



Parkstone Grammar School

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Parkstone Grammar School

Headteacher Applicant Pack



www.parkstone.poole.sch.uk





Chair of Trustees Welcome

Thank you for your interest in the position of Headteacher at Parkstone Grammar School.

At Parkstone, we are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as *Good with Outstanding for student behaviour and attitudes*, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

We are now seeking an enthusiastic, inspirational and transformational leader to become our next Headteacher — someone who will build on our current successes, champion our values, and lead our community with vision and compassion. This is an exceptional opportunity to guide a thriving and forward-thinking school into its next exciting chapter, shaping the lives of remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

Alison Holme, Chair of Trustees



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Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



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Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



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Safeguarding

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



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Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability, race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives

For the appointment of the Headteacher

Shortlisting will be carried out by the selection panel appointed by the Trustee Body. An education personnel expert may be called in to assist. The Panel will also decide the assessment methods and other selection tests to be used. The Interview Panel(s) shall consist of a minimum of three trustees. And education personnel expert may be present for the purpose of the advising panel.



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Benefits

Parkstone is pleased to be able to offer all staff members:

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



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Trustees' Strategic Vision for Parkstone Academy Trust 2025-2030

The Trustees have an ambitious vision for Parkstone Grammar School, guided by the Academy Trust's principles and core values of courage, commitment and compassion. The students are at the centre of everything we do, and the school aims to ensure they all realise their potential, developing their talents, skills and love of learning through an outstanding academic and non-academic experience.

Learning

- Continue to improve academic outcomes in public examinations, ensuring that every student achieves to their full potential and that the school is the destination of choice for parents seeking a place in selective provision from amongst local schools.
- Ensure students from all backgrounds can flourish in the school, particularly supporting disadvantaged students and continually improve equality, diversity, inclusion, and belonging for all.
- Sustain the wider curriculum, enrichment opportunities, and citizenship development that students benefit from and through which students gain leadership and teamwork experience.
- Ensure the breadth of the curriculum offers students the choices they need and that it evolves to meet the evolving requirements of further education and the wider developments in a rapidly changing economy.
- Ensure that the environment is conducive to developing productive, happy and considerate students; maintaining the exemplary behaviour and attitudes for which Parkstone students are well known.

Teaching

- Attract, recruit and retain the highest quality teachers who are able to deliver excellent teaching, learning and assessment, sustaining the school's reputation as a great place to work and with the resources to do so.
- Offer all staff supportive mentoring, leadership and skills development whilst maintaining their wellbeing to ensure a positive teaching and learning environment and recognising when staff need further support.



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School

- Maintain strong financial viability, first rate facilities and resources that underpin the school's position as a centre of excellence, investing to do so.
- Develop further our partnerships and collaborative arrangements with other selective schools and partners. To be receptive to new opportunities as they might arise.
- Develop a greater awareness of external factors and national trends affecting decision-making to position the school for the future and to inform developments, consulting widely.

Foundations of success

- We will continue to improve and develop our intelligence capabilities and performance review, ensuring visibility of the school's performance and outcomes to provide a strong focus on continuous improvement.
- We will look at the positioning of the Sixth Form to ensure future sustainability, an attractive offer and respond to developments in the requirements of further education and employment.
- We will build strong links to local junior and middle schools to promote a wide cohort of applicants to the school from those seeking a selective education experience.
- We will listen and inquire – learning from and responding to all internal and external stakeholders.



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Leadership Structure

Headteacher

David Hallsworth

Vision
Staffing
Finance
Governors
Staff Wellbeing
Community
BCP Links
SWAT – Directors
Middle Leadership
SDP/SEF
Network and Website
Marketing and Publicity
Line Management of LG

Deputy Headteacher

Teaching and Learning
Curriculum
Key Stage Manager Year 11
Pedagogy
Homework
Literacy
Numeracy
Admissions
Activities Week
PFSA
SWAT
Line Management

Assistant Headteacher

Key Stage Manager Year 7
Personal Development
Student Wellbeing
Senior Mental Health Lead
SEND
Examinations
EVC
Role of Tutor
SMSC and British Values
Assemblies
DFTW
Extra-curricular monitoring and intervention
Anti-Bullying
Line Management

Assistant Headteacher

Staff Development
Key Stage Manager Years 8 + 9
Appraisal
CPD
Timetable
Cover
House System
Student Voice
Whole School Calendar
Equality
Line Management

Assistant Headteacher

Assessment
Key Stage Manager Sixth Form
Student Tracking and Reporting to Parents
Poole Grammar Link
UCAS
Pupil Premium
Alumni
Senior Awards
Line Management

Assistant Headteacher

DSL
Key Stage manager Year 10
Behaviour and Rewards
Safeguarding
Prevent
E-Safety
CLA
Junior Awards
Attendance and Punctuality
Line Management



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Job Description

DETAILS OF THE POST

This permanent post becomes available from 1 September 2026.

MAIN PURPOSE

To provide inspirational and strategic leadership that empowers teachers and staff to deliver exceptional learning and personal development for all students. The Headteacher will build on the school's existing strengths, champion its values, and lead the community with vision, compassion, and integrity.

The role exists to ensure that the school continues to be a centre of excellence — where academic achievement, personal wellbeing, mutual respect, and cultural development are equally prioritised and celebrated.

The Headteacher will develop and implement effective policies and practices that realise the school's strategic objectives and ensure full compliance with statutory obligations in safeguarding, health and safety, employment, and financial management. Through this leadership, the Headteacher will shape the next chapter of the school's success, inspiring both staff and students to achieve their highest potential.

Key Responsibilities

Leadership and Ethos

- Model the highest standards of professional conduct and integrity.
- Inspire, motivate and challenge the school community to achieve excellence.
- Promote a culture of respect, inclusion and shared responsibility.
- Champion a passion for lifelong learning across the school.

Strategic Planning

- Work collaboratively with the governors/trustees to develop and communicate a clear strategic vision reflecting the values and aspirations of the school community.
- Manage resources effectively and innovatively to achieve school priorities.
- Ensure compliance with legislation, policies, and national initiatives.
- Build and sustain partnerships within the wider educational community.



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Teaching, Learning and Curriculum

- Lead the design, delivery and evaluation of a broad, rich, and inclusive curriculum.
- Secure consistently high standards of teaching, learning, and assessment.
- Encourage staff collaboration, innovation, and continuous professional improvement.
- Celebrate progress, achievement and personal development.

Student Support and Personal Development

- Place safeguarding and student welfare at the heart of the school's work.
- Ensure inclusive provision for students of all abilities, backgrounds and characteristics.
- Promote high standards of behaviour, attendance, and engagement.
- Encourage participation in wider curricular, cultural and enrichment opportunities.

Management and Development of Staff

- Recruit, develop and retain high-quality staff.
- Provide robust systems for professional development, appraisal and performance management.
- Promote a culture of teamwork, accountability and shared leadership.
- Address under-performance constructively and fairly.

Governance, Accountability and Partnerships

- Work successfully with governors/trustees, recognising their strategic role as a critical friend and appreciating their responsibilities to hold the Headteacher and leadership group to account.
- Ensure compliance with statutory duties and effective use of data for evaluation and improvement.
- Build strong partnerships with parents, carers, external agencies and other schools.



Commitment

Courage

Compassion



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> Qualifications 	<ul style="list-style-type: none"> Honours Degree Qualified Teacher Status Recent, relevant professional development 	<ul style="list-style-type: none"> National Professional Qualification for Headship (if applicable) Higher Degree or evidence of post-graduate study/research 	<ul style="list-style-type: none"> Application Form Certificates
<ul style="list-style-type: none"> Experience 	<ul style="list-style-type: none"> Substantial senior leadership experience in the secondary sector, including post-16 provision Successful track record of improving pupil outcomes Experience of curriculum development and evaluation Evidence of effective management of staff and resources Experience of leading whole-school initiatives with measurable impact 	<ul style="list-style-type: none"> Experience in at least two schools at senior leadership level Experience of working across schools to raise standards Experience in selective education 	<ul style="list-style-type: none"> Application form Letter of application/supporting statement Interview process References



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Person Specification (cont.)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> Leadership and Strategic Direction 	<ul style="list-style-type: none"> Ability to develop, articulate and deliver a shared vision for the school Capacity to motivate and influence all stakeholders to raise aspirations and outcomes Understanding of national educational policy and its impact on schools Experience of school self-evaluation and improvement planning 	<ul style="list-style-type: none"> Experience of leadership within a Single Academy Trust 	<ul style="list-style-type: none"> Application form Letter of application/supporting statement Interview process References
<ul style="list-style-type: none"> Leading learning and teaching 	<ul style="list-style-type: none"> Proven track record of successfully and systematically improving student outcomes Experience of curriculum development Experience of successfully leading major school initiatives and evaluating impact on student outcomes Effective use of data to inform decision-making Experience and understanding of how to raise standards of learning and teaching, maintain attendance and high standards of behaviour 	<ul style="list-style-type: none"> Experience of teaching high achieving students 	<ul style="list-style-type: none"> Application form Letter of application/supporting statement Interview process References



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Person Specification (cont.)

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<ul style="list-style-type: none"> Developing self and working with others 	<ul style="list-style-type: none"> Proven ability to lead, inspire and develop staff teams Experience of managing change positively and constructively Ability to build strong relationships with trustees/governors, parents, and the wider community Effective conflict resolution and negotiation skills 		<ul style="list-style-type: none"> Application form Letter of application/supporting statement Interview process References
<ul style="list-style-type: none"> Communication skills 	<ul style="list-style-type: none"> Excellent written, verbal and presentation skills Ability to act as an ambassador for the school and enhance its reputation 		<ul style="list-style-type: none"> Letter of application Interview process References
<ul style="list-style-type: none"> Personal qualities 	<ul style="list-style-type: none"> Energetic, self-motivated and resilient Reflective, innovative and enterprising Emotionally intelligent, supportive and collaborative Well-organised and able to delegate effectively 		<ul style="list-style-type: none"> Letter of application Interview process References
<ul style="list-style-type: none"> Safeguarding children 	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people 		<ul style="list-style-type: none"> Interview process References



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Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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