



Maidstone Grammar School *for Girls*



Assistant Headteacher

Full-time, L12-L16
Required for January 2024



The Post

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Full-time
L12-L16
Required for January 2024

Following the appointment of the current post holder to Deputy Headship the school wishes to appoint an Assistant Headteacher to take responsibility for a Key Stage of the school. This is most likely to be KS5.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1220 students with a mixed sixth form of approximately 360. Ofsted (March 2023) judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015 and MGGS has been appointed by the Department for Education as a Regional Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing.

The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development and healthcare scheme. This is an exciting opportunity to work with our outstanding team in an excellent school.

The successful candidate will be quick thinking, articulate, and a creative leader.

We welcome applications from candidates who can demonstrate:

- a track record of outstanding teaching
- a strong academic portfolio
- excellent interpersonal and communication skills
- a capacity for hard work and commitment to team work
- calm, good humour and common sense
- energy, enthusiasm and a commitment to securing excellence in all that you do.



Job Description

Purpose

The core purpose of the role is to provide vision, strategic direction and leadership for a Key Stage at Maidstone Grammar School for Girls as well as lead on designated whole school areas of responsibility. This includes working supportively with the Headteacher and other senior colleagues in: ensuring high quality teaching and learning, maintaining a high quality pastoral system, leading staff, deploying resources effectively, and working strategically in order to move the school forward successfully.

Assistant Headteachers hold a teaching commitment and specific whole school responsibilities. A key area of responsibility is their oversight of a particular Key Stage. From time to time it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and in order to respond to changing national requirements. However, the following duties and responsibilities are not subject to change. They apply to all members of the leadership team and underpin the individual responsibilities.

The Post-holder:

- is a member of the senior leadership team (SLT) and is required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issues under the Teachers' Pay and Conditions Act 1991
- as part of the SLT, takes a shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School for Girls by working cooperatively with the Headteacher and other senior colleagues
- provides professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students
- is committed to professional self-development
- acts as line manager to allocated Heads of Department and Heads of Study
- acts as an appraiser within our appraisal system
- acts as one of the Deputy Designated Safeguarding Leads
- shares the provision of reasonable senior leadership cover during school holidays and evening events
- takes an active part in the assembly programme of the school
- maintains a high profile during the school day.

Leadership

- Acts as a role model for others, striving for excellence in all areas of the post
- takes responsibility for the school in the absence of the Headteacher and Deputy Headteacher when required
- undertakes the professional duties of another member of the leadership team in his/her absence as required
- plays a major role in formulating the aims and objectives of the school
- plays a major role in formulating and implementing strategic plans and school policies
- leads and manages staff, providing support, guidance and challenge
- supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms
- advises and assists governors in the exercise of their duties, including attending meetings and presenting reports where appropriate
- establishes the highest possible standards of teaching, learning and attainment.
- leads change and innovation where appropriate, including leading and contributing to the school's response to national initiatives
- supports other members of the senior leadership team in the fulfilment of their specific roles
- nurtures a climate of achievement and excellence.

Leadership and Management of Staff

- Chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions
- provides information about the performance of staff where relevant to their future employment at the school or elsewhere
- assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate
- participates in the recruitment of staff as required
- contributes to the professional development of staff, including coaching and mentoring.

Teaching and Learning

- Contributes to the development of a curriculum which allows the highest achievement for all
- promotes the provision of high quality teaching, learning and assessment.
- supports the development and maintenance of a high quality learning environment

- monitors, reviews and evaluates teaching and learning, including the tracking of individual performance.
- acts as a role model in the provision of high quality teaching, learning and assessment, and works to promote school priorities such as Thinking Skills.
- teaches within a department or faculty and contributes to the work of that department or faculty as required.

Community

- Communicates effectively with all stakeholders as appropriate.
- develops links with and liaises with other institutions and external agencies as appropriate.
- represents the school in the community as appropriate.
- ensures positive relationships with the wider community.
- makes sure school success is communicated and celebrated.

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE.
- Attend/Complete all MGGS training in relation to safeguarding.
- Report all safeguarding concerns in a timely manner as specified by the school.
- Ensure there is a culture of safeguarding within all areas of the role.
- Be committed to safeguarding and promoting the welfare of children and young people.
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These duties may be changed or other duties added at the reasonable discretion of the Headteacher.

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
Qualifications	<ul style="list-style-type: none"> ● Qualified teacher status ● Good honours degree ● Leadership experience or training.
Personal qualities	<ul style="list-style-type: none"> ● Courage, patience, and good humour ● Capacity for hard work and high level of energy ● Sustained enthusiasm and high use of initiative ● High expectations of self and others ● Professional and supportive relationships with others ● Commitment to raising standards and aspirations ● Perceptive and creative approach to problem-solving.
Experience	<ul style="list-style-type: none"> ● Successful teaching to sixth form level ● Successful leadership of department or similar providing direction, leading work of others, holding others to account, monitoring and evaluating ● Effective management of change and improvement ● Excellence in an academic area ● Leading change or innovation at whole school level ● Promoting the school within the community.
Knowledge	<ul style="list-style-type: none"> ● Up-to-date and practical knowledge of recent and proposed developments in secondary education ● Knowledge of best practice teaching methodologies ● Understanding of excellent practice in pastoral care ● Understanding of best and current practice in relation to safeguarding.
Skills	<ul style="list-style-type: none"> ● Excellent teaching skills with high level of success for students in external examinations

- Ability to teach more than one subject
- Strong ICT skills
- Excellent communication skills with effective presence as a public speaker
- Quick thinking and articulate
- Strong leadership skills with the ability to inspire, lead, and support others
- The ability to think and act strategically
- Strong negotiation skills
- The ability to develop the performance of others.

Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,250 students with a mixed sixth form of approximately 360. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses

The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Teaching and Support Staff references will be requested prior to interview.

Important Dates

*Closing date for applications: 8am on 6th October 2023

Interview Day One date: 13th October 2023

Day Two by invitation only: 16th October 2023

*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website

<https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."

"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage

3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

Our Results

GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2023 that reinforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two



proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.



years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very

The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,250 students with a mixed sixth form of approximately 360. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
 - Tailored personal development plans - We are committed to developing you as an individual.

You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.

- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses
- Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
- Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
 - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
 - Statutory sick pay
 - Support Line - a free confidential service that offers up to 7 counselling sessions a year
 - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
 - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
 - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
 - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
 - Discounts on train tickets, ferries and coaches, savings on holidays and flights
 - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
 - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.