30th April 2021

Thank you for your interest in the post of Assistant Headteacher at Tunbridge Wells Girls’ Grammar School. The post arises for September 2021 due to the promotion of the current Assistant Headteacher to Deputy Head at TWGGS, and a consequent shift in specific areas of responsibility. The new leadership structure of the school from September 2021 has two Deputy Headteachers, the Bursar and two Assistant Headteachers. This Assistant Headteacher post will be the Pastoral lead, which has recently formed part of the role of Deputy Headteacher, currently Miss Jane Parkinson, who is taking early retirement, having led pastoral care at TWGGS superbly. She also acts as SENCO, and this aspect will form a separate role in the new structure. Pupils are well-supported by staff, both teaching and support, and pastoral care at TWGGS is outstanding. This is, therefore, an exciting opportunity to build on these strengths and be central to developing a reshaped structure.

TWGGS is an 11 – 18 girls’ selective school of about a thousand pupils, where pupils are encouraged to be as active beyond the curriculum as they are within it.  Trips, visits and extra-curricular activities are very strong in more normal times, but, more importantly, it is an amazingly happy, positive community to be part of. We pride ourselves on outstanding pastoral care, and the pupils are, beyond a shadow of a doubt, the school’s finest assets: bright, lively, busy, caring and personable, they are extremely proud of their school and epitomise the school motto, “Give Your Best”. The prospectus is on our website [www.twggs.kent.sch.uk](https://portal.klz.org.uk/owa/redir.aspx?C=757caf3deafa4a009d2417618457da28&URL=http%3a%2f%2fwww.twggs.kent.sch.uk%2f); this will, I hope, give you a feel for the atmosphere and ethos of TWGGS.

The school has an enviable reputation for its high academic standards and quality of educational provision, alongside a strong commitment to the community, and a very powerful ethos. Parents and governors are very supportive, wanting the best for our pupils, and thus expectations are very high. This provides particular challenges and demands for all staff, including the leadership team, and the successful applicant must appreciate the major commitment needed to meet these successfully. Members of staff at TWGGS are talented, extremely hard working and committed, and great emphasis is placed on positive and cooperative working relationships. There is a strong philosophy of supporting each other in personal and professional development. Both teaching and support staff are recognised equally for the contribution they make to the success of the school, and much value is also placed on teamwork.

I have been Headteacher since September 1999 and often tell prospective parents that I truly believe I have one of the best jobs possible: TWGGS is a special place in which to work, with a very precious shared sense of community. Having read about the post, we very much hope that you would like to apply: please complete the school application form and write a supporting letter of no more than two sides of A4, identifying your strengths, skills and experience, showing how you feel you are well-suited to the post and to further developing pastoral aspects of this outstanding school. Please return these to [admin@twggs.kent.sch.uk](mailto:admin@twggs.kent.sch.uk) or by post. The deadline for applications is Tuesday 11th May (noon). Should you have any questions, please feel free to contact us. We look forward to hearing from you.

Linda Wybar, Headteacher