



# Maidstone Grammar School *for Girls*



## Assistant Headteacher - Teaching & Learning Required for September 2026 - L12-L16

Salary	L12-L16
Hours	Full-Time
Commitment	<p>The successful post holder will have a particular focus on promoting high-quality Teaching and Learning within the school. They will line manage several Heads of Departments, as well as have oversight for CPD across all staff.</p> <p>The successful candidate will be quick-thinking, articulate, and a creative leader.</p> <p>We welcome applications from candidates who can demonstrate:</p> <ul style="list-style-type: none"><li>• a track record of outstanding teaching</li><li>• a strong academic portfolio</li><li>• excellent interpersonal and communication skills</li><li>• a capacity for hard work and commitment to teamwork</li><li>• calm, good humour and common sense</li><li>• energy, enthusiasm and a commitment to securing excellence in all that you do.</li></ul>

# The Post

Maidstone Grammar School for Girls is a very successful selective girls' school with a mixed sixth form. Ofsted judge us to be outstanding, and our examination results reflect this. We are a happy, thriving community with a long-standing tradition of excellence in all that we do. This is an exciting opportunity to work with our outstanding team in an excellent school.



## The Leadership Team

The Leadership Team currently consists of the Headteacher, one Deputy Headteacher who is the DSL, five Assistant Headteachers and the School Business Manager. All teaching members of the Leadership Team are DSL trained. An Extended Leadership Team also works closely with the members of the Leadership Team.

## Job Description

### Purpose

The core purpose of the role is to provide vision, strategic direction and leadership for Teaching and Learning with a focus on ensuring Quality First Teaching (QFT) for all students in lessons. As well as lead on designated whole school areas of responsibility the post holder will oversee:

- Whole school teaching development
- Staff CPD
- New staff induction
- Oversight of ECTS and ITTs
- Quality assure both teaching and the curriculum as well as leading on department reviews.

The role includes working supportively with the Headteacher and other senior colleagues in: ensuring high quality teaching and learning, maintaining a high-quality pastoral system, leading staff, deploying resources effectively, and working strategically in order to move the school forward successfully.

Assistant Headteachers hold a 50% teaching commitment. From time to time, it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and to respond to changing national requirements. However, the following duties and responsibilities are not subject to change. They apply to all members of the leadership team and underpin the individual responsibilities.

### The Post-holder:

- is a member of the Senior Leadership Team and is required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document, issues under the Teachers' Pay and Conditions Act 1991
- as part of the Leadership team, takes a shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School for Girls by working cooperatively with the Headteacher and other senior colleagues
- provides professional leadership and management within the school in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement by all students
- is committed to professional self-development
- acts as line manager to allocated Heads of Department and Heads of Study
- acts as an appraiser within our appraisal system
- acts as one of the Deputy Designated Safeguarding Leads
- shares the provision of reasonable senior leadership cover during school holidays and evening events
- takes an active part in the assembly programme of the school
- maintains a high profile during the school day.

**Leadership:**

- acts as a role model for others, striving for excellence in all areas of the post
- takes responsibility for the school in the absence of the Headteacher and Deputy Headteacher when required
- undertakes the professional duties of another member of the leadership team in his/her absence as required
- plays a major role in formulating the aims and objectives of the school
- plays a major role in formulating and implementing strategic plans and school policies,
- leads and manages staff, providing support, guidance and challenge
- supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms,
- advises and assists governors in the exercise of their duties, including attending meetings and presenting reports where appropriate
- establishes the highest possible standards of teaching, learning and attainment
- leads change and innovation where appropriate, including leading and contributing to the school's response to national initiatives
- supports other members of the Senior Leadership Team in the fulfilment of their specific roles
- nurtures a climate of achievement and excellence.

**Leadership and Management of Staff:**

- Chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions
- provides information about the performance of staff where relevant to their future employment at the school or elsewhere
- assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate
- participates in the recruitment of staff as required
- contributes to the professional development of staff, including coaching and mentoring.

**Teaching and Learning:**

- contributes to the development of a curriculum which allows the highest achievement for all
- promotes the provision of high-quality teaching, learning and assessment
- supports the development and maintenance of a high-quality learning environment
- supports the use of digital technologies and 1-1 devices
- monitors, reviews and evaluates teaching and learning, including the tracking of individual performance
- acts as a role model in the provision of high-quality teaching, learning and assessment, and works to promote school priorities such as MEGA (Mindset, Enrichment, Google, Advanced Thinking Skills)
- teaches within a department or faculty and contributes to the work of that department or faculty as required.

**Community:**

- communicates effectively with all stakeholders as appropriate
- develops links with and liaises with other institutions and external agencies as appropriate
- represents the school in the community as appropriate
- ensures positive relationships with the wider community
- makes sure school success is communicated and celebrated.

These duties may be changed or other duties added at the reasonable discretion of the Headteacher.

**Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

# Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Good honours degree</li> <li>• Leadership experience or training.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Courage, patience, and good humour</li> <li>• Capacity for hard work and a high level of energy</li> <li>• Sustained enthusiasm and high use of initiative</li> <li>• High expectations of self and others</li> <li>• Professional and supportive relationships with others</li> <li>• Commitment to raising standards and aspirations</li> <li>• Perceptive and creative approach to problem-solving.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching to sixth form level</li> <li>• Successful leadership of department or similar, providing direction, leading the work of others, holding others to account, monitoring and evaluating</li> <li>• Effective management of change and improvement</li> <li>• Excellence in an academic area</li> <li>• Leading change or innovation at whole school level</li> <li>• Promoting the school within the community.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up-to-date and practical knowledge of recent and proposed developments in secondary education</li> <li>• Knowledge of best practice teaching methodologies</li> <li>• Understanding of excellent practice in pastoral care</li> <li>• Understanding of best and current practice in relation to safeguarding.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to inspire, lead, and support others</li> <li>• Excellent teaching skills with a high level of success for students in external examinations</li> <li>• Strong digital skills</li> <li>• Excellent communication skills with effective presence as a public speaker</li> <li>• Quick thinking and articulate</li> <li>• The ability to think and act strategically</li> <li>• Strong negotiation skills</li> <li>• The ability to develop the performance of others.</li> </ul>

## The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

# Important Dates

Closing date for applications: 8am on 2nd April 2026  
Interview Date Day One: 21st April 2026  
For Successful applicants: Interview Day Two: 22nd April 2026



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).*

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974](#) and the [Exceptions Order 1975](#).