

Wallington High School for Girls



**Assistant Headteacher
(Pastoral)**

Application Pack



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Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

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Woodcote Road, Wallington, Surrey SM6 0PH

May 2022

Dear Candidate

Thank you for your interest in the position of Assistant Headteacher (Pastoral) at Wallington High School for Girls (WHSG). The post has arisen as a result of the current post holder securing a Deputy Headship in another school.

At WHSG, we aim to be a truly outstanding school with a reputation for academic excellence, first class care, guidance and support as well outstanding extra-curricular provision.

WHSG is an inclusive, happy and caring learning community and we are ambitious for all of our students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all they do. All of our staff, both teaching and support, play an important role in achieving this. The school is also part of the Girls' Learning Trust (GLT) which provides excellent opportunities for staff collaboration and career development.

We are seeking to appoint a talented, inspirational and highly motivated individual who will work as part of a strong leadership team to continue to improve the school and build on its many strengths.

I hope you will find the information in this pack interesting and informative. If you would like to visit the school before making an application then please use the information towards the end of the pack to arrange this.

If the opportunity to join the leadership team in our dynamic and forward-looking school excites you then I very much look forward to hearing from you.

Yours faithfully

Richard Booth
Headteacher





Our Trust

The Girls' Learning Trust (GLT) was formed in September 2015 and comprises three schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three are high performing, successful schools located in the London Borough of Sutton. Our purpose is to empower girls and young women for their future through excellent education and we are the only all-girls multi academy trust in the UK.

With over 4000 students and a highly effective operating model, GLT gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust. We believe that, by operating and collaborating as a multi academy trust of 3 schools rather than as standalone academies, we can ensure that your daughter receives the very best education possible.

Trust Governance

The Trust CEO, along with the Trust Board, is accountable and responsible for the strategic direction and outcomes of both schools within the Trust. The Board sets key performance indicators (KPIs) across the Trust to allow the strategic vision to be monitored and reviewed. The CEO is also the Accounting Officer for the Trust and retains legal responsibility for all the schools. There is also a Director of Finance and Operations for the Trust who leads on finance and other business management functions across both schools.

The CEO supports, challenges and leads all the schools in the Trust. She is accountable for the delivery of an excellent standard of education across the GLT, securing strong student outcomes, setting the ethos and vision throughout and embedding effective collaboration and efficiencies across the schools.

Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the GLT structure is to provide highly effective leadership of the teaching and learning within their school alongside day to day management. The school Headteachers are accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. The Headteachers report to, and are supported by, the CEO.

Each school retains its own identity within the Trust and has its own Local Governing Body who provide a wealth of skills and experience and work with the Headteacher in setting the development plan for their school, in line with the overall strategic vision of the Trust, acting as 'critical friends' and supporting and challenging where needed. A clear scheme of delegation differentiates between the roles of the Trust Board and the Local Governing Body.

For more information on the Trust please go to the GLT pages of the school website.

Jennifer Smith

CEO

Information for Applicants

The School

Wallington High School for Girls (WHSG) is a selective academy for approximately 1500 girls aged between 11 and 18. We are part of the Girls' Learning Trust, a multi-academy trust that also includes Nonsuch High School for Girls and Carshalton High School for Girls. The school first opened in 1888 and moved to its present site in 1965. The school is heavily over-subscribed with more than 2000 applications each year for the 210 places in Year 7; many external students also apply for our sixth form. We are a multicultural community with an increasing percentage of minority ethnic groups. Over 47 different first languages are spoken and this brings a rich diversity to our school.

Our students achieve at the highest level academically. In 2019, in the last set of public examinations, 83% of our GCSE entries were awarded 9/7 grades, which placed us among the top 20 schools in the UK. At A level, 43% of our entries were awarded A*/A grades. The vast majority of our students move from WHSG into higher education including Oxford and Cambridge and with an increasing number of students (over 60%) gaining places at Russell Group universities or medical schools. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

Curriculum

We run a three year KS3, although students begin their GCSE courses in Science in Year 9. Our KS3 students study two modern foreign languages alongside the other national curriculum subjects. At KS4, students study for ten GCSEs, which includes a Language option and a Humanities option. The vast majority of our students continue into the Sixth Form at WHSG where they can choose from a wide range of A level subjects. Many students can opt to study for the Extended Project Qualification (EPQ) in Year 12.

Enrichment

Our enrichment programme plays an important part in our curriculum, particularly with regards to developing our students' cultural capital, resilience and confidence. Five full days during the academic year are dedicated to enrichment, involving all year groups. Current activities on these days include a Forensics day, a London Zoo trip, theatre trips, a water-sports day as well as many other activities including in-school events. Our students across all year groups are often involved in a wide range of different competitions across all year groups, including Maths challenges. For example, recently a group of our Year 9 students recently reached the final ten teams in the Design Ventura competition, from over three hundred schools.

Extra-Curricular

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students and this is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Tennis and Badminton. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts. We enjoy a successful Combined Cadet Force (CCF) partnership with Wilson's School which is very popular with girls in Year 9 and above and an equally successful Duke of Edinburgh scheme. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

WHSG has a very supportive PFA who play a vital role in the life of the school. We also enjoy supportive and committed parents who work alongside the school to improve outcomes for their daughters.

Senior Leadership Team

The Senior Leadership Team consists of one Deputy, four Assistant Heads and six Directors of Faculty, who work closely and supportively to plan for the future development of our highly successful school. Collaborative and open working practices ensure coherence and clarity in the leadership and management of the School. The Local Governing Body is a strong and supportive team with considerable professional expertise. In addition the CEO of GLT and the Trust Board provide support and challenge to the school. The Leadership Team meets together twice weekly. The first meeting focuses on operational matters and the second has a strategic focus. This strategic meeting also includes the Directors of Faculty. In this meeting we work on or report back on current leadership priorities. Each member of the Leadership Team is responsible for project planning their priority areas on the SDP. There is a personal assistant who provides administrative support for all members of the leadership team

Staffing

Our staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the school. Continued professional development (CPD) plays an important role and we have developed a more bespoke approach to this provision. All teachers are fully supported by an induction programme when they join the school.

The Sixth Form

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With around 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. The vast majority of our students in Year 11 choose to stay with us for their Sixth Form education and we also warmly welcome external applicants who meet our entry requirements.

In addition to A Levels, all students in Year 12 will take an elective intended to develop their communication skills and build their cultural capital. There are a number of options available, including the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students also follow a wellbeing programme, including dedicated PSHE time (Personal, Social, Health and Citizenship Education) and Physical Education.

WHSG Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process.

We are very proud of the support and care we provide our students in the Sixth Form, led by the Heads of Year 12 and 13 who are ably supported by two Assistant Heads of Year as well as a large tutor team.

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Led by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities. In addition, Our Sports Leaders run clubs and contribute to our annual gym and dance display. For those possessing a musical talent we have our Gospel Choir and orchestras who perform at our Spring concert and a wide range of school events. Furthermore, it is Sixth Form students who run some of our most successful clubs and societies, including the Model UN, African-Caribbean Society and our award-winning Glee club. All students are actively involved in our local community as part of our volunteering programme, this includes working in charity shops, visiting nursing homes and working in local primary schools.

Pastoral Care and support

Providing a caring and nurturing environment for our students is an important part of our ethos here at Wallington and we are particularly proud of our strong pastoral system. Each year group is overseen by a Head of Year and supported by a team of form tutors. Heads of Year for 7 to 11 are line managed by the Assistant Head (Pastoral) and the Sixth Form Heads of Year are line managed by the Director of Sixth Form. The pastoral team are also supported by a full time Counsellor and an ELSA (Emotional Literacy Support Assistant) and other support staff. We also have a group of student Wellbeing Mentors that provide additional support as well as Teddy, our Wellbeing dog.

Over the last few years we have invested in our pastoral provision in order to increase our capacity. We now have two Student Support Officers who work closely with the DSL and Heads of Years and very recently we have created a new wellbeing space which is a room where students can come for additional support or where those who have additional needs can work. It is also an area where Pastoral leads can meet and facilitate small group intervention. There is also a separate Pastoral Office for the Heads of Year.

Students enjoy a comprehensive programme of PSHE throughout the school. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school also operates a very successful House system, led by student House Leaders which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported.





Staff Workload and Wellbeing

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development. In a recent survey amongst our teaching staff, **91% agreed or strongly agreed** that there was an atmosphere of trust and mutual respect within the school. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

Professional Development

- CPD programmes tailored to individual's aspirations which are based both in school and across the wider Trust, including our Cross Trust Teacher Development programme
- Our "No lesson judgements" policy ensures our lesson observations are developmental and supportive
- One INSET day a year dedicated to moderation and curriculum preparation
- A Cross-Trust Teacher Development programme
- An annual cross-Trust teaching conference allowing the chance to meet and network with other staff
- 'Pop-up' CPD run by staff for staff on issues of their choosing, including pastoral

Staff Welfare

- A Marking and Feedback policy designed from the bottom up, with regard for teacher workload, based upon a set of principles, different according to department
- Data capture that is measured and timely - we report progress two or three times a year (depending on year group)
- Minimal written reports
- No requirement for teachers to submit lesson plans, even for lesson observations
- Teaching staff are only required to do one twenty-minute duty each week
- Supportive yet challenging governance, which understands that teachers are our most valuable resource
- End of school day at 2.50pm making it easier for staff to pick up their children from local schools
- Work scrutiny is departmentally-based and developmental
- We are a school that appreciates the importance of family and do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school
- A teaching load of 43/50 1 hour periods of teaching per fortnight maximum.
- The average size of our A level classes is 13 students and GCSE is 24 students. We also continue to run many A level classes even if their numbers are small

Support

- The school calendar and training are planned in advance across the whole year so people know what is happening and when
- In-house cover supervision team
- A highly effective and proactive support staff that play an important role in supporting teaching and learning
- An Events, Communication and Visits team that are responsible for organising key school events and trips
- Every full-time teacher operates from a base classroom and has an office-based work station which means our large staff room can be work station free

Benefits

- A two week half-term holiday in October
- School budgets are set, taking the assumption, that everybody will get their incremental pay rise
- 'Champagne Moments', a staff reward and recognition scheme
- Free tea and coffee provided in the staff room
- Access to our fitness suite
- A Staff Association that responds to the welfare of the staff and organises social events
- Use of onsite canteen offering hot meals and salad bar
- Teaching staff can go home if they have PPA time last period of the day
- Opportunities to participate in enrichment activities e.g. theatre visits
- Assisted cycle purchase scheme and designated cycle parking bay
- Opportunities for flexible working
- Access to Workplace Options scheme, for confidential independent employment advice

Environment

- Pleasant working environment with very well-behaved students
- The school has invested heavily in new buildings and in IT in every classroom
- Eleven acres of school grounds set in Green Belt land

More information on the school can be found at our website:

www.wallingtongirls.sutton.sch.uk

Outline Structure of the Senior Leadership Team
May 2022 (excluding Headteacher)

This structure is supported by the Headteacher, Trust CEO and Trust Director of Finance and Operations

	DEPUTY HEADTEACHER	ASSISTANT HEAD (Teaching and Learning)	ASSISTANT HEAD (Pastoral and Student Support)	ASSISTANT HEAD (Sixth Form)	ASSISTANT HEAD (Co-curricular and Academic support)
Key Responsibilities	Self Evaluation Form (with Head) Department self-evaluation Faculty reviews Quality assurance of teaching and learning Curriculum planning and review (with Head) School timetable & options Staffing plans Performance data including student progress Target setting, tracking and reporting Equality, Diversity and Inclusion strategy Admissions (incl. VI Form) Examinations (including entrance exam) SIMS & PLASC returns Chair of DoF meetings Prize-giving Deputising for the Head	Development of teaching and learning CPD including coaching and cross Trust programmes such as ETP Assessment and feedback Curriculum design & development Promotion and development of scholarship, including independent study Digital literacy & Virtual Learning Environment Chair of Middle Leaders Meetings New Staff induction Parent Focus Group and Parental engagement	Strategic leadership of pastoral team (Year 7 to 11) Pastoral systems including behaviour, attendance and anti-bullying Student support and welfare Designated Safeguarding Lead Mental Health Lead E-safety Student bulletin Sanctions and Rewards Medical needs Chair Heads of Year meetings	Strategic leadership of Sixth Form including development and monitoring of standards Pastoral systems including behaviour, attendance and anti-bullying Student support and welfare Sixth Form induction & transition Guidance including UCAS process and Oxbridge Prefect system (including Charity) PFA Alumni KS5 enrichment	Character Education incl: House system PSHCE Careers and work experience Monitoring and supporting key student groups, including Pupil Premium & new joiners at KS5, in order to close attainment gaps Primary Outreach programme EPQ Day to day operations including Cover and supply School Calendar Staff Duty Rota Staff bulletin Parents' Evenings Supporting Deputy Head with timetable and options
Line Management	Director of Mathematics Computing and Technology Director of MFL Director of Arts, Music and PE Data manager Examinations Officer	Director of Science Director of Humanities Director of English, Drama and Classics	Heads of Year 7 to 11 SENDCo Student support team Data and Attendance Assistant	Heads of Year 12 & 13 Sixth Form administrator Oxbridge co-ordinator	Careers Leader Cover and CPD co-ordinator PSHCE co-ordinator

In addition to the SLT, there are six Directors of Faculty who each have a whole school responsibility:

Director of English. Media, Drama and Classics	Year 6 transition (incl. Primary Liaison), Open Evening, Literacy and EAL
Director of Arts, Music and PE	Co-curricular including enrichment and educational visits
Director of Humanities	Student leadership and student voice
Director of Modern Foreign Languages	Sendco
Director of Science	ECTs
Director of Mathematics, Computing and Technology	Pedagogical coaching



Wallington High School for Girls

Assistant Head – Pastoral and Student Support

Job Description

L13 – 17 (Outer London)

Job Purpose

As a member of the leadership team, the Assistant Head contributes to providing leadership and direction for the school in line with the school vision and development plan and the Trust's strategic aims.

Reports to: Headteacher

General Leadership

To work alongside the Headteacher and the rest of the leadership team to:

- Provide strategic direction and leadership for the school in line with the ethos and vision
- Promote and demonstrate the school's values and aspirations and create a culture of excellence, equality, trust and high expectations for all
- Ensure an environment of self-evaluation and continuous improvement
- Provide effective management of the school including duties, day to day organisation, assemblies
- Contribute to the development of and implementation of the School Development Plan
- Contribute to cross trust working groups and activities where appropriate
- Establish good relationships, encourage good working practices and support teachers
- Support the aims and ethos of the school
- Lead, support, motivate and direct support staff working within relevant teams

Key Responsibilities

Student welfare and support

- Provide leadership of pastoral provision, safeguarding and student well-being within the school
- Ensure rigorous self-evaluation of pastoral provision and oversee the implementation of the annual Pastoral Development Plan
- Ensure high standards of care and student support including liaising with external agencies and parents where needed
- Lead and line management of Heads of Year (7 to 11) and other relevant pastoral staff
- Ensure high levels of student progress across Years 7 to 11 through effective management of Heads of Year, student tracking, monitoring and interventions as well as effective use of data
- Ensure that mechanisms are in place to promote standards and quality assurance of pastoral provision
- Ensure that provision of mentoring and tutor activities are of a high standard
- Sustain effective, positive relationships with all student, parents and the local community
- Lead on E-safety

Behaviour and attitudes

- Ensure high standards of behaviour, conduct and attendance throughout Years 7 to 11 and that effective strategies and systems are in place to support
- Work with staff to ensure the school's behaviour policy is implemented consistently and tracked and monitored effectively
- Co-ordinate the behaviour and attendance data and ensure it is being used effectively by Heads of Year

Safeguarding

- To be the Designated Safeguarding Lead for the school with responsibility for highly effective safeguarding across the whole school
- Oversee the school's safeguarding team and ensuring all policies and practices are up to date
- Oversee and liaise with the SENCO, HoYs and other relevant staff on all aspects of student support
- Coordinate child protection procedures, ensuring effective record keeping and communications systems
- Oversee the annual safeguarding audit and ensure any action points are implemented and monitored
- Complete all relevant core and additional safeguarding training including training for DSL

Inclusion

- Fulfil the role of Designated Teacher of Children Looked After
- Support the Head of Year 7 and other relevant staff with transition of students into Year 7
- Develop wider links to ensure students have a range of quality provision to best support their needs

Other responsibilities

- Lead the rewards and sanctions system across the school including organisation of prize-giving for Year 7 through to 11
- Chair and set agendas for the Heads of Year meetings
- Update the Headteacher, other Senior Leaders and Governing Body on the effectiveness of provision for students
- Attend Local Governing Body meetings and contribute to the Headteacher's report for these meetings
- To oversee student mentoring and reviews
- Ensure staff development needs within pastoral, safeguarding and student support areas are identified and appropriate programmes are put in place to meet such needs
- Act as appraiser for identified staff
- Provide guidance and support to the leadership team and Local Governing Body on safeguarding and pastoral matters
- Ensure effective communication between staff and the Headteacher
- Ensure effective communication as appropriate with parents
- To play a full part in the life of the school community

Teaching

The post holder will teach approximately 0.3 of a timetable

The job description for the post holder will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities as appropriate. It is not a comprehensive set of tasks but sets out the main expectations of the school and the Trust in relation to the post holder's responsibilities and duties.

May 2022



Assistant Headteacher (Pastoral and Student Support))

Person Specification

Area	Essential	Desirable	Method of Assessment
Qualifications	Good Honours Degree, PGCE / QTS	Higher degree or evidence of further study e.g. NPQSL DSL Qualification	Application –DfE No. Certificates
Professional Development	Evidence of continuing professional development at leadership level	Experience of delivering CPD/INSET	Application
Experience	<p>Demonstrate a strategic leadership style characterised by integrity, clarity with clear vision, values and moral purpose</p> <p>A track record of success at Middle or Senior leadership including leading a team of staff</p> <p>Experience of implementing effective systems and structures to support well-being across departments, year groups or the whole school</p> <p>A track record of raising achievement and attainment at a strategic level</p> <p>Experience of monitoring and evaluating students' progress and actioning interventions</p> <p>Experience of self-evaluation and of planning and implementing change successfully</p>	<p>Involvement in leading a whole school project</p> <p>Managing professional development of team of colleagues</p> <p>Experience of the specific responsibilities within the job description</p> <p>Previous experience of leading on a pastoral area of the school</p>	<p>Application Form</p> <p>Interview</p> <p>Tasks</p> <p>Reference</p>

Area	Essential	Desirable	Method of Assessment
Knowledge, Skills and Abilities	<p>Excellent knowledge and understanding of strategies to raise and maintain academic achievement</p> <p>Excellent knowledge and understanding of strategies to promote student wellbeing and high standards of pastoral care</p> <p>Evidence of personal commitment to quality and excellence in teaching and learning</p> <p>Ability to lead and motivate staff and students</p> <p>Strong interpersonal and communication skills, both verbal and written</p> <p>Up to date and thorough knowledge of developments in education and pedagogic practice</p> <p>Effective time management and organisational skills</p> <p>Understanding of safeguarding issues and procedures</p> <p>Ability to form trusting relationships with students and parents</p>	Evidence of being an outstanding classroom practitioner	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>Reference</p>
Personal Qualities	<p>Commitment to raising standards and achievement of all students</p> <p>Excellent team player</p> <p>Emotional intelligence</p> <p>Integrity, loyalty and commitment</p> <p>High standards and expectations of self and others</p> <p>Commitment to equal opportunity and the success of every individual</p> <p>Positive and flexible approach to opportunities and challenges</p> <p>Resilience and ability to work under pressure</p>	Ambition to progress to Deputy Headship and Headship.	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>Reference</p>



Notes to Applicants

Safeguarding

Wallington High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your application:

We hope that after reading the information pack you will want to apply for the post advertised.

If this is the case, please return completed application forms including a supporting statement (no more than two pages of A4, font size 11) outlining your suitability for the role and addressing the person specification and job description.

Application forms and further details of how to apply can be found at

www.wallingtongirls.sutton.sch.uk

Closing date: Thursday 19th May at 12 noon

Interview date: Wednesday 25th May 2022

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

For your convenience our specimen contracts can be viewed on the vacancy page of the School website.

School visit

If you would like to arrange a visit to the school then please contact Caroline Kinchington on 020 86472380 or ckinchington@wallingtongirls.org.uk

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites: For WHSG

<http://www.wallingtongirls.sutton.sch.uk/Policies>