



JOHN HAMPDEN
GRAMMAR SCHOOL

Candidate Information Pack: Assistant Headteacher

Required from September 2019

Quit Ye Like Men

Ethos, Excellence and Excitement

Welcome from the Headteacher

Thank you for your interest in applying to join John Hampden Grammar School (JHGS). As a leading boys grammar school in High Wycombe we are proud of the achievements of each and every one of our students. The school's mission is summed up in three simple but powerful words; Excellence, Ethos and Excitement. We are committed to being the best in everything we do for the students, for each other and for our local community. Our ethos is widely recognised as a unique feature of the school and is something that is evident from the minute you enter the school. Traditional values of respect, courtesy, consideration and honesty are visible everywhere. The boys will address you as Ma'am or Sir and, in turn, we treat all our students as gentlemen. The students' pride in their school and the JHGS community ensures that they look after it and they look out for each other. JHGS is an exciting community; the high standards of behaviour enable teachers to facilitate lessons full of active, deep learning. We are forward thinking and innovative in our teaching and use Google classroom to enable boys to access all our lesson material, access and submit homework and to undertake further study.

Sport is an integral feature of JHGS and are proud to be ranked the 16th best state school for sport; boys have Games afternoons one day a week, there is an extensive Sports Club programme which runs after school and we compete in many sporting competitions at local, county, national and international level. The arts are also enjoyed by many students who can have music lessons in school, perform in the school concerts or star in our annual, West End standard, school productions. We run a comprehensive programme of school visits; most recently expeditions to Sweden and Romania; annual Language trips to Europe and the History department leads the annual visit to the WW1 Battlefields. The PE department led the hockey tour to India in summer 2018.

Whilst committed to providing an all-round education we are rightly proud of the academic successes of our young men. We are graded outstanding by Ofsted. In summer our GCSE results gave us an A8 of 68.1 and a P8 of 0.3. At A level our 3 year average A* is 9.3%, A*-A 37.8% and A*-B 64%. We have a positive ALIS VA and are graded ALPS 3. The vast majority of students continue their studies at the best Universities or on L3 apprenticeships. We are committed to improving attainment and achievement further.

When you join JHGS you are joining an aspirational and caring community. Our ambition to be the best is accompanied by a strong belief that our achievements should be used, not for personal gain, but to benefit the wider community. At JHGS you will be joining an ambitious Leadership Team. A successful SSEF bid will bring over £3m to invest in new buildings and to develop a comprehensive outreach programme to raise attainment and achievement in Wycombe. From September 2019 we expand to six forms of entry in year 7 to cater for the rising demand for places at JHGS.

This information pack provides you with an overview of JHGS and I would encourage you to look at the website for more information www.jhgs.bucks.sch.uk. I look forward to reading your application to join JHGS.

Tracey Hartley
Headteacher



Welcome from the Head Boy

"Quit Ye Like Men" our motto, is a phrase that, as you enter our school, may mean little, but one that by the time you leave, will resound with you forever. At John Hampden Grammar School, we offer nothing but the best; whether it be in the classroom, around the community or out in the sporting world.

I am immensely proud to say that I am Head Boy; just as proud as I was when I found out I had a place at this school. Throughout my time here, I have made some special memories and met some extraordinary people. But, as one would expect, I have never stopped learning. A major factor of this learning has come as a result of the countless number of inspiring teachers and support staff I have had the pleasure of meeting throughout my journey at John Hampden. Whether it be an engaging lesson, full of interesting opinions expressed in a variety of different ways, or the relationship I have had with staff outside the classroom, with conversations in the corridor, or in a sporting environment. They have instilled a life-long love of learning in not only academia but in other paths of life that I have yet to walk.

My aim, as Head Boy, is to inspire. I feel in my appointed position I should be the one to make people, young and old, feel welcome and as though they belong, whenever they walk through our Doors. Just as I felt on my first visit to this school. But perhaps more importantly, everything I do is done with a smile on my face, through the good times and the hard. If I do that, and if I manage to make someone smile with me, then I believe I have done my job. But in a school like this, a place like ours, it is difficult not to smile- the friendliness of staff combined with the helpfulness of peers makes life here so much better.

And so, as I finish my welcome, I would like to take the opportunity to thank you for expressing an interest in John Hampden, and I look forward to meeting you very soon.

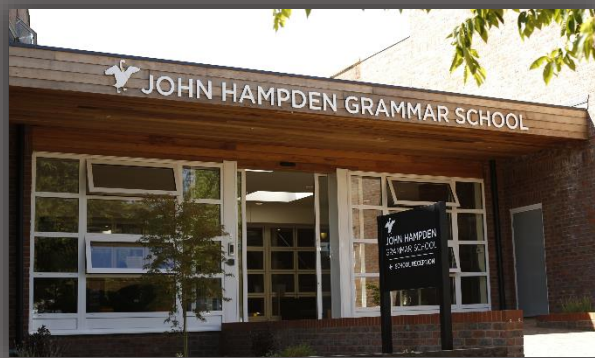
My kindest regards,

Dan Broughton

Head Boy on behalf of the Student Body



History of John Hampden Grammar School



John Hampden Grammar School was established in 1893 as the Schools of Science and Art to support the local furniture industry, before becoming a technical school and finally a grammar school in 1970.

The school was originally built on 530 square yards of land in Frogmore Gardens.

In 1919, the Institute moved to Easton Street but the building soon proved too small and a series of wooden huts were installed to be used as classrooms.

The school moved to its current site in 1966 and became John Hampden Grammar School in 1984. Much development of the site has taken place since 1966 including the building of classroom blocks, a sports hall, music studio, food technology room, a learning resource centre and sixth form study areas.

There have only been six Headteachers in the history of the school. Miss Tracey Hartley became the first female Headteacher when she was appointed in September 2016.

Today, JHGS is an outstanding school combining the academic rigour of a traditional grammar school with a strong sense of community and a warm and supportive ethos where young men acquire the interpersonal skills of successful leaders.

You can view a video capturing a day in the life of a JHGS student which will give you a glimpse of what is on offer for students here: <http://www.jhgs.bucks.sch.uk/285/life-at-jhgs>

The last full OFSTED inspection was in 2008 when the School was rated outstanding. The report stated that “John Hampden Grammar School is an outstanding school. It provides a caring and nurturing environment for its students and prepares them exceptionally well for their future lives”

You can find out more about the history of JHGS by visiting our website: <http://www.jhgs.bucks.sch.uk/123/history>

Ethos and Values

The JHGS ethos, developed over many generations, is unique. It is based upon mutual respect, high expectations and support for one another as expressed in the School’s motto ‘Quit Ye Like Men’, which comes from 1 Corinthians and encourages us to act as men.

To achieve this we have a commitment to:

- excellence in teaching and learning
- “traditional” values of respect, courtesy, consideration and honesty
- working together to fulfil our aims
- working with and for our community

What makes JHGS unique?

JHGS is an outstanding school with a long and proud history of educating able boys. Academic excellence pervades all that we do but JHGS offers far more: we encourage boys to enjoy as wide an experience as possible. A JHGS education is inspirational and we are proud of the young men who leave us to make their mark in locally, nationally and internationally.



We are a multicultural school with 1,079 pupils currently on roll. This includes 766 pupils in Years 7 to 11 and 313 pupils in the Sixth Form. In 2018, 75.0% of pupils gained 9-6 grades at GCSE and at A-Level 64.0% of pupils gained A*-B grades.

The majority of Sixth Form pupils go on to their first choice university and in 2018, 3 pupils were accepted at Oxford and a further 126 pupils had applied to Russell Group Universities. Pupils go on to study a diverse range of subjects including Medicine, Aerospace Engineering, Business, Mathematics and Neuroscience to name just a few.

Pupils here are well-motivated, self-assured and enthusiastic. The atmosphere within the school is spirited and purposeful. Pupils work in partnership with staff to improve the learning experience. They willingly embrace the many leadership opportunities available. Pupils are proud of the school and of each other.



Sport very much typifies the ethos of JHGS. We offer students a broad range of opportunities ranging from traditional sports such as football, rugby and cricket though to ju-jitsu and handball. Our teams perform at the very highest levels, regularly winning local, regional and national trophies.

In 2018, JHGS ranked 16th in the 'School Sports Magazine' rankings. Extra-curricular activities go far beyond sport with pupils involved in debating, mathematic competitions, music concerts, mock trials, design and engineering competitions.

We have an active alumni and a number of old boys including Heston Blumenthal, Sir Terry Pratchett, Kenton Cool and Simon Burnett to name but a few have helped changed the world, significantly contributing to many areas of life.



In keeping with the design and furniture making history of the School and High Wycombe, we were proud to become a partner with The Furniture Makers Livery Company in March 2018.

Parents are equally proud of the pupils, the school and staff. A recent survey showed that 98% of parents strongly agree that their child is happy at JHGS. Below are some testimonials received:

"My son is settling in well and this could not have happened without yours and the teachers support"

"We will always be grateful for the support the Learning Support Team gave my son"

"Thank you for the care the school has shown my son even though he is now at university"

"My son couldn't have achieved what he has without the dedication of everyone at JHGS who worked with him and the ethos of the school "



ASSISTANT HEADTEACHER - CURRICULUM

John Hampden Grammar School is seeking to appoint an inspirational, dynamic and enthusiastic Assistant Headteacher to join our senior leadership team who wholeheartedly supports the school's aims of enhancing and enriching the lives of the young men who attend.

The successful candidate will be an exceptional leader who is ready for a new challenge and able to demonstrate strategic leadership and management skills alongside having the drive and ambition to help lead JHGS through its next stage of development.

Overall Responsibility:

To provide strategic leadership of the curriculum across Key Stage 3-5 working collaboratively with the Assistant Head Teaching and Learning to ensure consistently high quality teaching and learning throughout the school. To ensure the Digital Strategy supports the schools aims and ethos and enables staff and students to work effectively and efficiently. The Assistant Headteacher may be asked to advise on any matter of school policy, procedure or routine beyond the remit of this job description.

Whilst the successful candidate will have a proven track record of success as both a teacher and a leader, they will also:

- Be committed to providing the best opportunities to nurture pupil development and empower pupils to be resilient and confident
- Value a broad curriculum which is rich and stimulating and appreciate the impact a wealth of extra-curricular opportunities has on pupils
- Have a proactive approach to maximising opportunities for the school
- Thrive on challenge with resilience and reflection
- Have the inclination to remain positive and solution focused
- Show drive, tenacity and the ability to realise ambitions
- Be an engaging and visible leader who will quickly earn the respect of colleagues, students and parents and other agencies
- Have the passion and desire to make a difference and a belief that every pupil will succeed

Honest, integrity, resilience and good-humour are essential personal qualities.

The challenges met and the experience gained in fulfilling this post at JHGS will be rewarding and will provide excellent preparation for colleagues wishing to progress their career further. As Assistant Head, the post-holder will be asked to advise on all matters of school policy, procedure and routine, sharing broad operational and strategic responsibility for the management of the School and for its development.

JHGS is an outstanding school with above national average results at GCSE and A level. We have a positive P8 score and significant value added at A level. The broad and balanced curriculum is enhanced by an extensive extra-curricular programme reflecting the importance placed on developing the whole child and preparing them for the 21st century world.

Start date: September 2019

Salary: Leadership Group Pay Range L11 – L15 (£51,234 -£56,434)

If you feel you have the skills and commitment to support us in getting the best from our pupils then we would love to hear from you. Interested candidates are most welcome to visit the school and visits can be arranged through the school office (office@jhgs.bucks.sch.uk)

Further details including a job description, person specification and an application form are available on our website (www.jhgs.bucks.sch.uk).

To apply, please complete the JHGS Teaching Staff application form and send it for the attention of Miss T Hartley, Headteacher, to HR@jhgs.bucks.sch.uk

Applications to be received by the closing date: Monday 25 February 2019 at 9am.

Interviews: Thursday 28 February & Friday 1 March.

John Hampden Grammar 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 successful applicant will be subject to an Enhanced DBS check.

John Hampden Grammar School is an equal opportunities employer.

ASSISTANT HEADTEACHER - CURRICULUM

JOB DESCRIPTION

Salary: Leadership Group Pay Range L11 – L15 (£51,234 -£56,434) a relocation allowance is available for the successful candidate

Reports to: Headteacher

This post plays a crucial role in ensuring that John Hampden Grammar School continues to be an outstanding school. The Assistant Headteacher will work alongside the Headteacher and Leadership Team in defining, articulating and implementing the shared vision of the school through effective engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working with the Headteacher on the implementation of the strategic direction of the school and working with individuals and groups to ensure the provision of a high quality education for all our students.

The current structure of the Leadership Team is Headteacher, Deputy Headteacher, 3 Assistant Headteacher's and a Business Manager.

Overall Responsibility:

To provide strategic leadership of the curriculum across Key Stage 3-5 working collaboratively with the Assistant Head Teaching and Learning to ensure consistently high quality teaching and learning throughout the school. To ensure the Digital Strategy supports the schools aims and ethos and enables staff and students to work effectively and efficiently.

Key Accountabilities:

Prospective candidates should bring demonstrable experience from a curriculum background including timetabling and experience of delivering a digital strategy. Further specific responsibilities to be undertaken by the successful candidate will be explored at interview and negotiated and agreed with the Headteacher and may be modified over time to meet the needs of the school and of the post holder.

All candidates would be required to contribute to the following:

Operational and Strategic Planning	<ul style="list-style-type: none">• To help to develop, maintain and evaluate the ethos, values and overall purposes of the school• To contribute to and evaluate the schools development plan, SEF and other whole school documents• To help monitor and evaluate the performance of the school• To lead on the development of the curriculum and to create the timetable to deliver an exceptional and cost efficient learning experience• To ensure outstanding use of technology across the school to support the learning and business function.• Overview of the procurement of IT products and services in association with the Network Manager and Business Manager• To maintain a positive working ethos for staff and pupils in order to obtain the highest level of achievement for all pupils• To communicate and liaise as appropriate with relevant stakeholders e.g. Governing Body, 3rd party providers, partner primary schools• Undertake duties to ensure the smooth running of the school e.g. "on-call" rota, break and lunch cover and to organise specific whole school events as required
------------------------------------	--

Staffing	<ul style="list-style-type: none"> • To liaise with the Headteacher on staff recruitment and efficient deployment • Assist and advise colleagues to identify opportunities to exploit the benefits of IT in their departments and their working • To participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification. • To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs • To line manage designated Middle Leaders and support staff as part of the Performance Management programme • To act as a positive role model for staff and students
Teaching	<ul style="list-style-type: none"> • To model excellence in their teaching practice to inspire other teachers and students • To be able to teach up to A level in your subject specialism
Communications	<ul style="list-style-type: none"> • Provide appropriate information to the Headteacher, Leadership Team and Governors on all aspects of the post holder's responsibilities as required • To keep staff and Governors informed of educational and pedagogical development to benefit JHGS • Develop and maintain effective partnerships between parents, governors, 3rd party providers and the wider community
FOR DISCUSSION AT INTERVIEW THE FOLLOWING AREAS OF RESPONSIBILITY WILL BE DISTRIBUTED ACROSS THE LEADERSHIP TEAM DEPENDENT UPON SKILLS, KNOWLEDGE AND EXPERIENCE	
Inclusion	<ul style="list-style-type: none"> • Oversight, implementation and review of policies, procedures and delivery strategies for: <ul style="list-style-type: none"> ○ students with individual needs that require extra support • The line management of the Learning Support Manager with oversight of the learning support team
Admissions	<ul style="list-style-type: none"> • To have knowledge of the admissions process for Grammar School places • To have experience of dealing with appeals for Grammar School places
Outreach	<ul style="list-style-type: none"> • To have experience of active partnerships with Primary schools (e.g. outreach work or working within a MAT) • To monitor the impact of our partnership and outreach work on pupil attainment and achievement in High Wycombe
Other responsibilities	<ul style="list-style-type: none"> • Under the reasonable direction of the Headteacher carry out the professional duties of a School teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). • To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and pupils follow this example • Be aware of the JHGS Health and Safety policy and act in accordance with it • To be aware of and to execute effectively the post holder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact

	<ul style="list-style-type: none"> • To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients • To maintain confidentiality at all times • To take time to read notices, keep to deadlines and carry out duties to the best of your ability.
--	--

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this Job Description.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

John Hampden Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

February 2019

ASSISTANT HEADTEACHER -CURRICULUM

PERSON SPECIFICATION

Essential Qualities

Qualifications:

- Educated to degree level or equivalent
- Qualified Teacher Status
- Professional development in preparation for Deputy Headship
- Subject specialism

Experience:

- At least three years of relevant experience of working successfully in a senior or middle leadership capacity
- Significant experience of leading a team successfully
- Substantial experience of working in a secondary school and an excellent understanding of the issues and pressures on boys within this age group
- Ability to motivate, develop, support and challenge staff
- Proven track record of successful change management
- Evidence of a successful teaching career; and excellent classroom practitioner
- Demonstrable experience of improving student outcomes
- Experience of dealing with challenging situations
- Willingness to support extra-curricular activities

Knowledge/Skills:

- Excellent communication and organisational skills
- Ability to work hard under pressure while maintaining a positive, professional attitude
- Ability to organise and prioritise workload and work on own initiative
- Good interpersonal skills and the ability to work collaboratively
- Commitment to personal career development
- A passion for education and a desire to make a genuine difference
- Strong attention to detail and rigour
- Strong ICT skills and capable of managing the technical requirements of the role
- Up to date knowledge of current educational issues and challenges
- A vision for the ways in which technology can best support pedagogy and learning
- Effective strategies for supporting staff to improve teaching and learning
- Understanding of curriculum planning, options and timetabling

Personal Qualities

- A firm belief in the potential of every pupil
- Commitment to hard work and perseverance
- A sense of humour and perspective
- Willingness to learn new skills and undertake training as required
- Reliable team player who is willing to make a full contribution to the department
- Ability to see change as an opportunity
- A commitment to high standards in personal work
- Smart personal appearance
- Understands and is willing to uphold the values of John Hampden Grammar School

Desirable Qualities

Qualifications

- Further degree/qualification e.g. Masters
- Management or Leadership qualification

Experience

- Involvement with safeguarding practice
- Successful establishment of links with the local community and external partners
- Understanding of the effectiveness of digital technology to improve pupil performance

Knowledge/Skills

- Potential for Headship
- Willingness to be involved in extra-curricular activities
- Ability to effect change
- Evidence of helping students fulfil their academic potential
- Innovative approaches to learning

Working with children and young people

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that teenage boys can present
- Attitudes to the use of authority and maintaining discipline

February 2019

Why Work at JHGS

When you join the JHGS team, you become part of a community that directly influences the futures of the most outstanding young men in the area. Working here gives you the chance to work in a school with a very strong sense of pastoral care, where a belief in an all-round education is more important than being an exam factory.

In addition to our hard working and rewarding students, by joining JHGS you can also look forward to:

- Welcoming and supportive colleagues
- Supportive and appreciative parents
- An excellent induction programme
- A commitment to providing you with CPD opportunities to support you in your aspiration to become a Headteacher
- Good local transport connections, we are based just off Junction 4 of the M40 and the Park and Ride is opposite the school. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway
- Local amenities—Waitrose is just across the road and Asda and John Lewis a 10 minute drive away
- 20% discount on membership to Wycombe Sports Centre
- Cycle to Work scheme
- Childcare Voucher scheme
- Free on-site parking
- Mindfulness sessions for staff
- Access to Worklife Support: an Employee Assistance Programme
- On-site canteen
- Employee recognition scheme where all staff are recognised for their achievements at the end of each term
- Social events: staff meet every Friday for “Period 6” for drinks and catching up and there are countless opportunities to be involved in events such as Tough Mudder and an annual Christmas Party



How to Apply:

To apply for this post please complete the relevant application form available from our website (<http://www.jhgs.bucks.sch.uk/130/vacancies>). In addition to completing an application form, candidates should write a double sided A4 letter outlining how their skills and experience can contribute to JHGS's future.

Applications will only be accepted from candidates completing an Application Form in full on either the school's website or online via TES. CV's will not be accepted in substitution for completed application forms. CV's may be submitted in addition to the application form in order to supply additional background information. Applications from agencies will not be considered. All information within your application will be treated confidentially.

Completed application forms can be:

- Sent by email to: hr@jhgs.bucks.sch.uk
- Posted to: Miss Tracey Hartley
Headteacher
John Hampden Grammar School
Marlow Hill
High Wycombe
Buckinghamshire
HP11 1SZ

Safeguarding

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school

Equal Opportunities

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Key Dates:

Deadline for applications: 9:00am Monday 25 February 2019

Interviews will be held: Thursday 28 February & Friday 1 March 2019

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

Contact details:

Tel: 01494 529589

E: HR@jhgs.bucks.sch.uk

Visit our website at www.jhgs.bucks.sch.uk

Follow us on Twitter [@JHGSHW](https://twitter.com/JHGSHW)

Find us on instagram.com:

[johnhampdengrammarschool](https://www.instagram.com/johnhampdengrammarschool)