



**Wilmington Grammar School for Girls,
Wilmington, Kent.
DA2 7BB**

Assistant Headteacher

**with Responsibility for Personal Development, Behaviour and Welfare at
Wilmington Grammar School for Girls**

L13 – L17

Start Date: 1st September 2023



Job Applicant Pack



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1) The Post

Wilmington Grammar School for Girls is seeking an Assistant Headteacher to help in leading this outstanding 11-18, selective Girls' School from September 2023. The role has arisen due to the promotions of the current post holders and school expansion. 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 and had a maths and computing specialism under the SSAT programme. It has an enviable track record with GCSE results placing in the top 10% for valued added over the last three years.

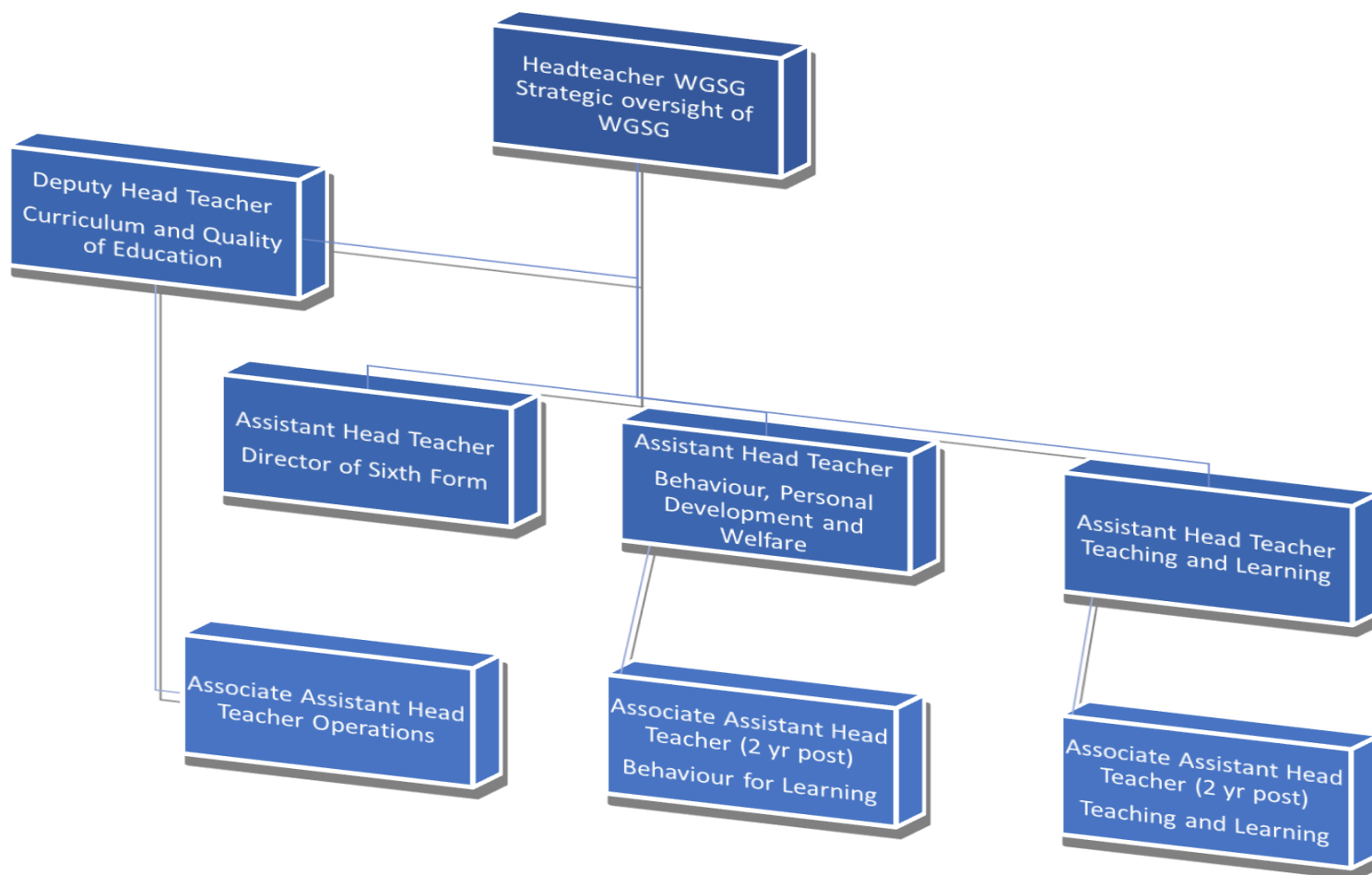
The school is consistently oversubscribed and has grown to 6 forms of entry with a joint sixth form, WG6, which is shared with WGSB and has a PAN of 1,140 students. Students enter the school in Year 7 after successfully passing the Kent selection test. A small number of in year applications also take place and in sixth form there is a further opportunity for external students to enter WG6.

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

2) Senior Leadership Team Structure



Wilmington Grammar School for Girls



Job Description Assistant Headteacher



WILMINGTON GRAMMAR SCHOOL FOR GIRLS

ASSISTANT HEADTEACHER WITH RESPONSIBILITY FOR PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE

Background

The Assistant Headteacher Post has the strategic responsibility for Personal Development, Behaviour and Welfare. As an exceptional leader you will lead on the personal development, behaviour and welfare of all students in Years 7 – 11 and lead on Safeguarding, Child Protection and the Prevent Strategy across the whole school, including oversight for SMSC and PSHE. You will be expected to report on key metrics regarding attendance, conduct and disadvantaged student groups.

In addition to the strategic focus outlined above your responsibilities will include contributing to: achieving the school's whole school priorities; ensuring outstanding teaching and learning takes place across the school; carrying out routine, rigorous and robust self-evaluation; ensuring classroom practice is always engaging and challenging; insisting that student behaviour is consistently well managed and that students are safe; and analysing performance data to inform improvement strategies.

This is a key role in the leadership of the school and one that would suit a highly motivated colleague with a proven track record of success in middle leadership.

Job Description-

Job Title	Assistant Head Teacher- with responsibility for Personal Development, Behaviour and Welfare (precise responsibilities agreed at final appointment)
Salary	L13 – L17
Responsible to:	Head Teacher

Overall Job Purpose

To ensure Personal Development, Behaviour and Safeguarding is of the highest quality, leading on pupil wellbeing, Mental Health, Pupil Premium, SMSC and PSHE. The post holder will have responsibility for leading and developing the teams across the school from Tutors and Heads of Years to support staff, safeguarding manager and interventions.

As 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 relationships amongst students and staff.

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

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

5. Application Process

The closing date for applications is Monday 27th March at 9am with interviews expected to take place on Thursday 30th March.

Please complete the application form which can be downloaded from the School's website (www.wgsq.co.uk) and provide a supporting statement (on no more than two sides of A4). Your supporting statement should include how you meet the criteria in the person specification and how your skills and experience to date make you an ideal candidate for this post.

Please submit your application to:

By email: recruitment@endeavour-mat.co.uk

By post: Mrs Nishita Rana,
Wilmington Grammar School for Girls,
Parsons Lane
Wilmington
Kent
DA2 7BB

Applicants are invited to contact the school to discuss the role informally with Michelle Lawson, Head Teacher, or to arrange a visit to our school prior to application. Please contact Nishita Rana on 01322 226351 to arrange this.

Please note we will assess applications as they arrive and reserve the right to close the application process early.