

W I T H I N G T O N G I R L S ' J U N I O R S C H O O L



CANDIDATE INFORMATION

H E A D O F J U N I O R S C H O O L

APPOINTMENT FROM SEPTEMBER 2024

WELCOME



Thank you for your interest in this exciting opportunity to join our team at Withington Girls' School. Withington is a thriving day school, a leading school both regionally and nationally, with a proud history and inspiring ethos.

We are seeking to appoint the next Head of the Junior School, ideally from September 2024, on the retirement of Bridget Howard after five years of outstanding leadership.

The Head of the Junior School will be a visionary leader and an integral part of our Senior Leadership Team (SLT). The Senior Leadership Team benefits from a collaborative, dynamic and productive team spirit and our staff, around 150 in total, are hugely talented, dedicated and committed. Never complacent, we work in partnership with parents, alumnae and the wider school community.

The successful candidate will be expected to contribute to the strategic planning and management of the whole School and integrate whole school initiatives in the Junior School. As a member of the SLT, the Head of the Junior School attends all full board meetings of the Governing Body.

Our Junior School has the advantage of being able to retain its small size and its individual character whilst benefiting from its close links with the Senior School, not least in the sharing of facilities and specialist teaching.

The special atmosphere in the Junior School encourages creative and independent thinking and extends each girl not just academically but in every area of her life. In this lively environment, well-structured but warm and friendly, Withington girls flourish and grow into balanced, happy, confident young people. It is a joy to watch them start their journey in the Junior School then progress and develop through their Senior School experience.

We would welcome applications from well-qualified and talented individuals who have a deep understanding of the requirements and an appreciation of the opportunities that come from working closely with a linked Senior school. If becoming Head of this very special Junior School is a prospect that excites you and you believe you have the requisite skills and experience, I would be delighted to hear from you.

S. J. Haslam

MRS SARAH HASLAM Headmistress



THE SCHOOL



THE SCHOOL

OVERVIEW

Withington is a leading independent day school for girls aged 7 to 18 in which some of the best academic results in the country are attained within a lively, happy and caring environment. Our outstanding record of achievement is complemented by an extensive range of extracurricular opportunities.

The result is a community where pupils are enthusiastic learners who take full advantage of the impressive breadth of educational and personal opportunities. Our A Level and GCSE results consistently confirm the School's position as one of the top schools in the UK and the best-performing school in the North West of England. Pupils thrive in a friendly and caring environment; they have - and provide - a lot of fun, and leave to take up their higher education places personally, socially and academically prepared for the next exciting phase of their lives.

HISTORY & FOUNDERS

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small to allow for the individual development of all girls, enabling every pupil to reach her full potential in a supportive and friendly environment. We have 744 pupils in total with 156 in the Junior School (Years 3 - 6), 418 in the Senior School (Years 7 - 11) and 170 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Withington remains at the forefront of girls' education in the way its founders intended, offering an exceptional quality of opportunity, academic, cultural, sporting and social; and encouraging independence of mind and high aspirations. The School benefits greatly from the cosmopolitan background which the City and University of Manchester have always provided and the school works in partnership with other schools and organisations across the region and beyond.

ETHOS & AIMS

At Withington we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued and every pupil is encouraged to play their part, older pupils and alumnae providing inspirational role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.

SCHOOL AIMS

- To sustain an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world
- To nurture our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively
- To support a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



THE SCHOOL

THE JUNIOR SCHOOL

Though currently larger than it has ever been, the Junior School remains a small and friendly School, where girls are individually nurtured to reach their full potential academically and otherwise. The Junior School has its own individual character and personality, housed in a modern, aesthetically pleasing, purpose-built building, but is very closely linked and involved with the life of the Senior School. The girls benefit enormously from contact with Senior pupils, who act as mentors, monitors, club leaders etc. Junior girls also benefit from the whole-school facilities and specialist teaching. Almost all Junior girls progress to the Senior School and do so with confidence, to meet the challenges of this next step in their educational journey.

Whilst Junior School teachers have their own classes there is considerable cross-teaching of specialist subjects between Junior and Senior staff. This is a particular feature of Withington Girls' School and is extremely popular with pupils, parents and staff. Junior girls enjoy a wide range of academic subjects, which not only incorporates all the elements of the National Curriculum, but also takes learning beyond these boundaries.

Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times. The relationship between pupils and staff is a particular strength of the School. Junior girls are offered a great variety of cultural experiences, visiting galleries, museums, concerts and theatres. The School also welcomes an exciting range of visiting speakers, and plays host to authors, poets and drama workshops.

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 pupils from Year 5 to Year 13 are in receipt of a means-tested bursary.

The Governing Body is strategically focused and highly supportive of all areas of the School.

"The overall key to the School is perhaps to be found in one parent's statement that 'academically, they push them hard', but that they are 'really challenged, never bored'. The notable factor being that WGS girls like to be challenged because they are naturally self-motivated to learn."

The Good Schools Guide

THE OPPORTUNITY

This is a tremendous opportunity for a current or aspiring Junior School Head to join one of the north of England's leading girls' schools. The new Head will greatly enjoy working with a forward-thinking Board of Governors, a talented and dynamic Leadership Team, dedicated staff, supportive parents and loyal alumnae.

The School is looking for someone who will relish the opportunity to build on Withington Girls' School's strong local reputation and in particular to raise the profile of the Junior School as part of that reputation. Whilst academic reputation is important, so too is recognition for what the School does well in music, sport, the arts and co-curricular activities, and the culture and opportunities which so successfully nurture the pupils' personal and social development.

The new Head will be expected to develop a strong sense of collegiality, personify an ethos of purposeful "hands-on" energy and to generate a culture of high expectation. There are opportunities to review various aspects of the curriculum, not least with respect to ensuring a smooth learning transition through to the Senior School.

The Head of the Junior School will have an important part to play as the public face of the School, so this role will suit candidates who are excellent communicators and able to engage with external stakeholders in the wider community.



THE SCHOOL

TRANSITION TO THE SENIOR SCHOOL

A key feature of the Junior School is that virtually all the Year 6 pupils advance to Year 7 in the Senior School. In their progression, pupils and their parents are fully supported to make the transition as smooth as possible, academically, socially and physically. Information passes from Junior to Senior School to enable all staff to have a full picture of every girl at each stage of development.

This natural progress into the Senior School is important for parents who aspire for their daughters to attend Withington Girls'. This is not surprising since the pupils' results at GCSE and A Level are exceptional and the Senior School boasts one of the highest exam results : fees ratios in the country.

Senior girls take part in an impressively diverse range of activities, including art, music, theatre and an exciting variety of community projects both locally and overseas. All pupils, whatever their ability, are encouraged to enjoy their sport and to find a physical activity which challenges and engages them. In this lively environment, well-structured but warm and friendly and featuring the very highest standards of pastoral care, Withington pupils flourish and, building on the sound foundation laid in the Junior School, they grow into balanced, happy, confident young people.

ACADEMICS AND THE CURRICULUM

The Junior School curriculum is broad and rounded and goes beyond the National Curriculum. Senior School specialist staff teach Junior pupils for PE, Languages and Design Technology and Junior pupils make full use of the Senior School PE and Games, DT, ICT, Music and Science facilities.

All pupils have five weekly PE lessons, two weekly class Music lessons, and the introduction of a different language in each Year group.

The Thinking and Learning lessons help girls in their quest for creative answers to 'big questions'. There is a continuous programme of PSHE where girls are encouraged to join in discussions, ask questions and value each others' opinions.

All Junior girls use their own mobile devices in lessons, but there is no expectation that pupils will complete work in every lesson on them and their deployment varies between subjects and classes. The School takes full advantage of the opportunities afforded by new technology, but in a way that does not prioritise the technology itself over teaching and learning.

PASTORAL CARE

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. The School's primary aim is to cherish each girl as an individual and to nurture confidence, creativity and self-esteem. The special needs of any individual can be recognised and provided for in such a small, close-knit school as Withington Girls' Junior School. Girls finding difficulties in any area are helped and the gifted and talented are further stimulated.

Under the key influence of Form Teachers, girls are encouraged to be responsible and respectful to those around them. Teachers maintain close liaison with parents, the aim being to deal with problems swiftly and sensitively.

Form Teachers, the Head of the Junior School, the School Health Staff, Sixth Form Peer Supporters, specialist teachers from the Senior School and other School Support Staff all form links in a chain to ensure that every girl has the best possible care.

Upper Sixth Peer Supporters - many of whom themselves attended the Junior School - are attached to each of the Junior Forms and build excellent relationships with the younger girls. They act as mentors for the younger ones and are a valuable source of support and information.



THE SCHOOL

EXTRA-CURRICULAR ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities. Junior girls can choose from a wide range of extra-curricular activities to take part in. These take place at lunchtime and after school. Clubs include art club, choir, drama, library club, mindfulness, yoga, eco club, as well as many sports activities such as gym, netball, hockey, lacrosse, tennis and football. Private music lessons are also available in addition to LAMDA lessons. Girls learning an instrument are encouraged to join Junior Orchestra to further develop their skills.

Senior girls help with many of these activities and the Junior girls benefit enormously from the friendship and understanding that flourishes across the whole school. High priority is also given to ensure that the girls have time just to play outside with their friends during breaks and to make full use of the Junior Playground.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £25,000 each year. There are special links with local charities including Wood Street Mission and Fallowfield and Withington food banks.

Trips out bring the curriculum to life and have included visits to the Science Museum, historic houses and the Peak District for Geography. As the girls progress through the School, residential, including outdoor pursuits, provide opportunity for further study, personal development and lots of fun.

“This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports.”

The Good Schools Guide

LOCATION & FACILITIES

Withington Girls’ School is located in Fallowfield, a suburb of Manchester just four miles from the City centre. Withington was largely rural until the mid-19th century when it experienced rapid urbanisation due to Manchester’s growing industrial economy. Today, the residents of Withington comprise a socio-economic and cultural mixture of families, university students and affluent young professionals. This is in a large part due to the area’s education links - particularly the proximity to the University of Manchester and Manchester Metropolitan University. It is also a popular residential location for medical families with one of the largest cancer treatment centres in Europe, the Christie Hospital, and the Withington Community Hospital.

The Junior School facilities provide an inspirational and stimulating environment in which to learn and work for pupils, and staff alike. The School’s new purpose-built Junior School was opened in September 2015. This stunning dedicated facility, connected to the central part of the School, was part of the largest capital investment in the School’s history (of £4.3m).

The bright and airy building has eight classrooms, a central hall, library and cloakrooms with views over the School’s playing fields at the rear. Environmental considerations were incorporated into the design of the building which include natural ventilation in the classrooms and the construction of an eco-friendly wildflower grass roof which provides visible evidence of the building’s attention to sustainability.



THE ROLE



THE ROLE

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

JOB TITLE	Head of Withington Girls' Junior School
REPORTING TO	Headmistress
ROLE OVERVIEW	<p>The Head of the Junior School is responsible to the Headmistress for the successful leadership of the Junior School and for its ethos and morale.</p> <p>The Head of the Junior School works closely with the Headmistress and with the Deputy Head of the Juniors to ensure that the highest standards of learning and academic attainment prevail across the Junior School, and in maintaining and extending the Junior School's reputation for outstanding pastoral care. The Head of the Junior School will also work with the Headmistress to establish key strategic goals for the School, which will themselves be set within the framework of the School's Development Plan. The key areas of responsibility which attach to the position are set out below although the list is not exhaustive and the Head of the Junior School may be expected to assume additional responsibilities as reasonably requested by the Headmistress. The Head of the Junior School will keep the Headmistress informed of any significant issues relating to the performance and progress of the School and its pupils.</p>
CHILDPROTECTION & SAFEGUARDING	<p>Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
BENEFITS OF WORKING AT WGS	<p>In addition to providing a warm and inclusive working environment, Withington Girls' School also offers a comprehensive package including:</p> <ul style="list-style-type: none">• A competitive salary based on the Withington Girls' School scale• A choice between the Teachers' Pension Scheme and a Defined Contribution Scheme• Membership of ASCL• Generous CPD support• On-site parking• Following induction, free use of the fitness suite• Free School lunches• Fully Funded Healthcare Plan through Simply Health• The school promotes a happy, professional and stimulating work environment



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MAIN DUTIES & RESPONSIBILITIES

LEADERSHIP & MANAGEMENT

1. To ensure the effective leadership and management of the Junior School.
2. To ensure the smooth day-to-day running of the Junior School, with the Deputy Head of the Junior School.
3. To lead, manage, coach and develop the Junior School staff team including the line management of the Teaching Assistant/Junior Assistant team.
4. To work with the Deputy Head of the Junior School and the rest of the team, to develop, publish and work towards the achievement of the Junior School Development Plan.
5. To undertake the performance review process with the Junior School team. To ensure the objectives set are aligned to the School Development Plan, and are kept front of mind, are relevant and are achieved.
6. To review, update and communicate the Junior School policies on a regular basis, in line with the ISI framework ensuring compliance, understanding and effective implementation.
7. To prepare and deliver the Head of Junior School report at Governors meetings.
8. To lead and attend the Junior School Parents' Evenings, ensuring the organisation of the event is successfully delivered by the team.
9. To agree the channels of communication and what is to be communicated with Junior School parents weekly and at other appropriate times via letter and on-line.
10. To work with the team to agree the overall calendar of functions and events for parents, ensuring the relevant people are involved and part of the preparation and success of the event.
11. To work with the Marketing and Admissions Department and the Junior School team in promoting the School and in the recruiting of new entrants.
12. To work with the Admissions and Marketing team to organise and deliver successful Junior School Open Days and relevant admissions events.
13. With the Deputy Head of the Junior School to be responsible for Junior School entrance assessment procedures; meeting with prospective parents and leading the decision-making process for new entrants.
14. To lead the interview and appointment of candidates for Junior School roles and assist with some whole school appointments, working alongside the Recruitment Coordinator and ensure the effective induction of staff appointed into roles in the Junior School.
15. To develop and manage the Departmental Budget, overseeing all Junior School equipment, resources and expenditure.
16. To lead the weekly Junior Staff meetings, ensuring they are effectively chaired and following an agreed structure.
17. To attend and report at weekly whole staff meetings as Head of Junior School. In absence, to ensure that Deputy Head of Junior School is equipped to provide the update.
18. With the Junior School Secretary and team to schedule and organise the programme of extra-curricular activities for the academic year.
19. To develop and agree with the Junior School team the programme for assembly for the academic year.



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MAIN DUTIES & RESPONSIBILITIES

SENIOR LEADERSHIP RESPONSIBILITIES

1. As a member of the Senior Leadership Team, to contribute to the successful leadership of the School.
2. To attend Governors' meetings, write and present reports and contribute at the annual Governors' Strategy Day.
3. To assist in the development, launch, monitoring and review of the aims of the School and School Development plan.
4. To ensure School Policies are reviewed, updated, approved and implemented as directed by the Headmistress.
5. To meet weekly with the Headmistress to keep her informed of progress and activity within the Junior School.
6. To liaise with the Marketing department regarding the development and implementation of the programme of Junior School events.
7. To liaise with the Director of Admissions and Marketing and their team regarding the best approach to Marketing Junior School events, and agreeing how success will be measured.
8. To attend AJIS meetings, and GSA and HMC events when appropriate, ensuring relevant information is communicated within the School in a timely manner.
9. To attend and contribute at PTA meetings.

PASTORAL CARE & SAFEGUARDING

1. Ensure that the school is fully compliant with DfE, ISI and local authority Child Protection and Safeguarding regulations and best practice. Take overall responsibility for the delivery of excellent pastoral care - ensuring the security and pastoral care of all pupils in line with safeguarding legislation, including safer recruitment and working alongside external agencies as appropriate.
2. To set the tone for a caring and nurturing culture in which pupils feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns that they may have.
6. To oversee and set the tone for the Junior School to ensure that pupils are cared for and that expectations are high.
7. To ensure that pupils have high standards of personal behaviour and appearance.
8. To organise and oversee the assembly rota and lead assemblies.
9. To liaise with the School Nurse and Counsellor regarding health and counselling referrals.
10. To liaise with parents and staff about concerns regarding individual pupils and follow up of any concerns as necessary.
11. To ensure that all records relating to pastoral issues including records of rewards and sanctions is current, thorough and stored appropriately.
12. To attend and report at Health and Safety meetings.



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MAIN DUTIES & RESPONSIBILITIES

TEACHING & LEARNING

1. To ensure the highest standards in teaching and learning across the Junior School.
2. With the Deputy Head of Junior School and Subject Coordinators to ensure continuity and coherence of the Junior School curriculum.
3. With the Deputy Head of Junior School to ensure provision within the Junior School curriculum for girls of all abilities in the Junior School.
4. Assisted by the Deputy Head and the Junior School Coordinator of Assessment and Pupil tracking, monitor assessment, reporting and recording across the Junior School.
5. To ensure a CPD programme for the Junior School is in place and all staff understand the importance and value of their own personal development in the success of the School and their own role.
6. To allocate teaching responsibilities of Junior School staff, including subject co-ordination.
7. Assisted by the Deputy Head, to oversee and facilitate the extra-curricular provision including off-site visits and residential weekends.
8. To check Junior School Reports and give feedback, coaching and guidance to staff on quality and approach.
10. To contribute to teaching in the Junior School, currently around four periods of teaching.



PERSON SPECIFICATION



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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none">Degree level or equivalentPGCE or equivalent QTS status	<ul style="list-style-type: none">Membership of a senior leadership team in an equivalent organisationMasters or NPQSL qualification	<ul style="list-style-type: none">Production of the Applicant's original certificatesInterview
EXPERIENCE	<ul style="list-style-type: none">Leadership experience gained as a Head, Deputy Head or member of Senior Leadership TeamA thorough understanding of Head's responsibilities in relation to Safeguarding and Child Protection issues and a clear commitment to delivering best practice in SafeguardingRecent teaching experience, preferably in more than one schoolSignificant pastoral experience in either an independent or maintained school settingA proven track record of leading and promoting innovative academic progressA track record of leading successful teams and managing peopleSound knowledge of recent legislation and developments in primary educationExperience of successful delivery against an agreed strategic planDetailed knowledge and understanding of the Key Stage 2 national curriculumSuccessful experience of monitoring and evaluating work within a school context	<ul style="list-style-type: none">Experience of coaching and mentoring othersExperience of working effectively with Governors and a clear understanding of the role of the Governing bodyA good understanding of effective financial management and planning	<ul style="list-style-type: none">Contents of the application formEvidence of results achievedInterviewProfessional references



PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS & KNOWLEDGE	<ul style="list-style-type: none">• Ability to lead the Junior School with commitment and sensitivity, leading by example and inspiring pupils and staff• Ability to contribute effectively to the strategic development of the whole school• Understand fully the pastoral issues affecting schools• Excellent knowledge and understanding of trends and developments within education and the ability to translate educational trends and developments into opportunities for WGS• Demonstrate a commitment to and an understanding of Safer Recruitment and Child Protection procedures and a commitment to promoting and safeguarding the welfare of children• Knowledge of compliance, particularly in relation to inspection, and understanding of ISI inspection framework• Outstanding classroom practitioner• Excellent organisational skills• Lead by example, commanding respect and empowering others• Delegation skills and the ability to manage a range of tasks and priorities whilst working to tight deadlines• Work well under pressure and meet tight deadlines• Skilful and confident communicator with a wide range of audiences• A strategic thinker• Awareness of the role of PR and Marketing• A good level of IT literacy• Strong interpersonal skills with a track record of working successfully with a diverse range of stakeholders	<ul style="list-style-type: none">• A high level of IT literacy• Experience and/or awareness of the particular requirements of teaching in a single-sex girls' school• Understanding of local and national trends affecting Independent Schools	<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references



PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL COMPETENCIES & QUALITIES	<ul style="list-style-type: none">• High professional and personal standards, notably integrity, honesty and dedication• To have the skills to run an inclusive and diverse school community, valuing and promoting inclusion• An ability to inspire, challenge and motivate others• A high level of professionalism, loyalty and sound judgement• Passion for helping children and young people learn about the world• Commitment to equality, diversity and inclusion• Commitment to ongoing professional development of yourself and others• Proactive, energetic and enthusiastic, with a positive outlook and a good sense of humour• Committed team player with a collegiate and collaborative approach• Ability to develop and maintain strong and positive relationships with Governors, the Headmistress, staff and parents• Ability to work at both a strategic and operational level• Good judgement with a fair and calm approach• Resilience and stamina• Ability and willingness to participate in, and contribute to wider school life and the community• Able to present coherent arguments, willing to challenge constructively and effectively whilst accepting and acting on collective decisions• Comfortable with championing the philosophy of independent single-sex education• An outstanding ambassador for Withington Girls' School, its ethos and values		<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references



THE APPLICATION PROCESS

An aerial photograph of Withington Girls' School. The school is a large, multi-story red brick building with a complex roofline, including a prominent octagonal section. To the left of the main building is a large, rectangular sports hall with a grey roof. Adjacent to the sports hall is a large, green artificial turf football pitch. To the right of the pitch is a blue-surfaced tennis court. The school is surrounded by residential streets with red brick houses and trees with autumn foliage. A parking lot with many cars is located between the school and the surrounding streets.

APPLICATION PROCESS

The search for a new Head for Withington Girls' Junior School is being led by RSAcademics and the new post-holder will be selected by a panel chaired by the Headmistress with governor representation.

Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with one of the consultants handling this appointment:

Angela Short, Head of Search: angelashort@rsacademics.com

or

Charlotte Faber, Senior Advisor: charlottefaber@rsacademics.com

The deadline for receipt of the application is 10.00am on Monday 5th February, 2024.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics website.

You should submit the following (both in PDF format):

- a completed application form (available alongside this candidate information on the RSAcademics website)
- a covering letter addressed to Mrs Sarah Haslam, Headmistress.
The letter should explain your reasons for applying

If you have any questions about uploading your application documents, please contact Alison Hooper, Project Manager (Leadership appointments) at **applications@rsacademics.com**. Alison can also be reached by calling our Head Office on **+44 (0)1858 383163**.

The process is as follows:

- all applications will be acknowledged by e-mail. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics by telephone
- preliminary Interviews will take place with RSAcademics via Teams during the week commencing **12th February, 2024**
- long list interviews with the selection panel will take place at the School on **Wednesday 28th February, 2024**
- short list interviews with the selection panel will take place at the school on **Friday 8th March, 2024**



Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment checks will be made at all stages in the recruitment process. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools. Please visit www.rsacademics.com for more information.

