



EDGBASTON
HIGH SCHOOL FOR GIRLS

**DEPUTY HEAD - EDGBASTON
HIGH SCHOOL FOR GIRLS**

May 2021





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INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 850 girls aged 2½ to 18 divided into four departments working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last eight years over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

PUPILS

Edgbaston High School has approximately 850 girls aged 2½ to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





EDGBASTON

HIGH SCHOOL FOR GIRLS

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

THE POST

With the arrival of Mrs Clare Macro as Headmistress in 2019, this is an exciting time to be joining the Senior Leadership Team at EHS. The post of Deputy Head is a rewarding position that carries well-defined main areas of responsibility, as shown in the attached job description. It is, however, envisaged that a certain amount of flexibility will be required as the Deputy Head of EHS.





Deputy Head of Edgbaston High School for Girls (Senior)

Background

There are three main parts of the school, Westbourne (the Pre-Preparatory Department), the Preparatory Department and Senior school. The Deputy Head is part of the whole School Management Team (SMT).

Whole School	
Headmistress Mrs Clare A Macro	
Pre-Prep and Preparatory School	
Head Mrs Sally Hartley	
Deputy Head (Senior)	Deputy Head Pastoral (Prep) Miss Claire Robinson
Deputy Head Pastoral (Senior) Mrs Antonietta Cirillo-Campbell	Deputy Head Academic (Prep) Ms Abi Aston
Deputy Head Curriculum (Senior) Mrs Jessica Crimp	
Finance Director (Whole School) Mrs Beatrice Kail	
Director of Admissions and Communications (Whole School) Mrs Annelle Rowlands	





EDGBASTON

HIGH SCHOOL FOR GIRLS

The Deputy Head of Edgbaston High School is responsible to the Headmistress in all matters relating to the leadership and management of Edgbaston High School. The Deputy Head serves on the following committees:

- Senior Management Team
- Senior School Management Team
- Middle Management Team

The Deputy Head chairs the following meetings:

- Heads of Department
- Staff Welfare





THE ROLE

Leadership – General

- Sharing policy and decision making at all levels.
- Sharing responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider community.
- To keep abreast of educational research and developments in teaching, briefing senior colleagues on articles/books/courses and other matters of professional concern.
- Assisting in disciplinary and capability procedures relating to both teaching and non-teaching staff.
- Assisting the Headmistress in the appointment of staff.
- Contributing to and supporting the Headmistress's vision of the school.
- Deputising for the Headmistress as appropriate.
- Representing the school and the Headmistress as the need arises.
- Supporting the staff and girls at school events.
- Overseeing all aspects of ISI inspection preparation (whole school).
- To ensure that we are compliant with regard to policies and that policies are reviewed by the relevant people at the correct time.
- Being responsible for the induction arrangements for new teaching staff and mentoring new Heads of Departments.
- Taking responsibility for the completion of censuses.
- Leading working groups as may be required in relation to the review of key aspects of the school's life or to develop new initiatives.
- Leading school assemblies in line with the ethos of the school.
- Being the emergency contact for trips and excursions as required.

Leadership – Academic

- Monitoring, working closely with key staff, the overall academic performance of KS3 to KS5 and helping to develop and lead strategies to raise pupils' attainment. To include conducting results analysis review meetings with HoDs in the Autumn term.





EDGBASTON

HIGH SCHOOL FOR GIRLS

- Ensuring that department handbooks and other departmental documentation are updated as appropriate.
- Assisting Heads of Department and key staff in dealing with academic queries and concerns from pupils and parents as raised throughout the school year.
- To monitor and discuss the academic needs of individual girls in collaboration with the Director of Teaching and Learning.
- Being responsible, with the Headmistress, for the implementation of the school's academic targets and future development of the academic side of the school.
- Being responsible for the professional development of all staff through the management of the appraisal scheme and all training.
- Monitoring and evaluating academic standards and provision, working closely with the Director of teaching and Learning and Headmistress.
- To prepare Academic Budget in collaboration with the Headmistress.
- To organise school prizes.

Working with Staff

- Overseeing the professional development of all teaching staff.
- Staff Welfare (whole school).
- Leading on all aspects of staff appraisal.
- Leading on all aspects of staff probation.
- Maintaining a wide knowledge of available professional development courses related to academic matters, monitoring and evaluating their effectiveness.
- Being available to all teaching staff for discussion of CPD needs and ideas, including teacher training, further qualifications, and courses related to academic teaching.
- Overseeing CPD requests and budget.
- Chairing Heads of Departments meetings.
- To line manage all Heads of Department.
- To allocate Staff Mentors as required (ISQAM, New Staff, Teaching Support).
- Updating the staff handbook.





EDGBASTON

HIGH SCHOOL FOR GIRLS

Working with Parents and Governors

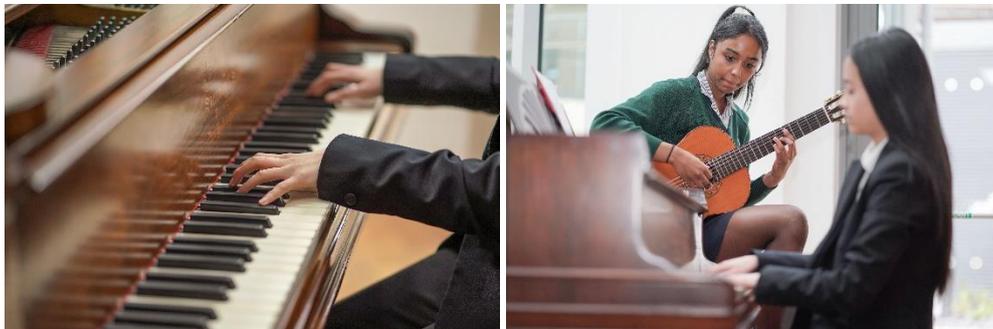
- Communicating with parents on academic issues, seeing them individually or speaking to groups as required.
- Preparing and presenting reports for Governors as required on matters related to job description.

Public Relations and Marketing

- Assisting in the implementation of a marketing strategy.
- To develop links with prep schools and primary schools.
- Interviewing prospective parents and pupils as required.
- Assisting the Headmistress with the admission of pupils to the school.
- Helping maintain good relationships with parents.

General

- Other tasks at the reasonable request of the Headmistress.





PERSON SPECIFICATION

- An individual able to lead and to inspire teachers in the senior school
- A team player with professional integrity, able to articulate and communication the school’s philosophy with clarity and conviction. The successful candidate is likely to be aspiring to headship.

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Honors degree or higher 	<ul style="list-style-type: none"> • QTS
Professional Qualities	<ul style="list-style-type: none"> • An understanding of the full range of educational and compliance issues relating to independent schools • A thorough and up to date understanding of safeguarding legislation • Strong record of continuing professional development • Ability to meet deadlines • Excellence organisation and administrative skills • Ability to communicate concisely and sensitively to a high standard, both orally and in writing • The ability to make reasoned, reasonable and balanced decisions • Inclusive management style with ability to delegate • The gravitas and eloquence to speak to groups of parents, pupils and colleagues • A positive approach to promote learning and excellent behaviour • An excellent teacher, demonstrating a commitment to motivating and inspiring learners • Acting and behaving in ways that develop a culture of trust and respect 	<ul style="list-style-type: none"> • Evidence of ongoing professional development • Experience of leading significant whole school initiative • Experience of managing difficult and sensitive situations • Experience of contributing significantly to a school development plan • Experience in more than one school • Economically and commercially aware





EDGBASTON

HIGH SCHOOL FOR GIRLS

Personal Qualities	<ul style="list-style-type: none">• Excellent interpersonal skills, including warmth, patience, diplomacy and sensitivity• Good judgment and composure under pressure• Demonstrates self-awareness and inspires and motivates others• A mature and reflective outlook• An understanding and empathy with the feelings and motives of others, and ability to see things from perspective of others• Ability to build and sustain a positive working relationship with pupils, parents and staff• A sense of humour, enthusiasm, and perspective• Ability to maintain confidentiality and demonstrate loyalty• Ability to engage with all aspects of professional practice and work collegiately with all members of our community	
Specialist skills and experience	<ul style="list-style-type: none">• Experience of school leadership at middle management level• Understanding and experience of change management• Experience of leading and managing teams	
Other	<ul style="list-style-type: none">• Ability and willingness to promote the ethos of EHS• A commitment to equality and inclusion• The flexibility and resilience to work long hours in a demanding setting	





EDGBASTON
HIGH SCHOOL FOR GIRLS

HOW TO APPLY

Applications, addressed to Mrs Clare Macro, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Application forms, covering letters and CVs should be submitted to the HR & Compliance Manager:
mahmoodm@edgbastonhigh.co.uk.

If candidates prefer to send their application by post, it should be addressed to:

Meahwish Mahmood
HR & Compliance Manager
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham
B15 3TS

The closing date for applications is **12 noon on Thursday 10th June 2021.**

First round of interviews will take place at Edgbaston High School for Girls **week beginning 21st June 2021.**

Second round of interviews will be held **week beginning 28th June 2021.**

