



# Wycombe High School

~ Girls' Grammar School ~



At Wycombe High  
*we look beyond*



Look beyond the traditional grammar school.  
Look beyond league tables and examination results.  
Look beyond stereotypes and conventions.  
Look beyond a world where futures are fixed.

## Appointment of **Deputy Headteacher**

**REQUIRED: April or September 2023**

An indicative salary range of L21 - L25 (currently £69,022 - £76,122)



**Mind 2021-2022 Silver Award Winners**

APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)





# About Wycombe High School

Wycombe High School has a long history of providing a high quality education for girls. We match the very best of the school's traditions, with an ambitious vision, mission and strong core values. This means, we are constantly developing and evolving our curriculum and facilities. We are never complacent and constantly strive to further build on our reputation as one of the best schools nationally and internationally.

We are passionate about single sex education and the extraordinary benefits it brings our students. We are proud of the excellent teaching, care and guidance we offer, along with excellent facilities and the wide range of opportunities in and beyond the classroom. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, trustees, parents and visitors to the school to share this commitment.

Ofsted has designated us an 'outstanding' school. In their words:

- *The teaching quality is outstanding; students make outstanding progress across all key stages*
- *Behaviour in lessons and around the school is exemplary*
- *There is a clear commitment to the development of the whole child*
- *A significant strength of the school is the high quality of pastoral care*
- *Students are exceptionally well prepared for the next stages in their education or employment*
- *The school provides a safe and calm atmosphere for learning where all students thrive*
- *While promoting the highest academic standards, the curriculum has also been designed to promote the love of learning*

Our examination results are outstanding and our students go on to take up a range of excellent university, apprenticeships or employment opportunities. Students are exceptionally well prepared to make choices about their future, whether that is higher education, training or employment. We have a strong commitment to the performing and visual arts, and sport. We organise concerts, musical productions, school plays, dance and gymnastics shows, art and technology exhibitions and leadership programmes for students. Our careers guidance and digital learning programmes are strong. In summary, each of our students leaves us academically extremely well qualified, culturally and globally aware, a good friend, a good neighbour, a good citizen, and ready to be a leader in her chosen path.

## KEY DATES:

**Deadline for applications**

**FRIDAY 2 DECEMBER 2022, 8:00AM**

**Interviews will take place:**

**W/C MONDAY 12 DECEMBER 2022**





# Ethos & Values

## **Our Vision**

A school where students relish challenge, chase excellence and inspire those around them at every stage of their lives.

## **Our Mission**

We build an ambitious and compassionate community of people who contribute eagerly to school life. We provide opportunities which propel our students out of their comfort zone, whilst supporting them at every stage and guiding them towards diverse futures.

## **Our Values**

### **Infectious Joy**

School days should be 'the best days of your life'. We create a joyful environment where each girl can experience the thrill of success, seek opportunities that make her smile and develop long-lasting friendships.

### **Limitless Ambition**

We reject the notion that there is anything in the world that a girl 'cannot' do or 'should not' strive for. We galvanize every girl to be boldly brilliant in whatever she wishes to achieve, pushing her limits without fear of failure.

### **Insatiable Curiosity**

For us, learning is a process which extends beyond your time at school; it's a lifelong passion. We aim to uncover a thirst for discovery in our girls, whatever their chosen subject(s) might be. We prepare our girls to think big and think globally.

### **Generous Spirit**

We champion a collective and collaborative spirit. We provide an unbreakable support network, sharing in our girls' successes and enabling them to bounce back from times of difficulty.

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## Our Staff

We have 137 staff: 79 Teachers and 58 Support Staff in our outstanding girls' grammar school. There are 18 Subject Leaders and 6 Heads of Year/House who are responsible for the smooth and effective running of their respective teams. We have an excellent Individual Needs Department, that works extremely well with teachers to ensure positive outcomes for our students, including the disadvantaged and those with SEND. We have specialist student support, mental health, counselling and technician teams. We have expert financial, HR, marketing, communications, cover, admin and admissions staff.

All staff are actively encouraged and have the opportunity to contribute ideas to inform whole school planning and to participate in new initiatives.

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Our employees are entitled to an annual Professional Review and to a high quality programme of induction and continuing professional development. We run a comprehensive programme of in-service training, designed to develop teaching and leadership skills, support the aims of our school improvement plan and to encourage colleagues to develop their careers.

Staff mental health and wellbeing are high on our agenda. Wycombe High School provides an award-winning Employee Assistance Programme for all staff to use. We have mental health first aiders for staff and are delighted to have been awarded the Mind Workplace Wellbeing Index Silver Award as an employer who has '*made demonstrable achievements in promoting staff mental health, demonstrating progress and impact over time*'.

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# The Role



We are seeking to appoint an exceptional Deputy Headteacher to join the Leadership Group within our outstanding girls' grammar school, to work closely with the Headteacher in inspiring staff and students to fulfil their potential. Under the direction of the Headteacher, the Deputy Headteacher will:

- Visibly promote the culture, ethos and values of Wycombe High School
- Ensure that staff understand their professional responsibilities and are held to account through effective line management
- Ensure staff have access to appropriate, high standard professional development opportunities
- Lead on relevant items of the School Development Plan
- Take a collaborative role in identifying barriers to school effectiveness, and developing strategies for school improvement that are realistic, timely and suited to the school's values
- Take responsibility for evaluation of all areas of specific responsibility
- Seek to develop the school's provision by actively seeking external expertise and opportunities to learn from, and contribute to, the learning of others
- Establish and oversee systems, processes and policies so the school can operate effectively
- Keep up to date with developments in education
- Work effectively with Trustees to further the development of Wycombe High School
- Maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Deputise for the Headteacher as required

*Principal areas of responsibility will be decided in consultation with the successful candidate following the interview process.*

A detailed job description is included with the recruitment pack.

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# Person Specification

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics that we are looking for include:

- Good honours degree (required); NPQH (desirable)
- Qualified Teacher Status
- Successful experience of senior leadership in the secondary sector
- A strong classroom practitioner, and leader who role models commitment and promotion of inclusion, equality and diversity
- A strong and visible leader of people
- A record of recent relevant professional development that includes training in leadership and management
- A knowledge and understanding of statutory education frameworks, including governance
- A knowledge of current curriculum developments and enthusiasm to be involved in curriculum design
- A knowledge of effective pastoral and wellbeing structures and a robust approach to safeguarding
- Strong organisational, planning and time-management skills
- A clear, collaborative and focused approach to leadership enabled by clear, concise and effective communications
- Confident user of ICT to enhance teaching and learning
- A shared approach to problem-solving and achieving goals
- Uses a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance
- An ability to hold oneself and others to account and deliver strong outcomes for students
- Effective management of school resources
- Shows consistency of judgement and high integrity
- Resilient, positive, calm and effective under pressure
- Passion for girls' education
- Committed to the ethos of WHS

## KEY DATES:

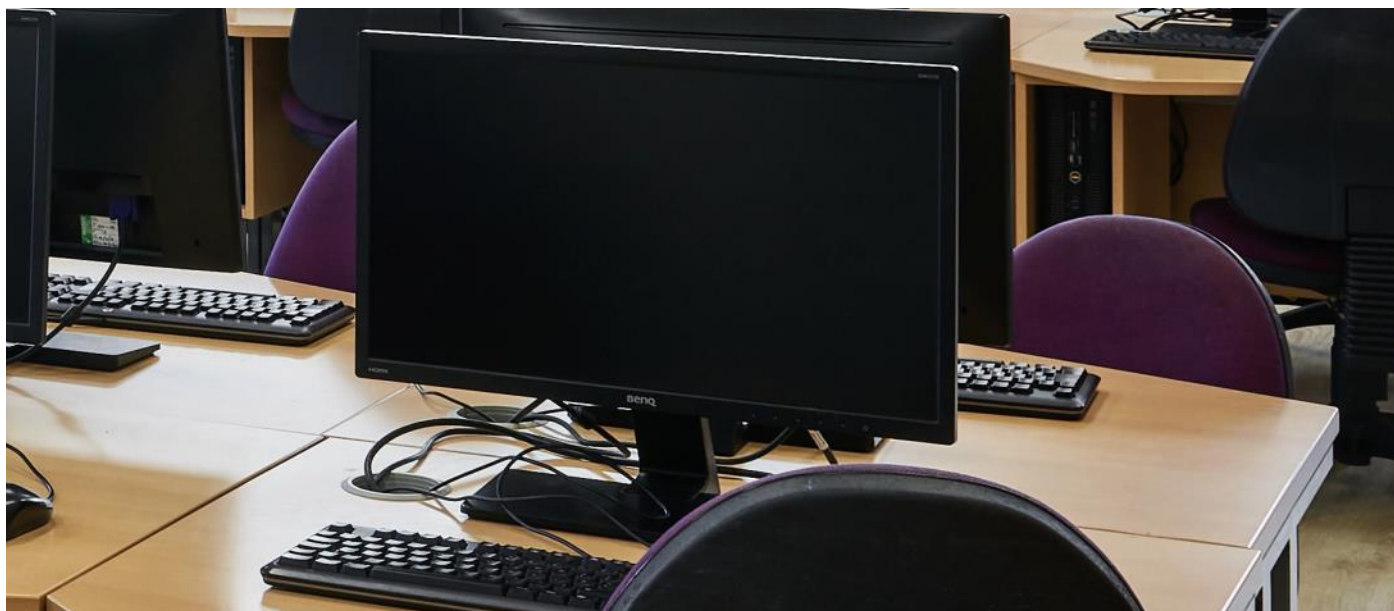
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# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a confidential self disclosure form. Within your application you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

You are welcome to telephone or email the school to ask for clarification on any matters in this booklet or if you have queries on how to complete the application form. Prospective applicants are requested to email the HR Manager, **hr@whs.bucks.sch.uk** if they wish to arrange a preliminary visit to the school.

## **SEND COMPLETED APPLICATION VIA EMAIL TO:**

Mrs Nicola Renyard, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
**Email: hr@whs.bucks.sch.uk**

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## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

We are a 'Disability Confident Committed' employer. All disabled candidates who meet the criteria for the role will be offered an interview.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

**Indicative salary range of L21 - L25  
(currently £69,022 - £76,122)**

**Auto-enrolment into the Teachers' Pension Scheme, which many experts agree is one of the most generous pension schemes in the UK.**



We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

## **EQUAL OPPORTUNITIES**

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sex, sexual orientation, age or disability. We embrace the Equality Act. here will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention is paid to the importance of equal opportunities education in both our formal and informal curriculum and our curriculum is will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## **SMOKING AND ALCOHOL**

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## **DRESS CODE**

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



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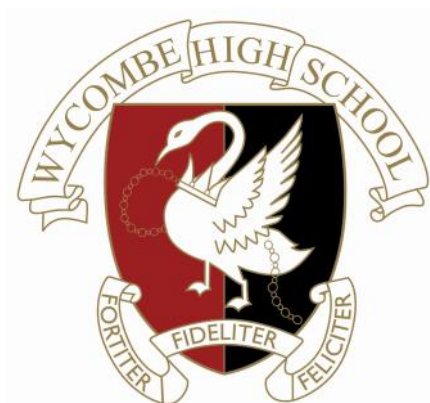
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**Marlow Road, High Wycombe  
Buckinghamshire HP11 1TB**

**T: 01494 523961  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)**

**Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)**

**Follow us on Twitter @WycombeHighSch**

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