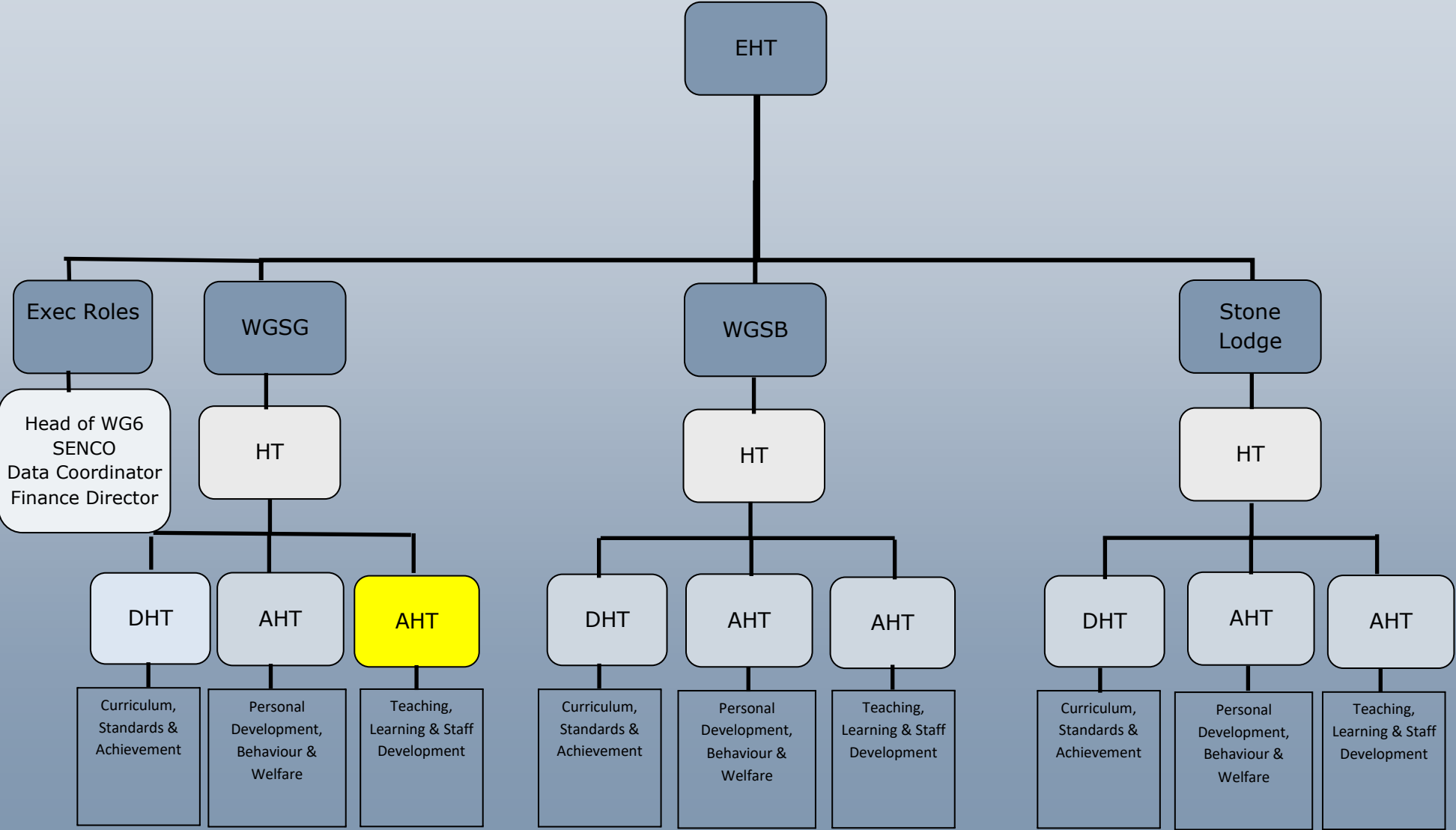
Wilmington Grammar School for Girls is seeking an Assistant Headteacher (maternity cover for up to one year) to take an active role this outstanding 11-18, selective Girls'. It presents an ideal opportunity for an ambitious candidate looking to further their career as a leader. This appointment provides an exciting opportunity to step into a senior leadership position and help us continue to secure an outstanding education for Wilmington Girls.

This is an exciting time in the school's development and the ideal candidate will be keen to embrace all that the new educational landscape has to offer. The school offers a broad and balanced curriculum with a specialism in maths and computing, developing toward business and enterprise into the future. It has an enviable track record with GCSE results placing in the top 10% for value added over the last three years.

The school is consistently oversubscribed and has grown to five forms of entry with a joint sixth form, WG6, which is shared with WGSB and has a PAN of 600 students. Students enter the school in Year 7 after successfully passing the Kent selection test. A small number of in year applications also take place and in our sixth form there is a further opportunity for external students to enter WG6.

The ideal candidate will be passionate about education and be able to evidence a history of securing outstanding examination success for their students.

Senior Leadership Team Structure





## Job Description – Assistant Headteacher

### Background

The Assistant Headteacher will be responsible for ensuring that students experience a consistently improving quality of teaching and learning and that staff are supported and encouraged to develop their practice to the highest level.

### Job Description:

<b>Job Title</b>	<b>Assistant Headteacher - maternity cover up to one year</b>
<b>Salary</b>	<b>L12- L16 (£54,993 - £60,664 per annum incl fringe allowance)</b>
<b>Responsible to:</b>	<b>Head Teacher</b>

### Overall Job Purpose

To ensure teaching and learning is of the highest quality, prompting staff to use differentiation, innovation and personalisation across all year groups. The post holder will have responsibility for developing teachers to ensure they are able to accurately assess the work of students and self-assess and in both cases strive to secure ever higher levels of attainment.

A key member of the Senior Leadership Team, the appointee will play a key role in contributing to the school improvement plan, with a special emphasis on ensuring the quality of internal monitoring is robust and accurate.

### Main Duties and Responsibilities

**The specific nature and balance of the key tasks and responsibilities will vary according to the needs of the school and the strengths of the post holder.**

In general, Assistant Head Teachers are expected to:

- Contribute to the internal organisation, management and control of the school
- Play a decisive and key role in determining the strategic direction of the school
- Deliver highly effective personal Teaching and Learning and develop staff to secure the same
- Lead and manage middle leaders
- Quality assure Departments
- Contribute to relationship building within the local community and especially across the consortium and with partner schools
- Present to Governors, as required, on areas of specific responsibility
- Deputise, when necessary for the Head Teacher

## Person Specification – Assistant Headteacher

Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree or equivalent</li> <li>• Evidence of further professional development relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>• Masters' Degree, NPQSL or evidence of willingness to carry out further study to similar level</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Outstanding classroom teacher and tutor</li> <li>• Development work with colleagues</li> <li>• Sustained performance securing very good student outcomes</li> <li>• Evidence of successful leadership of an aspect of curriculum or pastoral related strategy and work or teaching and learning</li> <li>• Experience of initiating, leading and/or contributing to a whole school or wider community issue which sits outside a generic job description and/or comfort zone</li> <li>• Confident user of new technology as a management tool</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience to A Level</li> <li>• Experience of working with or within more than one school</li> <li>• Mentoring/Coaching</li> <li>• Safeguarding experience</li> </ul>
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Able to communicate effectively, orally and in writing</li> <li>• Able to demonstrate effective planning and teaching skills</li> <li>• Able to present confidently to a large group of students or staff</li> <li>• Able to work with others to achieve common goals</li> <li>• Able to use / analyse assessment data systems to raise standards</li> <li>• Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>• Confident in own ability to be effective and to take on challenges</li> <li>• Ability to relate well to students, colleagues, parents and Governors</li> <li>• Builder of teams, networks and collaborations to secure the best outcome</li> <li>• Effective behaviour management</li> <li>• Able to support staff and students in maintaining high standards</li> <li>• Up to date awareness of curriculum development</li> <li>• Efficient and effective administrative, organisational and personal management skills</li> </ul>	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Ability to inspire, challenge and motivate colleagues</li> <li>• Have a positive approach to education</li> <li>• Energy, enthusiasm and perseverance</li> <li>• Reliability and integrity</li> <li>• Good interpersonal skills</li> <li>• Able to perform well under pressure</li> <li>• Clear vision and educational philosophy</li> <li>• Positive commitment to individual personal development</li> <li>• Capacity to work hard, under pressure, to meet deadlines</li> <li>• A good record of attendance during the last three years</li> <li>• Adaptable and amenable with respect to working practices</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to work independently and be a team player</li> <li>• Suitable to work with children</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice</li> <li>• A commitment to inclusive education</li> </ul>	

## What We Can Offer You

**Salary:** L12 - L16 (£54,993 - £60,664 per annum incl fringe allowance)

**Pension:** Teachers' Pension Scheme

As well as offering you a competitive salary: modern facilities; and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

Our Trust is part of a Teaching School Alliance providing a range of CPD, including NPQML and NPQSL as well as sponsored opportunities to study for Masters' degree programmes.

## Application Process

- Closing date for applications is **12 noon on Friday 27<sup>th</sup> September 2019**
- Interviews will be held on **3<sup>rd</sup> October 2019**

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date which makes you an ideal candidate for this post.

Please send your application to:

By post:

Mrs R Rai  
Wilmington Grammar School for Girls  
Wilmington Grange  
Parsons Lane  
Wilmington  
Kent  
DA2 7BB

By email:

[rrai@wgsg.co.uk](mailto:rrai@wgsg.co.uk)

We encourage applicants to arrange a visit to the school prior, if you would like to arrange a visit, please contact Mrs Rai for an appointment ([rrai@wgsg.co.uk](mailto:rrai@wgsg.co.uk) or tel: 01322 226351)



