



# Assistant Headteacher

L10-14

Starting September 2026



Newport Girls'  
High School  
Academy Trust

# Welcome to NGHS



## Thank you for your interest in our Assistant Headteacher vacancy at Newport Girls' High School.

We are delighted to invite applications for a rare and exciting opportunity to join the senior leadership team of one of the country's leading grammar schools. Starting in September 2026, this post has been created as part of our strategic expansion of leadership to support the continued growth and success of the school.

We are seeking an exceptional leader with a proven track record of impact, who shares our values and commitment to excellence in girls' education. The successful candidate will play a pivotal role in shaping the future of NGHS, working closely with the leadership team to drive school improvement, support staff development, and ensure the highest standards of pastoral and academic provision.

NGHS is a truly special place to work. Our students are enthusiastic, intelligent and compassionate, and our staff are dedicated, collaborative and deeply committed to the success and wellbeing of every child. We pride ourselves on our strong sense of community and our culture of mutual support. Staff wellbeing is a priority, and our Wellbeing Charter, included in this pack, outlines the many ways in which we support our team.

We are proud to be an outstanding girls' grammar school, as confirmed by Ofsted in November 2022, where we were judged outstanding in every category. NGHS was recently ranked #1 in Shropshire and #42 nationally for GCSE in the Sunday Times Parent Power Guide 2026. We have also received national recognition for our work in Mental Health, Holocaust Education, and Kindness, including the Be Kind Award and the AcSEED Award.

Our Trustee Board is highly experienced and ambitious for the school. Their support has enabled us to expand our student intake while maintaining our high standards. NGHS remains heavily oversubscribed, with a thriving Sixth Form that welcomes students from across the region.

We warmly encourage prospective applicants to arrange a visit to the school at one of the points outlined in the Application and Selection Process section to experience our ethos and environment first-hand. Please contact us via [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) or call 01952 797550 to arrange a suitable time.

Thank you for considering this opportunity. We appreciate the time and thought that goes into every application and look forward to receiving yours by the stated deadline.

**Adam Jones**  
**Headteacher**



# Aims, Ethos and Values

At NGHS, we strive to:

Provide a high-quality education which enables all students to reach their full potential as life-long learners

Foster a safe, inclusive environment in which all are valued, respected and celebrated

Offer opportunities for all to positively contribute to our NGHS family and the wider community

We achieve this by:

**Being Kind**

**Working Hard**

**Having Fun!**



**All about NGHS**

# Curriculum Overview

Our curriculum is structured around a 50-period fortnightly timetable, with Weeks A and B being largely similar in content and delivery. As a selective school, we proudly offer an academically rigorous curriculum. At Key Stage 3, all students study French and German, alongside Biology, Chemistry, and Physics as distinct subjects. In addition, every student receives a weekly PSHE (Personal, Social, Health and Economic Education) lesson and two hours of Physical Education.

Students begin their GCSE journey in Year 9, following option selections made in Year 8. This three-year Key Stage 4 model was reviewed by Ofsted in 2019, who endorsed our approach as being well-suited to our learners. In Year 9, students typically choose four GCSE options, which must include:

- At least one Modern Foreign Language (MFL); one humanities subject; one practical subject and one additional choice.

In Year 10, this selection is reduced to three options, allowing for deeper study and preparation. Our GCSE teaching goes beyond the specifications, with a strong emphasis on developing subject mastery and laying foundations for A-level success.

Our Sixth Form retains approximately 80–85% of our Year 11 cohort, and we welcome a growing number of external applicants. Currently, over 135 students are enrolled in Year 12, reflecting our increasing popularity. We offer 18 A-level subjects and AS-level PE, with no fixed option blocks, allowing students greater flexibility in their choices.

All Sixth Form students receive dedicated PSHE and PE lessons to support their wellbeing and maintain a balanced educational experience. Most students study three A-levels and undertake an Extended Project Qualification (EPQ) in Year 13, while some opt for four A-levels. Each A-level subject is allocated nine periods per fortnight, ensuring comprehensive coverage and support.



All about **NGHS**

# Pastoral Care and Student Leadership

Pastoral care is often described as the jewel in Newport Girls' High School's crown. Our well-established system ensures that every student is supported throughout their time with us. Form Tutors are the first point of contact for day-to-day concerns, while more complex or safeguarding matters are referred to the relevant specialist staff. Each year group is led by a Head of Year, who works closely with a team of Form Tutors. Our form groups are organised around our vibrant House system, which fosters a strong sense of community and belonging.

The pastoral team is further strengthened by our dedicated Safeguarding Manager and two Wellbeing Officers, one supporting Years 7–10 and the other Years 11–13. They work with both students and staff to promote physical and mental wellbeing, and liaise with external agencies when needed. We also have a qualified Counsellor and a Student Health and Welfare Co-ordinator who oversees medical provision and ensures appropriate care is in place.

Attendance at NGHS is consistently high, averaging around 97% annually. Staff work collaboratively to monitor and challenge absence in line with our attendance policy, ensuring students remain engaged and supported.

Student leadership and peer support are central to our ethos. Pupils have numerous opportunities to mentor one another—both academically and pastorally—and to take on leadership roles within the House system and wider school life.

Positions of responsibility are available across all year groups, encouraging students to develop confidence, initiative, and teamwork.

Beyond the classroom, students participate in a wide range of extra-curricular activities. Our annual Curriculum Enrichment Week in June offers exciting opportunities for exploration and growth. The Duke of Edinburgh Award is particularly popular, with nearly all students completing the Bronze Award in Year 9.



All about NGHS

# The House System

The House System at NGHS is a cherished and vibrant part of school life, fostering community, leadership, and friendly competition across all year groups. Our three Houses—Austen, Roddam, and Seacole—are named to reflect values of resilience, creativity, and excellence, and each is led by a dedicated Sixth Form House Team. These teams include a variety of leadership roles such as House Captain, Sports Captain, Drama Captain, Music Captain, and others, providing students with meaningful opportunities to develop their leadership skills and contribute to the wider school community.

Throughout the academic year, students participate in a wide range of House competitions that showcase their talents and encourage teamwork and school spirit. Highlights include:

- House Music; House Bake-Off; House Drama; Sports Day and the House Point Cup.

These events are not only fun and engaging but also serve as powerful symbols of the NGHS ethos. Students from all year groups work together, forming strong inter-year bonds and celebrating each other's strengths. The House System plays a key role in nurturing the inclusive and supportive culture we proudly refer to as the NGHS family.

Participation in House activities helps students build confidence, develop new skills, and feel a strong sense of belonging. Whether performing on stage, competing in sports, baking with flair, or leading their peers, our students are given the platform to shine in a variety of areas beyond the classroom.

The House System is a cornerstone of our pastoral and enrichment provision, and its success is a testament to the enthusiasm and commitment of our students and staff alike.

## Austen

## Roddam

## Seacole



All about NGHS

# Staff Development

At Newport Girls' High School, our staff are our most valued asset. Many colleagues have been with us for between 5 and 15 years, reflecting a strong sense of loyalty and satisfaction. While annual staff turnover is low, it typically results from promotions or retirements, and internal progression is actively encouraged. Recent appointments have included both Early Career Teachers and highly experienced professionals, enriching our team with a diverse range of expertise.

Professional development remains a central priority. While recent CPD has concentrated on subject-specific training delivered through exam boards, we have now expanded our provision to include a wider range of opportunities from multiple external providers. In-house training is offered where relevant, ensuring alignment with our strategic goals and staff needs. Regular meeting points throughout the academic year—including five annual INSET days, faculty meetings, and staff-led sessions—provide structured and collaborative spaces for ongoing learning and development.

We also run regular 'Good Practice Weeks', which encourage peer-to-peer learning through workshops, shared resources, and classroom observations. These initiatives foster a culture of continuous improvement and innovation. Our whole-school teaching and learning focus for 2025-26 centres on metacognition, and we are excited to explore how this will further enhance our already outstanding classroom practice.

There is a strong sense of camaraderie among staff, with teaching and support colleagues equally valued and integrated into the life of the school. We work hard together, support one another, and celebrate our successes as a united team.



All about NGHS

# Leadership Team

The Leadership Team at NGHs has expanded in recent years in response to the school's continued growth, ensuring strong strategic oversight and providing staff with opportunities to engage in leadership and career development. The current Senior Leadership Team (SLT) comprises the Headteacher, one Deputy Headteacher, three Assistant Headteachers, and an Operations & Admissions Manager. This structure enables a balanced distribution of responsibilities across academic, pastoral, and operational areas.

Middle leadership is a significant strength at NGHs, as recognised in our most recent Ofsted inspection. Faculties are led by a Head of Faculty, supported by an Assistant Head of Faculty, fostering collaborative leadership and subject expertise. Heads of Year provide pastoral leadership across the school, and the Head of Sixth Form plays a vital role in supporting our post-16 students, overseeing academic progress, wellbeing, and preparation for life beyond school.

Communication across all levels of leadership is supported by a structured calendar of meetings and a weekly staff briefing. The school makes effective use of digital platforms including SIMS, CPOMS, EduLink, and SMID to streamline communication, monitor student progress, and manage pastoral care. The school's newsletter, Newport News, is published fortnightly and shared with parents, capturing the life of the school and celebrating student and staff achievements.

There is no specific subject specialism or leadership area required for the new Assistant Headteacher role. However, the successful candidate will be expected to lead a varied portfolio of responsibilities, both academic and pastoral.



All about NGHs



# Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



Complimentary tea, coffee, sugar and milk in the staffroom



Staff Menopause Ambassador with appropriate support for all



A buddy for new staff who join NGHS for their first year



Counselling service free to all staff both in-house and externally



Golden Space in the Car Park; awarded weekly on rotation!



An annual flu jab for all staff available upon request each winter



Greater PPA time than national and no mainstream cover



Measured approach to lesson observation, drop-ins and good practice weeks



Calendared wellbeing weeks with no evening meetings/events



Childcare vouchers scheme for those who have children in regular day care



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Deadlines well publicised and annual calendar consultation



Staff social evening each term - let your hair down and relax



Communications policy which protects time outside of school day



No student or class data collected for data's sake



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated marking afternoon for all staff during internal exam week



Complimentary Christmas Dinner for all staff each year



Cake, laughter & friendship in the staffroom



Dedicated classroom wherever possible for all teaching staff



Thank You Friday reward scheme for staff to share appreciation of colleagues



A firm commitment to the current DFE Staff Wellbeing Charter

# Job Description

## RESPONSIBILITIES AND ACCOUNTABILITIES:

Core Purpose:	<p>The Assistant Headteacher will play a key role in supporting the strategic leadership and day to day operational effectiveness of the school. Working as part of the Senior Leadership Team and under the direction of the Headteacher, they will:</p> <ul style="list-style-type: none"> <li>· Contribute to the development and implementation of the school's vision, aims and priorities</li> <li>· Lead and manage designated areas of responsibility to secure sustained school improvement</li> <li>· Uphold the highest standards of safeguarding and pupil wellbeing</li> <li>· Promote a culture of professional growth, collaboration and high expectations</li> <li>· Support the effective use of resources to maximise impact</li> <li>· Monitor, evaluate and report on progress within their areas of responsibility</li> </ul>
Leadership and Management:	<ul style="list-style-type: none"> <li>· Be an active and visible member of the Senior Leadership Team</li> <li>· Lead and line manage designated middle leaders and/or staff, supporting professional development and accountability</li> <li>· Model professionalism, integrity and high standards in all aspects of school life</li> <li>· Contribute to whole-school decision-making and strategic discussions</li> </ul>
School Culture and Behaviour:	<ul style="list-style-type: none"> <li>· Promote a culture of excellence, inclusion and enrichment for all pupils</li> <li>· Support the maintenance of high standards of behaviour through consistent routines and expectations</li> <li>· Actively promote the ethos and values of the school, including the benefits of single-sex education within a selective setting</li> </ul>
Teaching and Learning:	<ul style="list-style-type: none"> <li>· Lead improvement within allocated aspects of teaching, learning and/or curriculum</li> <li>· Support the development of an ambitious, inclusive and coherent curriculum</li> <li>· Promote effective use of assessment, homework and technology to support pupil progress</li> <li>· Champion equity for SEND and Pupil Premium pupils</li> <li>· Contribute to quality assurance processes, including lesson visits, work scrutiny and data review</li> <li>· Support staff development through INSET, coaching and professional dialogue</li> </ul>
Working with others:	<ul style="list-style-type: none"> <li>· Build positive, professional relationships with pupils, staff, parents and carers</li> <li>· Communicate effectively with parents, supporting the resolution of concerns where appropriate</li> <li>· Work collaboratively with Trustees, external agencies and educational partners</li> <li>· Represent the school within wider professional networks as required</li> </ul>
School Operations:	<ul style="list-style-type: none"> <li>· Support the Headteacher and SLT in maintaining a calm, purposeful and well-organised learning environment</li> <li>· Contribute to daily operational leadership, including duties and on-call responsibilities</li> <li>· Manage delegated budgets or resources responsibly, where appropriate</li> <li>· Support preparations for inspection and ensure compliance with school policies and procedures</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>· Engage in ongoing professional development to enhance leadership effectiveness</li> <li>· Participate fully in appraisal processes and support the development of colleagues</li> <li>· Demonstrate ambition for further leadership progression</li> </ul>
Specific Areas of Responsibility	<p>Specific responsibilities will be agreed with the Headteacher and may include:</p> <ul style="list-style-type: none"> <li>·Teaching and Learning; ·Curriculum Development; ·Data and Assessment; ·Inclusion (SEND and Pupil Premium); ·Behaviour and Attendance; ·Personal Development; ·Staff Development and Wellbeing; ·Timetabling and Deployment; Extra-Curricular Provision including trips and visits.</li> </ul>
General duties:	<ul style="list-style-type: none"> <li>· Uphold all school policies, including safeguarding, health and safety, data protection and confidentiality</li> <li>· Maintain a courteous and professional manner at all times</li> <li>· Promote equality, diversity and inclusion</li> <li>· Support the wider ethos and aims of the school</li> <li>· Participate in meetings, training and professional development as required</li> <li>· Undertake any other duties reasonably required to support the effective running of the school</li> </ul>

# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>· Undergraduate degree</li> <li>· Qualified Teacher Status</li> <li>· Evidence of leadership development</li> </ul>	<ul style="list-style-type: none"> <li>· Degree classification: 1st or 2:1</li> <li>· NPQML / NPQSL / Master's</li> </ul>
Experience	<ul style="list-style-type: none"> <li>· Successful leadership at middle or senior level</li> <li>· Line management of staff</li> <li>· Delivery of CPD/INSET</li> <li>· Outstanding classroom practice</li> <li>· Engagement with parents/carers</li> <li>· Involvement in school self-evaluation</li> </ul>	<ul style="list-style-type: none"> <li>· Experience of school inspection</li> <li>· Leadership across academic and pastoral areas</li> <li>· Governance engagement</li> <li>· Experience in a selective and/or 11-18 school</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>· Strong understanding of high-quality teaching and learning</li> <li>· Ability to analyse data and drive improvement</li> <li>· Excellent communication and interpersonal skills</li> <li>· Collaborative and solution-focused</li> <li>· Role model for professional conduct</li> </ul>	<ul style="list-style-type: none"> <li>· Experience of budget or resource management</li> <li>· Innovative use of technology</li> <li>· Advanced safeguarding knowledge</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>· Commitment to safeguarding and equality</li> <li>· High expectations for pupils and staff</li> <li>· Visible and approachable leadership style</li> <li>· Commitment to professional learning</li> </ul>	<ul style="list-style-type: none"> <li>· Willingness to contribute beyond the classroom</li> <li>· Understanding of girls' education</li> <li>· Sense of humour</li> </ul>

# Application and Selection Process

Thank you for your interest in the Assistant Headteacher role at Newport Girls' High School. We hope this pack has given you a strong sense of our values, ethos and ambitions. We warmly encourage prospective applicants to arrange a visit to the school at the times identified below to experience our environment first-hand and discuss the role informally. Please contact us via [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk) to arrange a suitable time.

**To apply, please complete the official application form, including the supporting statement (Section 5), which should not exceed two pages (font size 11). In your statement, please outline:**

- **How your skills and experience align with the person specification**
- **Your vision for the role of Assistant Headteacher at NGHS**

We anticipate strong interest in this post and will shortlist candidates based solely on how well they meet the advertised criteria. A personalised letter that reflects an understanding of NGHS and its context is strongly preferred over a generic or AI generated application.

NGHS is an equal opportunities employer. We are committed to promoting equality and diversity across our staff team and welcome applications from all backgrounds, particularly those currently under-represented in school leadership. We do not discriminate on the basis of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief.

The successful candidate will be subject to an enhanced DBS and Barred List check, along with other pre-employment checks in line with Keeping Children Safe in Education guidance. This includes obtaining police clearance for any time spent working or living abroad.

## Key Dates:

- **Visit opportunities: Week of 23 February 2026: Tuesday 9.30am and Friday 2.00pm; Week of 2 March 2026: Wednesday 9.30am and Thursday 2.00pm**
- **Application deadline: Monday 9 March 2026 at 9.00am**
- **Interview dates: To be confirmed in week beginning 16 March 2026**

Please email your completed application form to [jobs@nghs.org.uk](mailto:jobs@nghs.org.uk). Letters of application should be addressed to the Headteacher, Mr A Jones. Referees must include your current or most recent employer and will usually be contacted at the point of shortlisting.

Please note: CVs will not be accepted. We may close the advertisement early if a sufficient number of high-quality applications are received, so early submission is encouraged.

We wish you every success with your application and thank you for considering joining our team at NGHS.

