

**Headteacher**  
**Job Description and Person Specification**  
**Wirral Grammar School for Girls**



**Job Title:** Headteacher

**Reporting To:** Governing Body

**Salary:** L33 – L39, starting salary negotiable dependant on experience

**Job Purpose**

To provide professional and inspirational leadership and management for Wirral Grammar School for Girls, which drives success and continuous improvement

**Main Responsibilities**

**School Culture:**

- Establish and maintain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards, which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

**Teaching:**

- Establish and sustain high- quality, expert teaching across all subjects and phases, built on an evidence informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use of formative assessment.

**Curriculum and assessment:**

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

**Behaviour:**

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the schools behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults in the school model and teach the behaviour of a good citizen.

**Professional development:**

- Ensure that staff have access to high quality, sustained professional development opportunities, aligned to balance the priorities of whole school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation, which is consistent with the approaches laid out in the standards for teacher's professional development.



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- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

### **Organisational management:**

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effective and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

### **Continuous School improvement:**

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers, which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence informed strategies for improvement as part of well targeted plans which are realistic, timely, and appropriate sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

### **Working in partnership:**

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

### **Governance and accountability:**

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held account.
- Ensure that the school effectively and efficiently operated within the required regulatory frameworks and meets all statutory duties.

### **Statutory Responsibilities**

- Fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers.
- To meet the National Standards for Headteachers as published by the DfE.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.



## **Person Specification**

### **Qualifications**

- Qualified Teacher Status
- Good Honours Degree
- Evidence of recent and relevant training and development at headship level and/or in preparation for headship
- NPQH or relevant leadership qualification (desirable)

### **Experience**

- A proven track record of successful senior leadership as Headteacher, Deputy Headteacher, Head of School or similar, in a secondary school
- Successful teaching or leadership experience in a school with a sixth form
- Demonstrate delivery of innovation and change in education
- Evidence of an inclusive leadership style, demonstrating the ability to lead through changing circumstances
- Evidence of building a culture and environment of trust, high performance and accountability
- Work collaboratively across the school developing strong partnerships with colleagues to achieve success
- Experience in initiating, shaping and leading change programmes successfully with credibility to achieve tangible outcomes
- Evidence of collaborative working beyond an individual school to aid widening access and improve pupil outcomes for disadvantaged pupils
- Successful implementation of strategies for raising individual pupil achievement and self esteem
- Evidence of promoting collaborative and inter-disciplinary work within a school
- Demonstrate sound financial acumen and experience in a wide range of high value projects

### **Skill and Values**

- An excellent communicator
- Ability to work through challenges. Take difficult decisions and exercise sound judgement with integrity
- Have an inclusion approach to leadership, inspiring and empowering others to succeed
- Personal presence and impact
- Energy and commitment to leading the school
- Challenge, influence and motivate others to attain ambitious targets
- Develop and maintain an effective network of contacts
- Has vision and can think creatively to solve problems and identify opportunities

### **Knowledge and Understanding**

- Comprehensive knowledge of national policy, legislation and financial frameworks and school governance
- Deep understanding of political, economic, social, religious, legal and technological influences which have an impact on school strategy and operational delivery
- Knowledge and understanding of statutory requirements and models for its assessment
- Knowledge and understanding of effective teaching methods including the use of IT and the development of on-line learning
- Ability to analyse and interpret comparative data, establishing benchmarks and set targets for improvement