

# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## HEADTEACHER INFORMATION PACK





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## Welcome

Thank you for showing an interest in the post of Headteacher at the Wolverhampton Girls' High School. The governors at Wolverhampton Girls' High School are seeking to appoint an outstanding Headteacher for September 2012.

We are very proud of the school's long and distinguished history; the school celebrated its centenary in 2011. We are also proud of the school's academic successes; the school has been consistently one of the highest performing and most successful selective state schools in the country, achieving excellent academic outcomes and four successive 'outstanding' reports from Ofsted.

We have a bright future of continuing achievement ahead of us, but we are not complacent; we continue to strive for excellence in all that we do. The ethos of the school is one of where doing one's best is considered to be most important, and where the vision shared by the whole school community highlights respect for the individual, mutual support and team work, and the achievement of personal goals.

As a result of the Building Schools for the Future initiative, we have an exciting opportunity to develop facilities at the school that will help us to deliver a vision for the future of the school. You could be central to the development and delivery of that vision.

For the right candidate, this post will be an extremely rewarding experience and an opportunity to really make a difference by leading the school into the next exciting phase of its development and into its next 100 years.

I hope you find the information in this pack helpful. If you would like further information about the post or an informal and confidential discussion, please telephone Chris Gartner from Hays Leadership Appointments on 07595646645 or e-mail him at [chris.gartner@hays.com](mailto:chris.gartner@hays.com). You are warmly invited to visit our school. Please also call or email Chris Gartner to book a visit.

The closing date for applications is 9:00 am on Monday 26 March. Applications will need to be completed and sent directly via email to [chris.gartner@hays.com](mailto:chris.gartner@hays.com) by this date.

Interviews are scheduled for Tuesday 24 April and Wednesday 25 April. Applicants called for interview are kindly requested to contact their referees so that references are received in advance of the interview dates.

I look forward to receiving your completed application.

**Mark Jones**  
Chair of Governors

Wolverhampton Girls' High School is a consistently oversubscribed, highly successful, selective foundation school for girls aged 11 to 18, situated in attractive surroundings to the west of Wolverhampton.

We have a national reputation as a centre of excellence. With a long and distinguished history as an academic school for girls, we are consistently one of the highest performing and most successful selective state schools in the country.

We have a strong record of excellent academic outcomes and four successive 'outstanding' reports from Ofsted, the last two giving 'outstanding' judgements in every category. Our students are extremely able, motivated and intelligent and have high expectations and aspirations.

We have a bright future of continuing achievement ahead of us.





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## The role Headteacher

L27-L33

September 2012

NOR: 736 6th Form: 201

Wolverhampton Girls' High  
School, Tettenhall Road,  
Wolverhampton, WV60BY

**Closing date:** Monday 26th  
March at 9:00 A.M

**Interviews:** Tuesday 24th April  
and Wednesday 25th April.



“Students’ achievements go well beyond purely academic success and include their personal development” Ofsted 2009

The school’s motto “Ludus Supra Praemium” reflects the ethos of the school where doing one’s best is considered to be the most important, and where the vision shared by the whole school community highlights respect for the individual, mutual support and team work, and the achievement of personal goals.

We are now looking for an inspirational and exceptional leader to take up the prestigious role of Headteacher. You will have a proven record of extensive senior leadership experience. You will continue to deliver our impressive levels of excellence and ensure continuing success for all our students.

With exceptional leadership skills, and a commitment to student achievement, you will sustain a culture that encourages high expectations amongst all. Your clear and committed strategic vision, combined with your highly effective communication skills, will inspire, motivate and lead all key stakeholders forward for further success.

We are rightly proud of our unique traditions and rich heritage, but we are also an innovative and forward thinking community. As our new Headteacher, you will have the expertise, drive and vision to help embed the exciting BSF plans that are in place for the school’s future development, with building due to start early in 2013.

This is a rare and unique opportunity to lead a vibrant, highly ambitious and caring, learning community, which is committed to delivering the very best education to all our young women.

If you believe you possess the qualities to take on this exciting challenge then the governing body would be delighted to hear from you.



# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## About the school

### Ludus Supra Praemium

**Wolverhampton Girls' High School has a long and distinguished history as an academic school for girls. The school has a national reputation for sustaining excellence. One of the highest performing schools in the country, with a history of strong academic results, a rating of 'outstanding' in all categories from Ofsted and a future of continuing success.**

Wolverhampton Girls' High school is a popular, selective grammar school for girls aged between 11 and 18 years. The school opened in 1911 and still occupies graceful buildings and a pleasant site in Compton Park on the west side of Wolverhampton. Students come from far afield, increasingly from Stourbridge, Shropshire and Staffordshire as well as from Wolverhampton.

### Celebrating achievement and success

The school has been a centre of academic excellence for over a hundred years and is nationally recognised as an outstanding grammar school. For the past decade and more, the school has been congratulated in HMCI's Schools Annual Report for the high quality of its examination results and Ofsted reports. In 2009, Ofsted deemed, for the fourth successive time, the school to be 'outstanding' in all categories.

Last year, KS4 results (including Eng/ maths) were 100%.

### High aspirations and expectations

Students are highly motivated to learn and personalised learning lies at the heart of provision. Teaching is focused on all students achieving academic excellence. Relationships between students and staff are exceptional. As a consequence, behaviour and attendance are excellent.

Staff are experts in their subjects and use a variety of teaching methods, with special emphasis placed on active participation of students in lessons. Students are encouraged to develop independence

and to pro actively take responsibility for aspects of their studies, including setting targets for improvement and carrying out research.

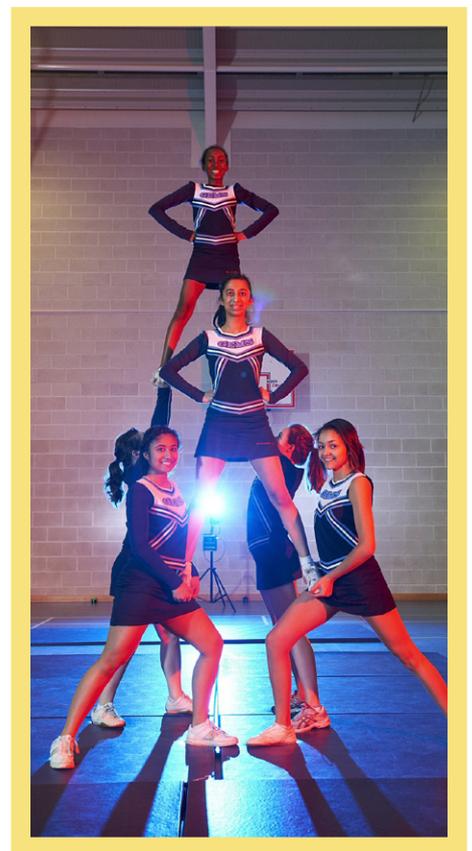
Staff development and well-being are high priorities for the school and staff and students work together in pursuit of excellence. Staff participate in the whole life of the school and there are many development opportunities beyond the subject curriculum. There is a clear line management structure linking departments to the senior leadership team.

All students are provided with opportunities to explore fully their personal ambitions as they prepare to move forward. They have the opportunity to grow and develop as individuals, particularly through the increasing responsibilities they take on as they move through school. Leadership is nurtured throughout their time at school, culminating in the 6TH Form taking on key roles and responsibilities.

The school has developed effective target setting and mentoring procedures for students and has introduced a variety of measures to ensure that the student voice plays a major part in decision-making. As a result, a positive student voice thrives at the school, where form and school councils can take any of their concerns to the school's leaders and governors.

6th Form provision is excellent and students in the sixth form reach very high standards and make outstanding progress. More than 90 per cent of Year 13 girls go on to higher education each year and all rightly aspire to demanding and fulfilling future careers. Whether applying to Oxbridge or for highly competitive courses, students routinely secure places at leading universities. The most important thing for the school, however, is that all students achieve their personal best.

“Standards are very high and students achieve outstandingly well”  
Ofsted 2009



“Students are exceptionally well prepared for their future lives” Ofsted 2009



# WOLVERHAMPTON GIRLS' HIGH SCHOOL



## A caring and supportive atmosphere

The school works hard to promote a caring, friendly and supportive atmosphere. The strong and effective pastoral support system is based on open communication, personal interview and support. The emphasis is on concern for others, particularly where behaviour in school is concerned. This provides a secure environment and one that is highly conducive to learning.

The school promotes shared values of tolerance, honesty, loyalty and mutual respect amongst all members of the community. It expects students to do their best in terms of personal behaviour as well as in their academic work. The challenge is balanced, however, by sensitivity to individual needs.

The school fosters an understanding and appreciation of cultures, beliefs and customs so that every individual feels valued. Taking care that all students are treated as individuals and feel settled, supported and happy. The school believes in involving parents and carers in their girls' education, knowing that the joint aims are best achieved through effective partnership. Providing an ordered, structured, secure and supportive environment in which students thrive.

## Independence and personal fulfilment

The schools' aim is to combine the best of traditions with a sound preparation for the demands of the future. For this reason, each student has access to an outstandingly broad and balanced curriculum that best suits individual strengths and ambitions. All students follow two languages to GCSE and can pursue a third if they wish.

Students are encouraged to discover for themselves what they can accomplish in all areas of school life. Students are stimulated intellectually in lessons and have access to a wide range of extra-curricular activities aimed at enriching their learning experience; especially as a result of the contribution of the languages college. There are drama, music, sporting and debating activities that students enjoy and readily participate in.

The curriculum encourages students to develop enquiring minds, a sense of self and purpose and a passion for learning. It is an exciting curriculum, with an emphasis on innovative teaching and learning, supplemented by a broad enrichment programme. Students are provided with an extensive range of experiences within and beyond the classroom environment.

Every student belongs to a "house" through which they can be part of various teams such as hockey, tennis, drama or debating. This traditional House system sparks a light-hearted but dignified rivalry that adds to the excitement and fosters a sense of belonging and team spirit.





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## A wider community perspective

“My daughter has settled in well and is making excellent progress. There are excellent sports and extra activities to participate in which really adds to her enjoyment of school.”

Efforts to promote community cohesion are excellent. These are exceptionally well supported by the specialist language college work with local schools, especially because it involves students so frequently. The school has an arrangement with neighbouring schools St. Peter's and St. Edmund's, situated on the same campus, to offer to each other's students a small number of A' level subjects not taught in the other schools, as part of the Wolverhampton Sixth Form arrangements.

Beyond the school, students take an active part in raising money for charities, working in local primary schools, especially in teaching languages, and hospitals and establishing links with schools overseas. As a result, they have an outstanding understanding of the values and beliefs of people from different backgrounds in this country and overseas.

The school values parents' contribution to improving the school and has a highly supportive parents' association. The Parents' Guild Committee meets monthly and supports the school by raising funds, (about £8,000 per year), and assists with all school events such as plays, concerts and open days. Money raised by the Guild helped to fund a thorough modernisation of the school library, a new sound and presentation system in the school hall, lighting in the Performing Arts Suite and ICT facilities for the Food Technology department.

Governors play a significant part in helping the school sustain its effectiveness. They are exceptionally well informed and challenging, and they participate comprehensively in the school's self-evaluation and development planning processes.



### Future developments and facilities

Wolverhampton is in Wave 5 of the Government's Building Schools for the Future initiative and exciting plans have been drawn up for the school's development.

In recent years, there has been a continual programme of modernisation and refurbishment at the school. £1.6 million of funding was awarded to the school by the DCSF for a new Sports Hall with showers and changing rooms, which was completed in 2003. The old gymnasium was converted into a music and performing arts space that was available from October 2003.

The school offers excellent ICT facilities with Broadband connectivity, network links with Wolverhampton University and Wolverhampton City College, and a VLE. All departments have interactive whiteboards, whilst a recently refurbished learning space also provides video conferencing facilities.

During the summer of 2004, a new staff study room was created and a staff recreation suite was built. Most recently an ambitious building project has provided a new Resources Centre, a Careers Centre and a Conference Suite. The buildings and the site are well maintained.

### Awards and Achievements:

- Deemed outstanding in every category by Ofsted.
- WGHS has won a School Achievement Award for sustained improvement and high achievement with regard to examination results.
- WGHS is a Language College using the latest technology to teach a whole range of languages, including Japanese and Russian.
- WGHS has been awarded Investors in People status.
- WGHS has been awarded the Black Country Quality Award in careers education and guidance.
- WGHS has been awarded Consultant School Accreditation by the Specialist Schools and Academies Trust.
- WGHS was accredited with the International School Award by the British Council and Department of Education for outstanding development of the international dimension in the curriculum.



# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## The job description

The job description is subject to the general conditions of service for Headteachers, as set out in the current School Teachers' Pay and Conditions document.

The governing body of Wolverhampton Girls' High School is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) and obtain any other statutorily required clearance.

## Strategic direction and shaping the future

### JOB DESCRIPTION

- Work with the Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain high standards.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the WGHS and the community.

### PERSON SPECIFICATION

- Able to think strategically, and to build and communicate a coherent vision.
- Able to inspire, challenge, motivate and empower others to carry the vision forward.
- Is committed to:
  - Establishing a collaborative school vision of excellence and equality that sets and maintains high standards for every pupil
  - Setting and achieving ambitious, challenging goals and targets
  - Inclusion and ensuring that everyone can achieve to their full potential

## Accountability

To the Board of Governors of Wolverhampton Girls' High School.

## Overview

In choosing the Headteacher for Wolverhampton Girls' High School, the Board of Governors is looking for an outstanding leader with the ability to develop and articulate a shared vision, which inspires and empowers students, staff and all other members of the school community.

## Qualifications and experience

### Must have QTS

**At least one of the following would be desirable:**

- Completed the NPQH (National Professional Qualification for Headship).
- An existing Headteacher before 1 April 2009
- First degree or Certificate of Education.
- A record of continuous professional development that includes training in leadership and management.
- Substantial, successful previous experience as a Head or Deputy Headteacher in secondary education.
- Evidence of significant impact of leadership skills in current post.



# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## Managing the organisation

### JOB DESCRIPTION

Create an organisational structure that reflects the school's values, and enables management processes to work effectively in line with legal requirements.

Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, requirements and initiatives.
- Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain, deploy and develop staff appropriately and assist in managing their workload to achieve the school's vision and goals.
- Implement successful performance management processes with all staff.
- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

### PERSON SPECIFICATION

- Establishes and supports appropriate structures and systems.
- Manages the school efficiently and effectively on a day-to-day basis.
- Delegates appropriate management tasks and monitors their implementation.
- Plans appropriately and organises themselves and others.
- Makes informed professional, management and organisational decisions.
- Thinks creatively to anticipate and solve problems.

## Leading learning and teaching

### JOB DESCRIPTION

- Maintain a consistent and continuous school wide focus on girls' achievement, using data and benchmarks to monitor progress in every girl's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine and implement a diverse, flexible, but academically challenging, curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

"Given the school's excellent record and the effectiveness with which it deals with areas to improve, its capacity to sustain high standards and to improve where necessary is outstanding"  
**Ofsted 2009**

"Students make a significant contribution to the school and wider communities "  
**Ofsted 2009**





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

- Monitor, evaluate and review classroom practice and promote improvement strategies.

## PERSON SPECIFICATION

- Accesses, analyses and interprets information.
- Initiates and supports research and debate on effective learning.
- Develops strategies for performance improvement.
- Is committed to:
  - Raising standards for all in the pursuit of excellence
  - Continuous learning for the entire school community
  - Entitlement of all students to effective learning and teaching
  - Choice and flexibility to meet the personal learning needs of every pupil, and strategies to stretch the most able.

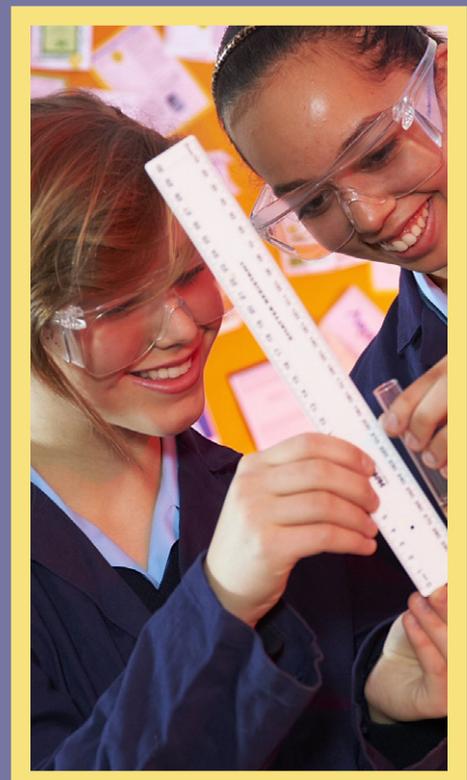
## Developing self and working with others

### JOB DESCRIPTION

- Regularly review own practice, set personal targets, and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture.
- Ensure clear delegation of appropriate tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.

### PERSON SPECIFICATION

- Fosters an open and equitable culture and manages conflict.
- Develops, empowers and supports individuals and teams.
- Collaborates with others within and beyond the school.
- Challenges, influences and motivates others to attain high goals.
- Gives and receives effective feedback, and acts to improve personal performance.
- Is open to appropriate support from others including colleagues and Governors.
- Is committed to:
  - Effective working relationships
  - Shared leadership
  - Effective team working
  - Continuing professional development for all (including self).





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## Securing accountability

### JOB DESCRIPTION

- Fulfil commitments of contractual accountability to the Governing Body.
- Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review.
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents, carers and third parties.

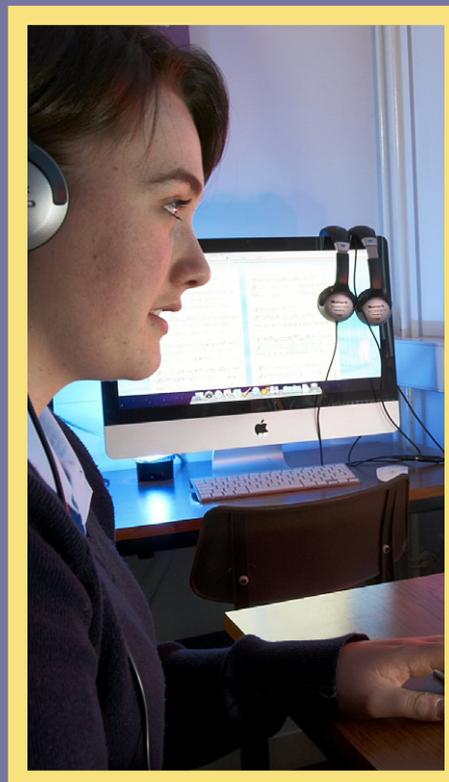
### PERSON SPECIFICATION

- Demonstrates political insight and anticipates trends.
- Engages the school community in systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the school.
- Collects a rich set of data to understand the school's strengths and weaknesses.
- Is committed to:
  - Working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all students
  - Ensuring individual, team and whole school accountability for pupil learning outcomes.

## Developing self and working with others

### JOB DESCRIPTION

- Build a school culture and curriculum, which take into account the richness and diversity of the school's communities.
- Ensure learning experiences for students are integrated with the wider community
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.





# WOLVERHAMPTON GIRLS' HIGH SCHOOL

## PERSON SPECIFICATION

- Recognises and takes account of the diversity of the school community.
- Builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Listens to, reflects and acts on community feedback.
- Builds and maintains effective relationships with parents, carers, partners, and the community that enhance pupil education.
- Is committed to:
  - Effective teamwork within the school and with external partners
  - Working with other agencies for the wellbeing of all students and their families
  - Involving parents and the community in supporting pupil learning and in defining and realising the school vision
  - Collaborating and networking with other schools to improve outcomes.



This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.

## FURTHER INFORMATION

For more information on both the role and the school visit [www.hays.co.uk/jobs/wghs](http://www.hays.co.uk/jobs/wghs)

If you would like a confidential and informal discussion about this post in the first instance, contact Chris Gartner at Hays Leadership Appointments on **07595 646645**. You are warmly invited to visit our school, call Chris or e-mail him to book a visit.

## HOW TO APPLY

- If you would like to discuss making an application or to request an application form contact Chris Gartner at Hays Leadership Appointments on **07595 646645** or at [chris.gartner@hays.com](mailto:chris.gartner@hays.com)
- Send your application no later than 9:00 am on Monday 26th March to [chris.gartner@hays.com](mailto:chris.gartner@hays.com).

