



GREY COAT
HOSPITAL
1698 1955

Appointment of **Headteacher**

September 2019

Saxton Bampfylde

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“To enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women and men and meet the challenges of the twenty-first century”.



INTRODUCTION

The Grey Coat Hospital, an academy, is a Church of England comprehensive school for girls aged 11 to 18 with a school roll of 1078 pupils, including a co-educational sixth form of 264 students. The school is housed in impressive, well-maintained buildings across two sites in Westminster. Founded in 1698, the school has close links to Westminster Abbey. The school is part of the United Westminster Schools and Grey Coat Hospital Foundation which incorporates four other maintained and independent secondary schools. The school has strong values and is committed to ensuring that each student known as an individual, who develops the knowledge, skills and personal qualities to lead a successful and fulfilling life and is empowered to do so.

Under the inspirational leadership of Headteacher Siân Maddrell the school has gone from strength to strength during the eight years of her tenure. Ms Maddrell is leaving the school due to her promotion to Regional Director for a national multi-academy trust.

The governors are now seeking an outstanding Headteacher to maintain the school's values, to develop the strategic approach for the school to reach ever higher achievement in the context of the financial and other challenges facing the secondary state sector and to bring a distinct, personal style to the Headship of this unique school.

The Grey Coat Hospital has been deemed as outstanding in its last Ofsted inspection (2009) and the Statutory Inspection of Anglican and Methodist Schools (2014). As the school has not been subject to a full Ofsted inspection for some years an Ofsted inspector has been invited into the school twice a year to facilitate our self-assessment and to make judgements about the achievements of the school. She has rated the school as outstanding for every category of the latest Ofsted framework.

The achievement of students is superb and each year the results are deemed to show higher 'value added' scores than the national average in English Baccalaureate subjects according to the government statistics. In 2018 students at A level 38.2% of all grades were A*-A, 68.6% at A*-B, and 90.3% at A*-C. At GCSE 86.7% of students achieved grades 9-4 in English and Mathematics with the same percentage achieving at least five or more GCSEs at this level. Progress 8 score in 2018 was +0.74, Putting the school in the top 6% of state funded mainstream schools. The school is particularly proud of the fact that Pupil Premium students make more progress, on average, across each of their eight subjects than the national average level of progress for *all* students (progress 8 score for pupil premium students is +0.47).

In 2018 eight students gained Oxbridge places. Over a third of year 13 leavers went to Russell Group universities.

Aims

- The aim of The Grey Coat Hospital is "to enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women and men and meet the challenges of the twenty-first century".
- We aim for excellence both in and out of the classroom, seeking to develop the qualities of inquisitiveness, resilience, independence, humility and kindness.
- As a community we want to be the very best school for our students, one which ensures each student experiences a challenging learning journey and learns in a reflective, creative and vibrant atmosphere in which all our students may thrive.

The United Westminster Schools and Grey Coat Hospital Foundation

The Grey Coat Hospital is part of The United Westminster Schools and Grey Coat Hospital Foundation which also includes the following schools:

Emanuel School
Sutton Valence School
Queen Anne's School
Westminster City School

This mixture of state and independent schools is administered by the Foundation Office which provides, *inter alia*, a secretariat for Trustees and Governors, as well as advice to the schools and the Trustees on legal, financial and other

matters. Payrolls for all schools are administered by the Foundation Office as are a number of Trust Funds for the benefit of the schools.

The five Heads meet regularly as a group and there are many opportunities for collaboration and the sharing of good practice.

As well as providing central services free of charge, the Foundation also gives an annual cash grant to the school.

Teaching and Learning

The aim of the Grey Coat Hospital is to enable students to take charge of their learning, making decisions based on Christian values and aiming for excellence both inside and outside the classroom.

Curriculum

The Grey Coat Hospital offers a broad curriculum, including the National Curriculum. It is fortunate to have thriving music, art and drama departments each of which forms an important part of the formal curriculum and enriches the extra-curricular offer.

At Key Stage 3 pupils study a broad range of traditional subjects including Spanish and either French or German. We emphasise the learning of languages as we believe that it is important to develop the linguistic skills to communicate with people from around the world as well as to gain an understanding and an appreciation of other countries and cultures.

In Years 10 and 11 our pupils continue to enjoy a broad core curriculum. All pupils study, English, English Literature, Mathematics, Biology, Physics and Chemistry. All of our pupils study Religious Studies to GCSE. In addition, all girls must study a Modern Foreign Language from Spanish, French or German. Pupils are set by ability in each of these core subjects.

In addition to the core, girls take three option subject choices. They are encouraged to take an artistic or practical subject to complement their academic studies. There is a broad choice of subjects including: Art, Business Studies, Drama, Geography, Graphic Design, History, ICT (OCR), Latin, Music, PE (GCSE), Sport (BTEC) and Product Design. Option subjects are largely in mixed ability classes.



Extra-curricular

Students are supported to explore the depth and the breadth of the curriculum both in lessons and through excellent enrichment and extra-curricular opportunities

There is a large selection of lunchtime and after school clubs: there are several choirs ranging from chamber to gospel; the annual drama production rehearsals; playwriting; public speaking; debating; many types of sport to name but a few.

There is a thriving Duke of Edinburgh scheme.

There are also a number of Foundation wide activities including musical workshops and concerts, an essay writing competition, a sports day, an art exhibition, a public speaking competition and a Model United Nations.

Pastoral care

The well-being of our pupils is a central concern for all staff at The Grey Coat Hospital. Form tutors and heads of year are responsible for delivering a rich PSHE programme. Through registration, monitoring, mentoring and target setting PSHE development is promoted. Underpinning much of the pastoral curriculum is our accreditation to the National Healthy Schools Scheme which aims to help pupils make healthy lifestyle choices.

Christian Ethos

The Church of England ethos is central to the work of The Grey Coat Hospital and informs all that it does. The daily worship in assembly begins the school day. We have a school chaplain who is responsible for the church and Abbey services at key times of the year as well as offering spiritual support to pupils and staff. Religious Education is taught to all pupils at Key Stages 3 and 4.

Governance

The Governing Body of The Grey Coat Hospital meets once each term. There are governor sub-committees for: Curriculum, Personnel and Finance & Buildings, Admissions and Strategy.

The Chair of the Governing Body is Rod Clark.

THE OPPORTUNITY

This is a great opportunity to lead a very successful school and to ensure that every student has the chance to be challenged, to achieve and to learn in a reflective and creative atmosphere. The success of the school lies in several factors:

- It is a strong community – a creative and dynamic team of staff and students working together.
- Students are known as individuals and supported by our excellent pastoral team, who create a sense of family within the school.
- Staff are committed to ensuring that students make excellent progress and achieve extremely well in their examinations.
- Students are supported to explore the breadth and depth of the curriculum both in lessons and through excellent enrichment and extra-curricular opportunities.
- Many student leadership roles from year 7 through to year 13 give our students the experiences they need to develop and demonstrate important personal qualities needed for success.
- A cycle of reflection ensures that everyone in the school community contributes to ensuring that our school continues to develop with each cohort.

THE ROLE

The Headteacher is accountable to the Governing Body for the operational management of the School and leadership in the delivery of the Governing Body's strategic vision, the appointment and development of staff, pastoral care and the promotion of the School externally. The Headteacher will provide professional leadership for the School to secure its success and improvement, ensuring high quality education for all its pupils and the highest possible standards of learning and achievement whilst ensuring that the values of the school are clear to all staff and students.

As the Grey Coat Hospital is an academy, the Head also undertakes the role of Accounting Officer for the Trust accountable to Parliament.

Main tasks

1. To provide inspiration and motivation for the pupils, staff, governors and parents and to embody the vision, purpose and leadership of the school.
2. To ensure that the school provides effective child protection and safeguarding.
3. To maintain and develop the existing strategic framework which will provide educational vision and direction, secure effective teaching, successful learning and achievement by pupils.
4. To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring school improvement.
5. To ensure that the management, finance organisation and administration of the school supports its vision and aims.
6. To ensure that all those involved in the school are committed to its aims and values and are able to demonstrate this through their roles.
7. To actively support and develop the Church of England ethos of the school and its Foundation.



Other tasks include

8. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action if necessary.
9. To create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, high aspirations, good behaviour and discipline.
10. To determine, organise, implement and monitor the curriculum and its assessment.
11. To ensure that effective, appropriate tutorial support is available to pupils.
12. To monitor and evaluate the quality of teaching and standards of learning of all pupils.
13. To be aware of, and sensitive to, the needs of pupils from a variety of ethnic backgrounds.
14. To create and promote positive strategies for developing good race relations and dealing with racial harassment.
15. To develop effective links with the community, including business and industry.
16. To create and maintain an effective relationship with parents to support and improve pupils' achievement and personal development.
17. To implement and sustain effective systems for the management of staff performance.
18. To set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
19. To manage, monitor and review the range, quality, quantity and use of all available resources.
20. To provide information, objective advice and support to the governing body to enable it to meet its responsibilities.
21. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.

PERSON SPECIFICATION

Qualifications

- First degree and an appropriate teaching qualification
- NPQH Highly desirable
- Active member of a Christian church

Essential experience

- Leading and managing the work of others at a senior level
- Successful teaching across the secondary age range
- Successful leadership of change

Attributes

- Has personal impact and presence
- Has adaptability to changing circumstances and new ideas
- Has energy, vigour, perseverance and commitment
- Has self-confidence and enthusiasm
- Has intellectual ability, reliability and integrity

Competencies/skills

- To be able to identify and respond to key issues affecting pupil achievement
- To be able to set, monitor and meet rigorous targets
- To have the ability to investigate, solve problems and make decisions
- To be able to think strategically, proactively and innovatively about all aspects of the school's development
- To have the ability to lead and manage people to work towards common goals
- To be able to earn the trust of and respect of colleagues, pupils, parents governors and the wider community
- To be able to make points clearly and understand the views of others
- To be able to plan time effectively and to organise hi/herself well
- To be able to manage conflict effectively and work imaginatively and optimistically with others



THE PROCESS

The Closing Date for Applications is **Wednesday 18 September 2019.**

Following a longlisting meeting on **Tuesday 24 September 2019**, longlisted candidates may be asked to engage with Jenny Dwyer and Augusta Bunting from Saxton Bampfylde for further conversations about the role which will take place on **Wednesday 2 October** and **Monday 7 October 2019.**

Subsequent to a shortlisting meeting on **Wednesday 9 October 2019**, selected candidates will be invited to the first round of panel interviews on **week commencing 14 October 2019.** Saxton Bampfylde will stand down candidates who are not moving forward.

First round of interviews with the Governors will take place on **week commencing 14 October 2019.**

Candidate visits to the School for tours and briefings with key members of staff will take place on **week commencing 14 October 2019.**

Final round of panel interviews with the Governors will take place on **Tuesday 29 October 2019.**

If you have an issue with any of the dates specified, please let us know in your application.



TERMS OF APPOINTMENT

- Ideally candidates will start in January 2020 taking into account notice periods
- Salary will be commensurate with experience
- Private Health Insurance is provided as part of the package
- Permanent post
- Head's service is pensionable under the Teachers' Pension Scheme
- Salary reviewed annually
- Notice period two terms
- Based at the school
- Accounting officer for the academy
- Appointment subject to a satisfactory medical report and DBS enhanced checks

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Grey Coat Hospital on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code **GAGADA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, of no more than two pages. Candidates who reach the final stages will be asked to complete an application form.

The closing date for applications is noon on **Wednesday 18 September 2019**.

The governors and all school staff recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. To this end, governors and school staff will be committed to ensuring that all members of the school community, including volunteers, are aware of school procedures and their responsibilities in this area.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Saxton Bampfylde

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