

Headteacher

Queen Mary's High School

Required for September 2022

Competitive STPCD Salary

with further progression in the context of MAT system leadership

CANDIDATE PACK



Queen Mary's High School
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Head Teacher: Dr A.E. Bruton, BSc., MEd., EdD.
Chair of Governors: Mr T Normanton



Headteacher Queen Mary's High School

Our outstanding selective girls' grammar school is looking for an inspiring leader to maintain our legacy of providing a high quality education for all of the young people in our close knit and family oriented community.

The successful candidate will recognise and nurture success whilst seeking for ways to improve further, both within the school and through the collaboration afforded within our unique Multi Academy Trust.

If you are the successful candidate, you will demonstrate a commitment to our shared values and ethos, and you will lead the development of an innovative and progressive staff body who are motivated by improving the life chances of our students.



December 2021

Dear Applicant

Vacancy for the Role of Headteacher – Queen Mary's High School

Thank you for taking the time to find out more about Queen Mary's High School and our Headteacher vacancy.

The Mercian Trust and Local Governing Body are looking to appoint an inspirational leader for Queen Mary's High School with a proven track record of leading innovation and development in teaching practice and the skills to build on the recent **OUTSTANDING** Ofsted outcome to ensure that the very highest educational standards and outcomes for students are maintained throughout the school.

The successful candidate will be supported by the Trust's school improvement team and education business support services – and will be backed by local governors and trustees, who together are focussed on maintaining and further developing the outstanding provision in the school community at Queen Mary's High School.

We strongly encourage interested candidates to contact the Trust to make arrangements for an informal, confidential conversation about the post and register for one of the opportunities for a tour of the school.

THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school with around 890 students. This number is set to rise to in excess of 990 in 2025 due to an increase in PAN from 120 to 150 in 2019. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

A building project is underway which will provide five additional teaching spaces as well as an additional science laboratory. On a compact site, space is at a premium and additional teaching rooms have been provided through the creative use of current areas.

Our aim is to enable each student to achieve excellence in all aspects of their life and in order to achieve this we:

- Provide opportunities for each students to achieve the highest possible standards
- Inspire a love of learning for its own sake
- Foster self-esteem and sensitivity to the needs of others
- Develop an appreciation of our cultural heritage
- Equip each student to take a responsible place in society

Queen Mary's High School is seeking a Headteacher who will not be satisfied just to maintain its **Outstanding** judgment, but seek to improve further, ensuring that every aspect of the school's provision meets the exacting standards that are described in the latest inspection framework.

THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition. It was in Mercia that St Chad established an association of small monasteries which fostered unity through *bonds of kinship*. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

The Mercian Trust is a unique multi academy trust based in Walsall with selective grammar schools, 11-18 comprehensive schools, a studio school and an Alternative Provision Free School.

The Mercian family of schools are:

- Aldridge School
- Queen Mary's Grammar School
- **Queen Mary's High School**
- Shire Oak Academy
- Walsall Studio School
- The Ladder School (Alternative Provision Free School)

Recently a merger with the three Q3 Academy Schools (Great Barr, Langley and Tipton) has been agreed and will increase the Trust from 6 to 9 schools.

The Trust has a central team that has been developed to provide effective support to headteachers (in their responsibility and accountability for leading schools). As well as developing a close working relationship with the CEO and members of the Local Governing Body, the successful candidate will work with others from the Trust including:

Quality of Education / School Improvement

- Trust Executive Director of Education
- Trust Director or School Improvement
- Trust Director of Social Mobility (Disadvantaged Students and those with SEND)

Education Business Services

- Chief Financial Officer
- Trust Business Manager
- Trust Finance Manager
- Trust Governance Professional
- Trust Lead for IT/Data incl. GDPR

Headteachers of Trust schools contribute in all MAT Exec Group meetings (other senior members of staff from across the Trust are invited to meetings based on focus agendas relating to school improvement or education business services).

We hope that the information provided here will inspire you to apply for the role of Headteacher of Queen Mary's High School. This is a unique opportunity to play a significant leadership role, not only in the school but in the wider Mercian Trust.

We look forward to hearing from you.



Dan Parkes
CEO



Tim Normanton
LGB Chair

ABOUT YOU

This role is that of substantive Headteacher at Queen Mary's High School with possible executive leadership opportunities for school improvement across our Trust depending on the knowledge, skills and experience of the successful candidate.

You will:

- Be ambitious and charismatic
- Be well respected for your authenticity of character
- Lead by example and be passionate about constantly driving improvement with flair and imagination
- Be committed to a distributed leadership model and make your leadership style responsive to those being led
- Have an acute understanding of curriculum and how to develop it
- Have experience of leading curriculum, teaching and learning practices that have delivered an impressive impact on securing exceptional student outcomes
- Share our passion and belief that our students deserve only the best
- Be prepared to lead from the front with strong communication and team building skills
- Be committed to the education and life chances of vulnerable and disadvantaged students
- Be keen to work collaboratively with peers across the Trust
- Be capable of effective strategic business planning and budget management
- Be positive (you will love your job)

OUR OFFER

- A superb staff team committed to doing their very best to improve teaching and learning across the school
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to each other and we work better when we are working together)
- Support for your ongoing continuing professional development
- Never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward thinking team.

JOB DESCRIPTION

As headteacher you will carry out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards of Excellence for Headteachers* and the Trust's policies and procedures.

You will, amongst other things

- Provide overall strategic leadership and, with others, lead, develop and support the school's strategic direction, vision, values and priorities
- Focus on developing exceptional teaching practice throughout the school in order to raise attainment in KS4 and KS5 – and for vulnerable groups (disadvantaged students and students with SEND)
- Through a commitment to the distribution of leadership enhance and develop the leadership skills of staff at all levels

- Lead, manage and develop the staff, including appraising and managing performance with proper regard for their well-being and legitimate expectations, including the expectation of a health balance between work and other commitments
- Maintain and promote positive internal and external professional relationships
- Make an active contribution to leading the Trust as part of our Trust Executive Group

PERSON SPECIFICATION (AND SHORTLISTING CRITERIA)

QUALIFICATIONS	ESSENTIAL	DESIRABLE	EVIDENCE
QTS	X		Application/Cert
Honours Degree or Equivalent	X		Application/Cert
Postgraduate Qualification in Leadership / Management		X	Application/Cert
Recent Relevant Professional Development	X		Application/Cert

LEADERSHIP AND MANAGEMENT SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Presence and the ability to provide strong visible leadership	X		Interview
The ability to set high and clear expectations, hold others to account for their performance and contributions they make to the school community	X		Application / Interview
Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact, to communicate effectively with a range of audiences and to listen to others' points of view	X		Interview
Able to see the 'big picture' and translate this into reality	X		Application / Interview
Able to accurately interpret and use comparative data effectively in raising whole school standards	X		Interview

SKILLS AND SUCCESSFUL EXPERIENCE WITH IMPACT	ESSENTIAL	DESIRABLE	EVIDENCE
Effective Senior Leadership in a school	X		Application
Leading whole school improvements in a range of areas including teaching and learning	X		Application / Interview
Composing, implementing and evaluating strategic improvement and development plans	X		Application
Experience of leading CPD training, mentoring, coaching, and performance management	X		Application / Interview
Effective work with governors including in relation to effective Self Evaluation and Improvement plans	X		Application / Interview
Work within a Multi Academy Trust or multi-site environment		X	Application
Work with external agencies, employers, voluntary groups and other stakeholders.		X	Application / Interview

KNOWLEDGE AND UNDERSTANDING	ESSENTIAL	DESIRABLE	EVIDENCE
National DFE policies and development in secondary education	X		Interview
Ofsted framework and associated publications	X		Interview
ESFA Academies Financial Handbook and other relevant regulation		X	Interview
Safeguarding, pastoral and external agency support for all students including the most vulnerable	X		Interview

SAFEGUARDING AND SAFER RECRUITMENT

- The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.



Appendices

TRUST PROFILE – EXISTING SCHOOLS

- 6 Schools (2x OUTSTANDING, 2x GOOD, 1x RI, 1x Not Yet Inspected)
- 650 Staff (500 FT permanent)
- 5,200 Students (with 1,200+ in the sixth form)
- £32m Grant income
- £4m Revenue reserves

The Mercian Trust is growing from a Trust of 6 to 9 schools and will this year become a trust with:

- 1,000 staff
- 9,500 students
- £57m Grant income
- £6m cash reserves



KEY INFORMATION – HOW TO APPLY

Post	Headteacher
Responsible to	Chief Executive Officer Full time, permanent
Contract and Salary	Competitive Salary on STPCD Leadership Scale – with further progression in the context of system leadership. QMHS is a Group 6 school.
Closing Date	12 noon on Monday 24 th January 2022
Interview Dates	Wednesday 2 nd and Thursday 3 rd February 2022
Start Date	September 2022
Informal Confidential Conversations and Visit of School	To speak to the CEO about this post and/or arrange a school visit, please contact Lin Koo, Executive PA to the CEO on 01922 211388 Ext. 1211
How to apply	<p>Please check that you meet the person specification before applying for this post.</p> <p>Complete the Online Application Form (TES Jobs).</p> <p>Please submit a supporting statement / document no longer than 3 sides of A4 outlining the following:</p> <ul style="list-style-type: none"> • How your recent and relevant experience has prepared you to be successful in this post. • How the impact you have had in your career to date is an appropriate foundation for you to undertake this role. <p>Please note – your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p>

