



Headteacher Candidate Pack

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Welcome Letter

Dear Candidate,

Welcome to Urmston Grammar School. We are incredibly proud of our school, which has amazing students and skilful, dedicated, passionate teachers. With the forthcoming retirement of our Headteacher, we are looking for someone who can build on the excellent work they have undertaken and also continue the success(es) of Urmston Grammar even further.

We are committed to cultivating an environment of academic excellence, innovation, and inclusivity where every student can thrive. As a high-achieving, selective academy, we inspire curiosity and resilience, equipping our students with the skills and values needed to excel in an evolving world. Our diverse and vibrant community upholds a proud tradition of success while embracing a forward-thinking approach to education, personal development, and well-being.

We seek a visionary, progressive leader who will champion our ethos, further our achievements, and empower our students and staff to reach new academic and personal development heights. With a dedicated faculty, ambitious learners, and an engaged community, Urmston Grammar stands as a beacon of opportunity and aspiration. Join us in shaping the future and building on a legacy of distinction.

The Headteacher role at Urmston Grammar is an extremely exciting opportunity, and the successful candidate will be well-versed in utilising innovative approaches to improve high academic standards whilst maintaining the tradition, community and structure of the school. They would be able to work well with staff, students and all stakeholders and build partnerships to ensure the school's continued success.

This summer, we saw outstanding results in our GCSEs and continue to perform above the national average in A levels. As a governing board, we thoroughly enjoy, and take pride in seeing our students become rounded, thoughtful, enthusiastic individuals ready to face the world beyond. This is the result of our unique curriculum, a rich variety of extracurricular activities and a focus on nurturing the best individual performances at all times.

If you feel this exciting opportunity is for you, we would be delighted to hear from you. Please contact Neil Massie at Academicis, our recruitment partner, at nmassie@academicis.co.uk, for further details and to arrange a visit.

The successful candidate will start the post at the start of the new school year in September 2025.

Yours,

Nick Crowther, Chair of Governors



Introduction to Urmston Grammar



The Governors and Urmston Grammar's Senior Leadership Team run a highly successful 11-18 co-educational grammar school with an excellent national and local reputation for academic excellence.

There are just over 1100 students at Urmston Grammar. Admission into Year 7 is by the GL 11+ assessment that students take when they are in Year 6 at primary school. The same assessment is used for admission to four other grammar schools in the area that form the GL Trafford Consortium. The school is a five-form entry and has the capacity to admit 150 students in each year group Years 7-11. There are currently 300 students in Years 12 and 13.

At the end of Year 11, many of our students stay on into our Sixth Form, but they must fulfil our entry requirements. They are joined by up to 85 students from feeder schools from the Greater Manchester area. Upon leaving the Sixth Form, most students go on to university. In recent years there has been a growing demand for routes into higher level apprenticeship courses.

The school attracts and retains exceptional staff who possess a wealth of experience, knowledge and expertise. As caring professionals, our commitment to the welfare and pastoral care of our students is aimed at allowing each of our students to flourish.

Our students enjoy working in a respectful and mutually supportive atmosphere where self-discipline is fundamental to our enjoyment of learning. We offer them a safe and secure environment with access to the very latest facilities.

The principle aim of our school is to develop the full potential of each student academically, artistically, emotionally, morally, physically and socially so that they can take their place in society as mature, discerning and caring adults.

The school seeks to provide extensive opportunities, enrichment and stimulation for the achievement of individual excellence, to prepare students for living in a complex, technological world.

At Urmston Grammar we are proud of our students. We expect them to work hard, contribute to the life of the school and be effective role models for their peers and for younger students. In return, we provide high quality teaching, a place where they can learn with like-minded students who want to succeed, excellent facilities and a wide range of opportunities to enhance their personal portfolio.

Our key messages for everyone in the Urmston Grammar community are:

- Take **PRIDE** in yourself and in all that you do.
- PARTICIPATE** and make the best of the opportunities at Urmston Grammar.
- EMPATHISE** with others so that you can understand how they feel, increasing tolerance and mutual respect.

History of Urmston Grammar



The school has existed in different guises since 1882; initially it was known as Urmston Science and Arts School and was based on Flixton Road with 64 pupils. Its name changed to Urmston Higher Grade Elementary School in 1884 and the building was extended to Ross Grove.

The name Urmston Grammar School was first used in 1923; when the independent school had 228 fee paying students. Fees were dropped after the introduction of the 1944 Education Act, which guaranteed free education for every child in England and Wales.

In 1929 Urmston Grammar School moved from Ross Grove to our current site.

Urmston Grammar was initially a co-educational school until the 1960s when the local authority decided to create two single sex schools. This was not popular with the students who held a silent protest and walked through the streets of Urmston to try and maintain their co-educational establishment. However, the local authority went ahead with their plans and Urmston Grammar School for Boys was built at Bradfield Road and opened in 1961; the Girls School remained on the Newton Road site.

The single sex schools operated separately until September 1988 when the teachers from the Girls' School and the Boys' School started working on both sites. Full amalgamation was achieved in February 1991 and the two schools rejoined on the Urmston Grammar School for Girls site.

The building for the boys' school no longer exist and has now been replaced by a housing estate.

The traditional main building on Newton Road has had several additions over the last 40 years.

Urmston Grammar was awarded specialist Science College status in 2004. In 2007 it was awarded High Performing Specialist College status and was also awarded Language College status as a second specialism.

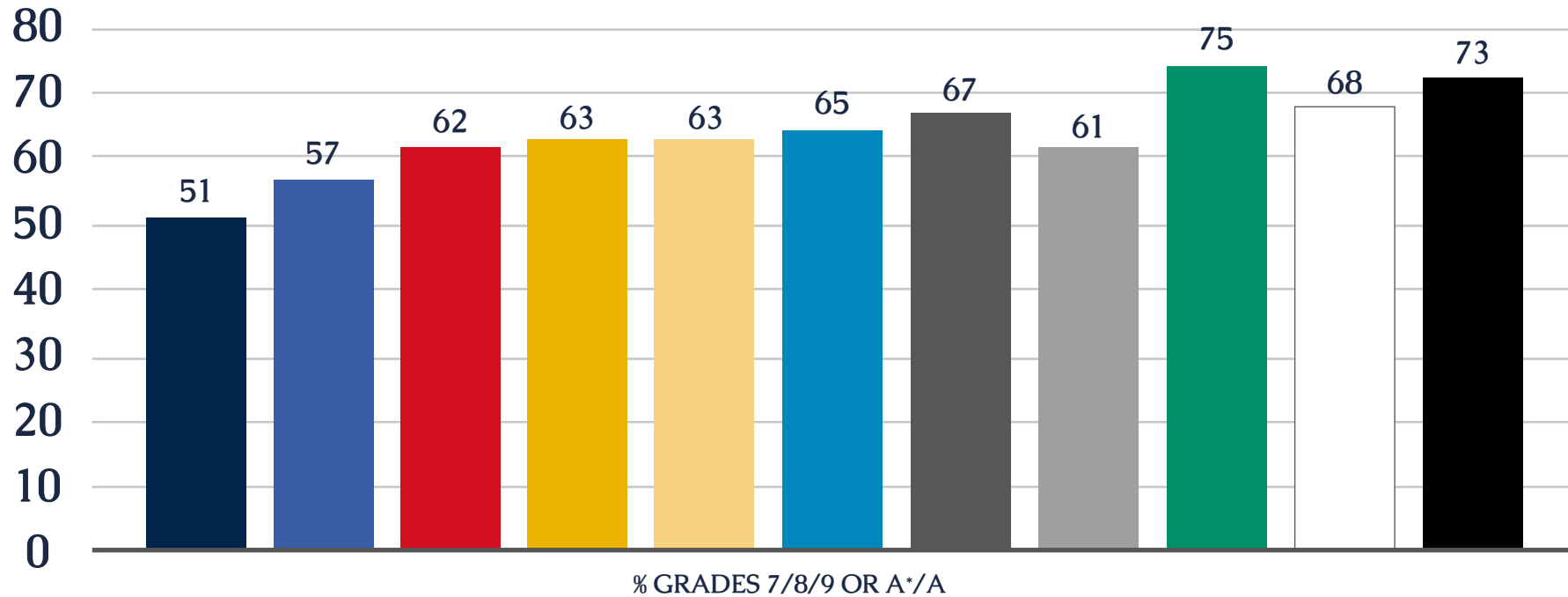
Urmston Grammar was one of the first 32 schools to become a converter academy in September 2010.

In 2023, we celebrated the centenary of the school – not the bricks and mortar, but of all our students - past and present - who have made this school such a special place.

GCSE – ATTAINMENT



PERCENTAGE GRADES 7/8/9



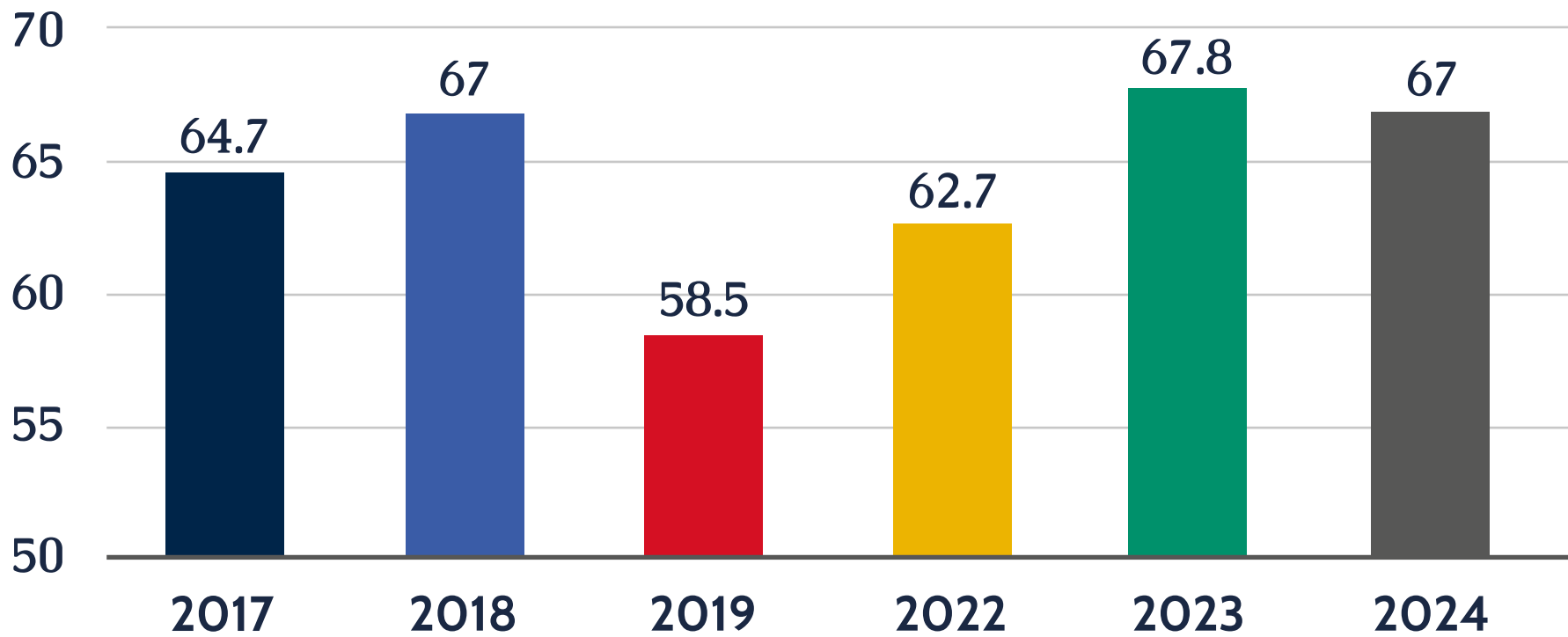
■ 2012 ■ 2013 ■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2022 □ 2023 ■ 2024

	2012	2013	2014	2015	2016	2017	2018	2019	2022	2023	2024
National % 7 (A) or above	22.4	21.3	21.3	21.2	20.5	20.9	20.5	20.6	26	21.6	21.7

A LEVEL – ATTAINMENT



PERCENTAGE A* -B



	2017	2018	2019	2020	2023	2024
National % A* - B	52.9	52.9	51.1	62.2	52.7	53.3

HEADTEACHER JOB DESCRIPTION



POST: Headteacher

SALARY SCALE: Competitive

TO WHOM RESPONSIBLE: Members of the Governing Body & Chair of Governors

MAIN PURPOSE

The Headteacher will:

- Develop and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Encourage collaborative and transformative approaches to teaching and learning, empowering both students and staff
- Foster a culture of continuous improvement, embracing diversity and inclusivity in all aspects of school life
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

QUALITIES

The Headteacher will:

- Cultivate a culture of excellence and accountability, promoting high standards of performance and behaviour across all areas of school operations
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Implement sustainable and forward-thinking operational strategies to optimize the school's resources and infrastructure
- Build positive and respectful relationships across the school community
- Foster strong partnerships with parents and local communities to create a supportive and inclusive educational environment
- Serve in the best interests of the school's students

HEADTEACHER JOB DESCRIPTION *CONTINUED*



DUTIES & RESPONSIBILITIES

SCHOOL CULTURE & BEHAVIOUR

The Headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

TEACHING, CURRICULUM & ASSESSMENT

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

HEADTEACHER JOB DESCRIPTION *CONTINUED*



ADDITIONAL & SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

The Headteacher will:

- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students with SEND
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

MANAGING THE SCHOOL

The Headteacher will:

- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

PROFESSIONAL DEVELOPMENT

The Headteacher will:

- Foster a culture of continuous learning and professional growth among the staff, underpinned by a commitment to nurturing individual strengths and talents
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
- Take responsibility for their own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system

HEADTEACHER JOB DESCRIPTION *CONTINUED*



GOVERNANCE, ACCOUNTABILITY & WORKING IN PARTNERSHIP

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Champion transparent and collaborative governance practices that promote accountability, inclusivity and the continuous improvement of educational outcomes
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations



HEADTEACHER PERSON SPECIFICATION



This job description lists the competencies expected of an experienced/fully trained post-holder.

The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D = Desirable criteria)

QUALIFICATIONS AND ATTAINMENTS	E	D
Qualified Teacher Status	E	
Experience of secondary school leadership	E	
Has undertaken recent and relevant further professional development	E	
Higher qualification in education and/or NPQH		D
SKILLS AND KNOWLEDGE	E	D
Ability to formulate a clear strategic vision for a secondary school improvement (plan) and translate this into strategic objectives, longer term plans and specific outcomes	E	
Knowledge of systems for academies self-evaluation, effective monitoring and inspection	E	
Sound knowledge and understanding of wider educational agenda including national policies and educational issues, as well as statutory and legal framework governing the operation of a secondary school	E	
Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a secondary school, including 'Best Value' measures	E	
Able to monitor performance to ensure high standards and the development of professional practice among secondary school staff	E	
Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	E	
Knowledge of statutory requirements for SEND provision	E	
Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children	E	
Understand the role of a secondary school in the community and actively seek to develop a greater collaboration with members of the community	E	
Effectively communicate both in writing and orally to a range of audiences including parents, governors and outside agencies	E	

HEADTEACHER PERSON SPECIFICATION *CONTINUED*



EXPERIENCE

Substantial experience with a record of excellent teaching	E	
Significant experience of secondary school leadership	E	
Proven track record of raising educational standards	E	
Leadership experience at more than one secondary school		D
Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress	E	
Successful experience of positive behaviour management and development of a student focused inclusive and effective learning environment	E	
Experience of successfully leading change and inspiring others	E	
Track record of working in collaboration with other secondary schools to realise improvement and raise standards	E	
Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements	E	

PERSONAL ATTRIBUTES

Approachable, enthusiastic and creative	E	
Lead by example, demonstrating integrity, resilience and clarity	E	
Passionate about education	E	
Ability to work under pressure, think creatively and to anticipate and solve problems	E	
Commitment to the encouragement, empowerment and training of all staff	E	
Deal sensitively with people and resolve conflicts	E	
Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	E	

ADDITIONAL REQUIREMENTS

This role is subject to an enhanced DBS	E	
May be required to travel to other locations or third party services as part of the role	E	
Hold a driving licence and have access to own vehicle		D

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HOW TO APPLY

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on nmassie@academicis.co.uk or by phone on 07818 875514/01223 907979

CLOSING DATE:

9th December 2024

SHORTLISTING:

11th December 2024

INTERVIEWS:

16-17th December 2024



Urmston Grammar School
Newton Rd,
Urmston,
Manchester M41 5UG

