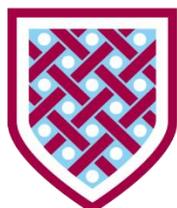


# APPLICANT INFORMATION PACK



**WILMINGTON**  
GRAMMAR SCHOOL FOR GIRLS



**Role: Head Teacher**

**Start date: September 2019**

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# 1. Welcome Letter from Chair of Trustees



Endeavour MAT is a newly formed Trust (01.04.17), which currently comprises Wilmington Grammar School for Girls (WGSG), Wilmington Grammar School for Boys (WGSB) and is the Trust chosen to open Stone Lodge School in Dartford. It 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 set and emotional resilience to succeed in all areas of their life.

WGSG is the lead school in the North West Kent Teaching School Alliance (NWK TSA) 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 NWK TSA.

This is an extraordinarily exciting time to be joining a forward thinking team and you will work under the guidance of Donna Lodge, Executive Headteacher and National Leader in Education. For more information about the Trust and its schools please visit [www.endeavour-mat.co.uk](http://www.endeavour-mat.co.uk), [www.wgsb.org.uk](http://www.wgsb.org.uk) , [www.wgsg.co.uk](http://www.wgsg.co.uk) and [www.stonelodgeschool.co.uk](http://www.stonelodgeschool.co.uk)

I look forward to meeting you.

A handwritten signature in black ink, appearing to read 'John Horgan', written in a cursive style.

John Horgan  
Chair of Trustees

## 2. Introduction

Endeavour MAT is seeking to appoint a Head Teacher to lead this outstanding 11-18 Girls Grammar School following the retirement of the current post holder. WGSG is a successful and oversubscribed school nestled in the beautiful village of Wilmington, close to Dartford. It has a unique charm and quirky mix of old and new buildings set amongst woodland yet close to major roads such as the A2, M25 and A20

### **Reasons to join Wilmington Grammar School for Girls**

- This is an opportunity to be part of a truly special school which Ofsted judged to be 'Outstanding' in its most recent inspection.
- Wilmington Grammar School for Girls leads the NWKTSA. WGSG has a central role in developing a self-improving and sustainable school-led system for appointing, training and developing teachers.
- It provides the chance to work in a great workspace with brand new facilities and buildings alongside beautiful and historically important buildings dating from the 1800s. A state of the art new building housing sporting facilities, classrooms and a rooftop recreational sporting area is due for completion in September 2020.
- Wilmington Grammar School for Girls boasts a warm and inclusive community feel with bright, well-mannered students and an exceptional and supportive teaching staff.

### **Reasons to join an Endeavour MAT school**

- Endeavour MAT is a small and localised Trust so collaborative working and sharing of good practice across all schools is easy and fun.
- Professional development and progression opportunities are good with a teaching school within the Trust and the opportunity for staff to move and broaden their experience across selective and non-selective schools.
- We are a dynamic Trust with a distinctive vision for learning and teaching expressed in the 'Endeavour Mindset'.

### 3. Role overview

Job Title:	Head Teacher
Salary:	Starting Salary Range L24-28
Hours of work:	Full time
Responsible to:	CEO of Endeavour MAT
Start date:	September 2019

We seek a very special person with a passion for ensuring students are provided with the best possible opportunities to lead successful, productive and happy lives.

The appropriate candidate will be a visionary leader who is able to act innovatively and decisively to address the specific challenges facing secondary schools in the ever changing educational landscape.

With an appreciation for and an understanding of the advantages and disadvantages of selective education, our new leader will be adept at developing and coaching others to aim for the highest standards and ensure Wilmington Grammar School for Girls remains the flagship, Girls Grammar School for Endeavour MAT and becomes the first choice selective school in North West Kent.

We welcome applications from talented individuals with experience of leading a successful school as either a Head Teacher or Deputy Head Teacher. If you have determination, a great deal of stamina, a positive, can-do attitude and personal drive, we would like to hear from you.

## 4. About Wilmington Grammar School for Girls

Dear Applicant,

This is a very special school – so many staff and students travel long distances to work and study at Wilmington Girls’ and yet visitors always comment on the strong community feel that runs throughout the school. It is a school where we care for each other and is a place where people, both students and staff, really matter.

We have some very old buildings and long held traditions and yet we are in the forefront of educational reform and pride ourselves in being innovative and forward thinking. Our Year 7 curriculum includes Mandarin, Endeavour Mindset and Finance lessons for all students. We offer students the opportunity to join the Mandarin Excellence programme, a national accelerated intensive language programme which will see 5000 students on track to fluency in Mandarin by 2020. We also run L2 and L3 Professional Construction Practice qualification sponsored by Laing O’Rourke, which has a bias towards the built environment. Our aim? To ensure that our students are ready for a future which, as adults, we can only imagine.

To be Headteacher at this school has been a huge privilege and I’m sure that the next Headteacher will enjoy every moment of their custodianship.

Kind regards,



Mrs Sue Hunt



## 5. About Endeavour MAT

Our Trust was set up in April 2017 to help local schools in Dartford collaborate effectively and share resources, administration and specialist managerial skills and, of course, best teaching practice. The Trust includes selective and non-selective schools, single sex and co-ed. This is important in supporting our ability as a Trust to develop teachers and careers as staff can move between schools of different types to enhance teaching experience.

Endeavour MAT helps students find their own pathway to success and we promote a personalised approach to teaching and learning in all our schools. Each school also has its unique identity and core values, although there is a great deal that unites the schools in terms of ethos and expectations.

Exam results, apprenticeships and university places are important, but we also understand the need to develop wider life skills, the communication abilities and confidence that will contribute to both job prospects and happiness. Integral to this is the 'Endeavour Mindset'; the idea that how we do things is as important as our overall strategic goals.

In all Endeavour schools strong emphasis is placed on encouraging students to be reflective and to embrace challenges, to learn from mistakes and develop the resilience to seek continual improvement. This growth approach can lead to a happy and fulfilling school life and a willingness to embrace change within and beyond school. It nurtures learners who value critique, support each other and feel empowered to drive their own learning. What better way is there to help prepare our students to prosper in an ever-changing world?

We focus our schools on Science, Technology, Engineering and Mathematics (STEM) subjects combined with the acquisition of entrepreneurial skills as the best route to equip students for their lives and careers in the world of rapid technology-driven change. We intend to make sure students are able to use their subject knowledge in creative and practical ways, so we build strong links with local businesses to support students as they consider their career choices. Local businesses are involved in helping teachers design projects and provide support within the classroom. They bring new ideas to our Trust and schools and also provide work placements and apprenticeship opportunities. To find out more about us and our schools look at <https://www.endeavour-mat.co.uk>

## 6. Job description

### **Job Purpose:**

To ensure WGSG maintains an outstanding OFSTED rating and becomes a renowned provider of first class education for girls 11-16 and in conjunction with Wilmington Grammar School for Boys provides an inspirational and highly successful co-educational sixth form.

The Head Teacher will be responsible for the operational day to day functioning of the school and for ensuring that the strategic vision as set out at Trust level is implemented. The Head Teacher will work closely with a Local Governing Body to ensure the school becomes the number one destination for local students who have passed the 11+ Kent selection test and will report through the CEO to the over-arching Trust Board, which is responsible for the success and wellbeing of all schools within the Trust and for the strategic direction of the collaboration.

The role allows the opportunity to influence and co- create a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the school community.

### **Shaping the Future (Strategic Leadership):**

- Leading by example, provide dynamic, consistent and motivational leadership to ensure the successful delivery of the vision, ethos, aims and objectives for Wilmington Grammar School for Girls;
- Ensure strategic plans identify consistent targets to ensure that all students achieve high standards and make appropriate progress at all stages;
- Critically evaluate the school's performance and ensure that actions are in place to achieve targets, including those for vulnerable groups;
- Gain commitment to the need for improvement, creating an environment of high expectations, creativity and aspiration in all stakeholders;
- Maintain oversight of the use of resources in order to secure value for money and contribute to the setting of priorities for financial expenditure within the Trust;
- Establish collaborative and open relationships with all stakeholders and the fledgling Local Governing Body;
- Ensure regular, open communication with the CEO to enable the Trust as a whole to carry out its responsibilities;
- Ensure the curriculum is appropriate for the needs of employers as well as meeting Government performance metrics ;
- Develop strong and mutually supportive working relationships with industry sponsors.

### **Leading Learning and Teaching:**

- Ensure the school engages every learner through Quality First teaching and high quality opportunities and activities;
- Secure and sustain high quality teaching by implementing the Trust's strategies for monitoring and supporting teaching, using benchmarks and targets for rapid improvement;
- Support the agreement of a curriculum policy that meets the statutory requirements and best interests of the students, including collaborative working with other schools in the Trust as appropriate;
- Use robust and effective data analysis, as agreed by the Trust, to set challenging targets, which are monitored regularly and acted upon routinely and consistently;
- Promote excellence in spiritual, moral, social and cultural education and secure inclusive and supportive pastoral and learning environments;
- Apply agreed approaches to behaviour, which are based on best practice and are consistent and fair across the Trust.

### **Leading the Organisation:**

- Working with the CEO, ensure that the School is appropriately staffed with suitably qualified personnel to common conditions and standards;
- Ensure that the Trust's system of performance management with joined up target-setting is in place and that this leads to high quality, cost-effective staff training and development;
- Ensure that under-performance is recognised quickly and that strategies for improvement are implemented within the Trust's Appraisal and Capability policies and procedures;
- Take steps to ensure that the School is viewed in a positive light and find ways to improve recruitment and retention of both staff and students;
- Implement robust school self-evaluation and quality assurance procedures and ensure that these are regularly reported to the CEO and Local Governing Body;
- Working with others, look for opportunities to improve the physical and financial resources of the School and help to develop fair systems for the apportionment of additional funding within the School;
- Working with others, seek opportunities to make beneficial savings, which can benefit the Trust's family of schools as a whole.

### **Managing the Organisation:**

- Ensure that the School implements the common policies and expectations of the Trust and secure agreement for any school-specific variations that are deemed necessary;
- Maintain the ICT systems that support easy comparative data collection and procedures and co-operate with the Trust's requirements for reporting procedures;
- With the CEO, ensure an effective and accountable

management structure within the School, which is solely focused on achieving excellence;

- Take steps to ensure that the Trust does not impose unreasonable, additional demands on staff or system workloads and discuss problems at an early stage with the CEO;
- Maintain regular and effective communications with stakeholders and develop a culture of 'family' within the School and within the Trust as a whole;
- Ensure regular monitoring of the delegated budget and use of resources to ensure that the School is meeting its objectives and securing value for money.

### **Securing Accountability:**

- Develop a culture of personal responsibility by staff and students that recognises and rewards excellence;
- With support from the Trust, motivate and enable staff to carry out their responsibilities to the highest possible standard through high quality continuing professional development, sharing of best practice, mentoring and coaching programmes;
- Support the development of lean but robust reporting systems that capture progress against targets and strategic plans so that Heads of School, CEO, Local Governing Bodies and the Trust Board know the state of performance at regular intervals;
- Work closely with senior and middle leaders to develop best assessment, marking and reporting procedures that underpin improved performance and raised expectations, within the Trust's systems;
- Develop strong relationships between parents, staff and Local Governing Body and take account of feedback and viewpoints to ensure that the provision is well-suited to, and understood by, the communities we serve;
- Work with the CEO and Local Governing Body to achieve professional and effective meetings, taking into account the NGA guidance on effective governance, and that the business is reported succinctly to the Trust Board on a regular cycle.

### **Safeguarding:**

Wilmington Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young persons at all times. The Head Teacher will be responsible for promoting and safeguarding the welfare of all children for whom she/he is responsible, or with whom she/he comes into contact, in accordance with the School Safeguarding policy

### **Equal Opportunities:**

The Head Teacher will be responsible for ensuring compliance with the Equalities Act 2010.

## Health and Safety:

The Head Teacher will be responsible for ensuring compliance with the School's Health and Safety policies under the Health and Safety at work Act (1974). She/he will ensure the safety of all parties, including members of the public, in premises or sites controlled by the school by ensuring compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instructions and supervision as necessary to accomplish those goals.



## 7. Person Specification

Attributes	Essential	Desirable	How identified
Education and Qualifications	A good honours degree, PGCE and QTS.	Evidence of further professional study e.g. MA, NPQH.	Application form References
Relevant experience	<ul style="list-style-type: none"> <li>• Experience of Senior Leadership e.g. DHT or HT post holder</li> </ul> <p>A successful record of:</p> <ul style="list-style-type: none"> <li>• contributing to decision-making and leading initiatives</li> <li>• leading teams and participating as a team member</li> <li>• setting high standards to staff and students by personal example</li> <li>• contributing to raising standards in teaching and learning to improve achievement</li> <li>• setting targets for students and monitoring student performance</li> <li>• setting targets for own work, for the work of colleagues and reviewing progress/outcomes</li> <li>• dealing with day-to-day issues while remaining focused on longer-term goals</li> <li>• initiating and implementing whole school developments (individually or as part of a team)</li> <li>• participating fully in self-evaluation</li> <li>• professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum responsibility</li> <li>• Knowledge of whole school budget management</li> </ul>	Application form References
Special knowledge and skills	<p>Able to demonstrate s/he can:</p> <ul style="list-style-type: none"> <li>• lead and inspire others</li> <li>• work on their own initiative and be part of a team</li> <li>• see tasks, plans and ideas through to completion</li> <li>• think strategically but have an 'eye for detail'</li> <li>• undertake complex, problem solving tasks such as data analysis</li> <li>• assimilate information quickly and prepare helpful summaries</li> <li>• research educational literature and present papers</li> <li>• communicate effectively in a wide variety of forms to a range of audiences</li> <li>• a clear vision for the future based on an understanding of how a grammar school can thrive through collaboration within the local and</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of project management.</li> <li>• Experienced coach</li> <li>• Evidence of the innovative deployment of technology in improving learning outcomes</li> <li>• Evidence of co-ordinating effective CPD programmes for colleagues</li> </ul>	Application form At interview References

	national educational framework <ul style="list-style-type: none"> <li>• use emotional intelligence to manage change effectively</li> <li>• develop links and access resources</li> <li>• use ICT solutions effectively and with confidence</li> </ul>		
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Attributes	Essential	Desirable	How identified
Attitudes	Able to demonstrate s/he: <ul style="list-style-type: none"> <li>• values the education of every student as equally important</li> <li>• has a commitment to equal opportunities</li> <li>• demonstrates a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues</li> <li>• is committed to high quality in all aspects of their work</li> <li>• understands and practises the principles of change management</li> <li>• has a collaborative approach to partnership working</li> <li>• has a deep understanding of school systems, timetabling, data tracking for students, development, planning and implementation</li> <li>• has experience as an outstanding teacher</li> <li>• has the ability to maintain strong relationships with governors and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a range of community partners</li> </ul>	Application form At interview References
Personal qualities	<ul style="list-style-type: none"> <li>• creative and imaginative</li> <li>• efficient</li> <li>• ambitious</li> <li>• committed to improving standards</li> <li>• an effective lead motivator</li> <li>• good sense of humour</li> <li>• genuine concern for others</li> <li>• decisive, determined and self-confident</li> <li>• integrity, trusted, honest and open</li> <li>• empowers, delegates, develops potential</li> <li>• accessible and approachable</li> <li>• clarifies boundaries, keeps others informed and involves others in decision making</li> <li>• encourages critical and strategic thinking</li> <li>• intellectual tenacity and resilience</li> <li>• excellent attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for a wide range of sport and other extra-curricular activities.</li> </ul>	At interview References

## 8. How to Apply

We hope, having read this pack that you will be interested in applying for this job and working at Wilmington Grammar School for Girls. You can download the application form for this job at [www.wgsg.co.uk](http://www.wgsg.co.uk)

If you would like to find out more about the job before applying please contact [srrai@wgsg.co.uk](mailto:srrai@wgsg.co.uk). We are happy to talk by phone or show you round our current schools and discuss any aspect of the post. We recognise that deciding to join our schools is a two-way process.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to support an applicant with a disability (as defined under the Act) to meet the requirements of the post.

- Closing date for applications is Monday 18<sup>th</sup> February 2019
- Interviews will be held on 4<sup>th</sup> and 5<sup>th</sup> March 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 email to:

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

Mrs Raj Rai

Wilmington Grammar School for Girls,  
Wilmington Grange,  
Parsons Lane,  
Wilmington,  
Kent  
DA2 7BB

If you wish to visit WGSG prior to application, please call Mrs Rai for an appointment on 01322 226351 ext 223