



Appointment of a Headteacher



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Executive summary

Highworth Grammar School is a leading selective secondary school for girls aged 11-18 and boys aged 16-18 in Ashford, Kent. Consistently rated Outstanding by Ofsted, we aim to develop students who are reflective, creative and innovative, and eager to become lifelong learners.

We prepare our students to be considerate, confident and independent in a caring and respectful community, enabling them to achieve their full potential.

The Governing Body now seeks an exceptional Headteacher to succeed Paul Danielsen after 15 years of outstanding service to the School. For a serving Head who is ambitious and visionary in their leadership or for an aspirational Deputy Head keen to take their next step, this is a unique opportunity to take an already high performing school to beyond outstanding.

The successful candidate will be an inclusive yet challenging leader, with the intellectual and strategic abilities to enable our school to seize the opportunities presented by the rapidly changing educational landscape. We seek a Headteacher who will blend compassion and empathy with commercial acumen and innovation to chart an ambitious course for our school in which our entire community can participate. Outstanding interpersonal and communication skills are essential, as is a deep personal resonance with our ethos and values.



Our history and journey to date

Highworth Grammar School educates 1,527 pupils, of whom 465 are in the Sixth Form, which admits both boys and girls. We were founded in 1904 and moved to our present site in Ashford in 1928. We gained Music Specialist Status in 2005 and converted to Academy status in 2011. We were last inspected in 2013 and rated Outstanding across all areas – this was our first inspection since academy conversion.

Our values and ethos

Highworth's motto is *ad caelestia sequere* (reach for the stars), and so we aim to develop students who are:

- R** – Reflective, creative and innovative
- E** – Eager for lifelong learning
- A** – Aiming to achieve their full potential
- C** – Considerate, confident, independent individuals
- H** – Happy in a caring respectful community.



The next chapter

Beyond outstanding

In the next chapter, Highworth Grammar School wishes to progress to beyond outstanding, ensuring that our high ability intake can continue to fulfil their potential.

Priorities include:

- innovating in our educational offer, continuing to seize the opportunities presented by the rapidly changing education sector;
- ensuring that we continue to match our outstanding educational offer with outstanding facilities, growing our estate as our roll grows;
- growing and nurturing senior and middle leadership talent; and
- building further our collaboration with other schools.



Governance, leadership and management

Governance

Highworth Grammar School is governed by a Board of committed governors, currently chaired by Mr Amer Khalil. We have student governors as well as parent governors on our Board, and also a number of skillset external governors.

Leadership and management

The new Headteacher will lead and line-manage a committed Senior Leadership Team that currently comprises:

- Duncan Beer, Deputy Headteacher
- Justin Dodd, Assistant Headteacher
- Karina Greensmith, Assistant Headteacher
- Leigh-Ann Perrian, Assistant Headteacher



Job description

The Headteacher is accountable to the Governing Body for all aspects of the leadership and management of Highworth Grammar School. The appointee will shape a bold and ambitious vision for the School, ensuring that our entire community can contribute to our ongoing story of success.

The key responsibilities of the Headteacher can be described as follows:

Strategic leadership

- To build purposefully on Highworth's existing strengths and articulate an ambitious vision and strategy for its future development.
- To ground this strategy in the context of a rapidly evolving external landscape, educationally, politically and economically, ensuring that the School is well-positioned to seize opportunities and respond to challenges that such change creates.
- To work openly and constructively with the Governing Body to assist them in discharging their duties.

Job description

Educational culture

- To uphold and further develop Highworth Grammar School as an environment where all students are confident, happy and valued; and opportunities are created to develop and nurture the talents of all.
- To champion Highworth as a school at the forefront of educational innovation, building strong links with other schools.
- To ensure that the safety and wellbeing of all students informs all decisions made within the School.

Organisational leadership and operational management

- To lead, develop and inspire a talented Senior Leadership Team.

- To build capacity and develop leadership at all levels, championing an open and collegial organisational culture in which staff are empowered to take initiative and ownership.
- To work closely with the Governing Body and the Finance Manager to ensure effective financial management, the equitable use of resources and to work with all senior leaders in ensuring full compliance with ESFA and DfE requirements.

External engagement

- To build connectivity for Highworth Grammar School at a local and national level, developing partnerships and links which benefit the School.
- To be a persuasive ambassador for Highworth Grammar School, communicating the School's vision and values to a range of external audiences.





Person specification

The successful candidate will demonstrate the following qualifications, experience, skills, knowledge and personal attributes:

Qualifications

- A good first degree.
- Qualified teacher status.
- A record of continuous professional development.
- Should be studying for National Professional Qualification for Headship (NPQH) (desirable, not essential).

Experience

- A record of successful senior leadership experience gained as a Headteacher or Deputy Head.
- Experience in outstanding settings.
- Demonstrable experience of leading and managing high performing teams, supporting staff to deliver their roles to the highest possible standards.
- Experience of pedagogical or pastoral leadership.
- Experience of holding financial/budget responsibility.
- The academic and intellectual credibility to inspire respect across the School and wider community, and a proven commitment to continuing staff professional development.

Person specification

Skills and knowledge

- Visionary leadership skills with the ability to motivate all staff to deliver an ambitious vision for Highworth Grammar School.
- Strong strategic abilities with the capacity to guide and shape the development of Highworth Grammar School.
- Outstanding communication and relationship-building skills, with the charisma and personal authority to engage successfully with all stakeholders, in particular the students, staff, the parent body and local community.
- An appreciation of the business aspects of successful modern headship.

- An original thinker with an evidenced interest in educational innovation and the capacity to bring fresh perspectives.

Personal attributes

- A strong commitment to the values and ethos of Highworth Grammar School.
- The highest levels of personal and professional integrity.
- Strong personal drive, high levels of self-awareness, resilience, humility and flexibility, as well as a transparent and collegial leadership style.





Appointment process and how to apply

Perrett Laver, the appointed advisor of Highworth Grammar School, is conducting an executive search exercise alongside the public advertisement of the post. Perrett Laver will support the Governing Body in the discharge of its duties, both to assist in the assessment of candidates against the requirements for the role and to identify the widest possible field of qualified candidates.

Candidates should complete the application form as well as a covering letter addressed to the Chair of Governors, Mr Amer Khalil, addressing the role description and person specification. Applications should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference **4814/1**.

The closing date for applications is **08:30 GMT on Thursday 25 March 2021**. Longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 5 and 12 April 2021.

The shortlist of candidates will be selected during the week commencing 19 April 2021 and, shortlisted candidates will be invited to first round interviews at the School later in the week commencing 19 April 2021. Finalist candidates will be invited to attend a final interview at the School in the week commencing 26 April 2021.

Highworth Grammar School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff. We are an equal opportunities employer that recruits on merit and we welcome applications from all members of the community.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website www.perrettlaver.com/information/privacy/



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