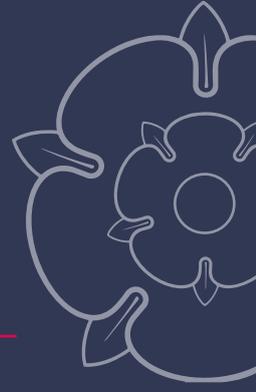


Deputy Headteacher Candidate Pack



Lancaster Girls' Grammar School



Welcome from the Headteacher

Dear Prospective Applicant,

Thank you for your interest in the position of Deputy Headteacher at Lancaster Girls' Grammar School (LGGGS). This is an exciting time to join our community, and I am delighted that you are considering becoming part of our leadership team.

At LGGGS, being a girls' school is at the heart of everything we do. Our identity, values, and daily practice are rooted in the belief that girls flourish when they are empowered, challenged, and inspired in an environment designed for them. We are a modern, forward-thinking school committed to preparing young women to lead, shape, and improve the world around them. Our students are the leaders and changemakers of the future, and our vision is to ensure that every student receives the support, challenge, and opportunities needed to thrive, succeed, and grow with confidence.

The role of Deputy Headteacher is central to realising that vision. This is an instrumental leadership position, and I am seeking someone with the drive, determination, and skill set to work closely with me in ensuring that we continue to excel, not only within our national context, but also on an international stage. We aspire to be a school that sets standards, not simply meets them, and we need a leader who shares that ambition.

I am looking for someone who deeply believes in the power of girls' education and who is committed to strengthening our mission of empowering young women. Equally important is a passion for enabling our staff to be the best they can be. Our teachers and support teams are at the heart of our success, and the Deputy Headteacher will play a key role in leading, supporting and developing our incredible offer further.

Operational leadership will be a significant part of this role, and I am seeking someone who can confidently and effectively oversee the daily workings of the school while also contributing strategically to our long-term development. You will help shape the school's future direction, drive continuous improvement, and create even more exceptional opportunities for our students.

LGGGS is a warm, aspirational, and vibrant school community. If you are excited by the opportunity to lead, innovate, and make a lasting difference in the lives of young women, we would be delighted to receive your application.



Thank you once again for your interest in joining us. I look forward to learning more about the strengths, experience and ideas that you could bring to Lancaster Girls' Grammar School.

With best wishes,

Mr Christopher Beard
Headteacher



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Pupils and students behaviour is exemplary. They are eager to learn in class. They enjoy themselves at social times by reading and spending time with each other.

Ofsted, 2022



About Lancaster Girls' Grammar School

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement.

Established at the Storey Institute in 1907, our history is rich. You can find more about us on our website:

Lancaster Girls' Grammar School - Our History

In the present day, there are currently just over 1,000 students on roll and in 2025 we welcomed six-form entry into Year 7 for the first time, with Years 8 to 13 having five forms each. We're large enough to offer breadth and depth in our curriculum and extracurricular provision, yet small enough to know every student as an individual.

Beyond the classroom, we are enthusiastic about encouraging all of our pupils to pursue their passions and develop new skills; students have many opportunities to take part in performing arts, sports, Duke of Edinburgh, Combined Cadet Force, debating and much more! Our students are also encouraged to attend and run their own clubs, which this year includes knitting and crochet, coding, robotics, media, model United Nations, and gardening.

A high proportion of our students continue into our Sixth Form, and we also welcome a number of external students into Year 12. We have a broad offering at Sixth Form, with Maths, Biology, and Chemistry as the most popular A-Level choices.

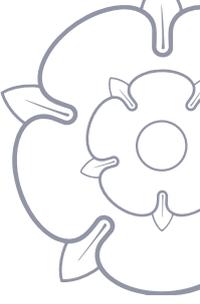
The school is recognised nationally for its academic excellence and we are proud to be consistently ranked in the top 100 most successful state school across the UK.



“

Pupils, and students in the sixth form, thoroughly enjoy attending Lancaster Girls' Grammar School. They told inspectors that they feel happy and safe in school. They made friends easily. Pupils and students recognise, understand and value each other's differences.

Ofsted, 2022



Our Vision and Values

We envision a vibrant learning community where each student is empowered to excel academically, develop resilience, and embrace their role as a responsible global citizen.

This is underpinned by our core values of:

Excellence

At Lancaster Girls' Grammar School, we uphold a commitment to excellence in all aspects of education. We strive for academic rigour, innovative teaching methods, and continuous improvement to ensure that every student reaches their full potential and excels in their chosen pursuits.

Empowerment

Empowering our students is at the core of our mission. We aim to equip each young person with the knowledge, skills, and confidence needed to navigate a dynamic world successfully. Through a holistic approach to education, we inspire resilience, leadership, and a sense of social responsibility, empowering our students to shape their own futures.

Innovation

Embracing a spirit of innovation, we encourage curiosity, critical thinking, and creativity. We believe in preparing our students not only to adapt to change but to lead it. By fostering a culture that values new ideas and approaches, we equip our students with the tools to become forward-thinking contributors in a rapidly evolving global landscape.

Belonging

We value and celebrate diversity, fostering an inclusive and supportive environment where every student feels a sense of belonging. Our commitment to inclusivity extends beyond cultural and social differences, recognising and respecting the unique strengths and perspectives that each individual brings to our school community.



Working at Lancaster Girls' Grammar School

In our recent staff survey, our staff responded that they were proud to work at LGGS and enjoyed working at the school. We foster a culture where staff wellbeing is a priority, and we have manageable workload considerations. Open communication is encouraged and we want staff to feel their contributions are valued and recognised.

We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers.

Staff recognise and appreciate the positive behaviour and high attendance of students at LGGS - our students are articulate, keen to participate and have high ambitions for themselves.

We're well-connected to the wider education sector through partnerships and networks, giving you opportunities to learn from and contribute to best practice beyond our school gates. Our students come from diverse backgrounds across Lancaster and the surrounding areas, bringing a richness to our school community that makes working here both rewarding and inspiring.

Staff are continuously supported to enhance their professional knowledge and all staff also have full access to The National College's full suite of courses.

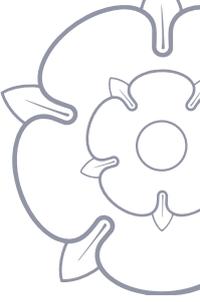
We would love to welcome staff to our team who share our commitment to high standards and continuous improvement.



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We're working with some of the best young people in the whole country, they are honestly amazing. You spend one or two days here and you quickly realise that it is not like other places.

- *Staff Member*



Living and Working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry provide a range of employment opportunities.

Our House System is made up of Lancaster's twin towns: Perpignan, Lublin, Aalborg, and Rendsburg.

Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival, Light Up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live.

Lancaster Castle and the Maritime Museum provide cultural richness to the city, while the Dukes Theatre and Grand Theatre offer regular performances. We have a thriving independent food and drink scene, including award winning restaurants and cafes.

Lancaster is easily reached from all over the UK; just over two hours from London and Edinburgh on the West Coast Line, and is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

We are also very fortunate to be so close to both the seaside and the Lake District, with lots of activities and days out both for adults and families in the near vicinity.

Many of our staff have moved from across the UK to make Lancaster their long-term home, attracted by the combination of professional fulfilment at LGGS and the lifestyle the area offers.



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There are so many traditions that make LGGS, LGGS. It is a phenomenal school, both the staff and the students are out of this world

- *Staff Member*

Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:



- A salary that is aligned to teacher pay scales and NJC pay scales and awards
- Generous pension benefits with the TPS or LGPS



- Retail discounts via BlackHawk Extras



- Access to on site gym and discounted local gym memberships
- Dedicated staff fitness sessions including a staff running club
- Staff sports kit provided for those running sports clubs



- Ability for staff to work off site during PPA time
- Additional non contact time given for teaching staff
- Compassionate approach to flexible working and absences
- Employee Assistant Schemes including access to advice and counselling
- Enhanced annual leave (holiday) allowances for support staff: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave



- A range of personal and professional development opportunities, including access to The National College's full suite of courses



- Opportunity to access private medical insurance and/or health and dental plans via salary sacrifice
- Occupational health support such as physiotherapy



- Cycle-to-work purchasing scheme and secure on-site cycle storage



Deputy Headteacher Job Description

Key Responsibilities:

Strategic leadership: shaping the future

- Deputise for the Headteacher in their absence, ensuring continuity in all areas
- Work with the Headteacher to ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all
- Lead, with the Headteacher and Senior Leadership Team, in creating agreed objectives, and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate staff and students to have a shared culture and positive climate.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Attend Governing Body meetings as needed to advise, report, and support committees.
- Ensure school's policies meet the needs of students, sixth form students and staff, are developed with them, and communicated clearly so they are thoroughly understood by all stakeholders, and are applied consistently, constantly monitored for significant patterns emerging (and responding actively to these), and conform to statutory requirements and best practice.
- Ensure high quality CPD and support for staff, and hold staff to account using data, observations of practice and pupil / staff / parental voice.
- Work with SLT in ensuring a culture and ethos of challenge and support where all pupils achieve success and become engaged in their own learning.
- Lead a team of middle leaders and other pastoral staff to ensure the pastoral provision of the school is of high quality, delivering consistently strong support for pupils, especially those most needful of help, support or guidance. Be responsible for the development of the ethos / culture and processes that allow staff and pupils to feel safe and reach their maximum potential.
- Provide an excellent role model of challenging, successful and enjoyable teaching.
- Monitor developments and initiatives at a national and international level on pupil and student behaviours to ensure that the school is at the forefront of effective practice.
- Establish new ways that we can celebrate excellent behaviour and achievement so that all pupils feel that their efforts are recognised and that they are valued.



Deputy Headteacher Job Description

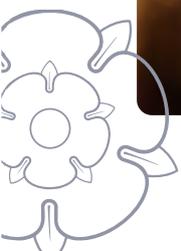
Continued

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases.
- 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 pupil's knowledge and understanding of the curriculum.

Staff development and Performance Management

- Lead, inspire, and motivate staff to achieve the highest standards
- Assist the SLT in building a collaborative learning community within the school and through working with other schools
- Ensure that staff are consistently supported to be at their best, by contributing to induction and continuing professional development and performance development reviews
- Maintain a culture of praise, celebration and high expectations so that staff and students feel valued and recognised; also taking timely action if concerns arise
- Manage your own workload and that of others to allow for appropriate work/life balance
- Guide, support and evaluate the work of staff who are line managed by the Deputy Headteacher, helping them to be at their best.
- Provide a Senior Team Link role to agreed departments, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained and helping them to move forwards to greater success.
- Build capacity within middle leadership, and develop future leaders.





Deputy Headteacher Job Description

Continued

Management and Self Evaluation

- Contribute to the review, communication and implementation of school policies and procedures to support excellent student behaviour and positive relationships within the school; provide direct assistance to staff in sustaining these.
- Provide an effective presence around the school as often as possible, especially in busy places at breaks and lunchtimes, maintaining high standards of behaviour and appearance from students.
- Work with the Headteacher to achieve good organisation and management, creating efficient systems and structures to enable everyone to do their jobs well in line with legal requirements.
- Make best use of technologies, to support the running of the school and the effectiveness of staff and students.
- Help to keep the school environment attractive and in good order; report any problems or health and safety issues promptly to the Site Manager; participate in designing/building improvements.

Securing accountability

- With the Headteacher, ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and provide reports, especially in relation to external requirements such as for Ofsted.
- With the Headteacher, develop procedures for quantitative and qualitative self evaluation, with accurate analyses using the best methods and high quality data; identify improvements, celebrate success, challenge under performance and take responsibility for outcomes.
- Provide reliable and valid analyses appropriately for governors, parents and other audiences of the school's performance and areas for development.
- Participate positively in the review of own performance; accept guidance, identify how to contribute personally to raising achievement further and act upon it.



Deputy Headteacher Job Description

Continued

Specific areas of leadership will be determined based on the skills and experience of the successful candidate. We are particularly interested in candidates with Pastoral or Quality of Education backgrounds.

Given the rapid rate of change in education and our ambitions for continued improvement at the school, from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible. All members of the leadership team have a range of other responsibilities from year to year.

The above Job Description sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

Please note that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

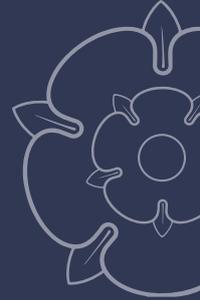
Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Student Focus

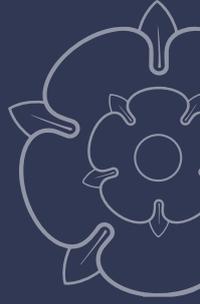
We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.





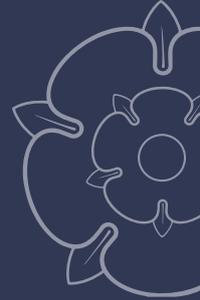
Deputy Headteacher Person Specification

Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Qualifications		
Degree in relevant subject	E	AF/ certificates
Teaching qualification with QTS in a Secondary subject	E	AF/ certificates
Experience of recent relevant professional development	E	AF/I/R
Further professional qualifications (e.g. NPQ, MA)	D	AF/ certificates
Experience		
Successful experience of working as part of a Senior Leadership Team in a Secondary School	E	AF/I/R
Being an outstanding practitioner in the classroom and delivering results which reflect this	E	AF/I/R
Significant experience of leadership and management in a whole-school context leading either curriculum or pastoral teams	E	AF/I/R
Effective leadership of whole school developments relating to behaviour and attitudes and/or personal development	E	AF/I/R
Experience of school self-evaluation and improvement planning	E	AF/I/R
Experience of holding others to account and tackling under performance	E	AF/I/R
Evidence of leading on the professional development of other staff	E	AF/I/R
Experience of working with outside agencies in a professional, collaborative and pupil-focused way to bring about positive change	D	AF/I/R
Highly experienced DSL with a strong track record of safeguarding	D	AF/I/R
Experience of leading Teaching and Learning at a school level	D	AF/I/R
Experience of teaching in an 11-18 school	D	AF
Teaching experience in more than one school	D	AF
Demonstrable impact in: <ul style="list-style-type: none"> Improving culture Improving attendance Improving outcomes 	D	AF/I/R



Deputy Headteacher Person Specification

Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Knowledge and abilities		
Good knowledge and understanding of current educational issues, including national policies, priorities, and legislation	E	AF/I/R
Good knowledge and understanding of strategies that support the inclusion of all students, ensuring their educational needs are fully met	E	AF/I/R
Good knowledge and understanding of current cultural, pastoral, safeguarding and inclusion provision, relevant to the needs of the school	E	AF/I/R
Up to date knowledge of KCSIE and best practice safeguarding arrangements	E	AF/I/R
Personal qualities, skills and characteristics		
Ability to build on current good practice whilst moving the school forward with vision and vigour	E	AF/I/R
Inspire, challenge, motivate and empower others	E	AF/I/R
Ability to build and maintain effective relationships through effective interpersonal skills	E	AF/I/R
High professional standards in dress, attendance and punctuality	E	AF/I/R
Ambitious and keen to develop skills and experience for Headship	D	AF/I/R
Other (including special requirements)		
Satisfactory DBS clearance	E	On appointment
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I
Commitment to equality and diversity	E	AF/I
Commitment to health and safety	E	AF/I
Commitment to attendance at work	E	AF/I
Commitment to undertake relevant professional development and safeguarding training	E	AF/I



Safeguarding Statement

Lancaster Girls' Grammar School is fully committed to safeguarding and promoting the welfare of all young people and expect all staff to share this commitment.

The health, safety and well-being of every student is our paramount concern. We ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff. For details, please see our Safeguarding and Child Protection Policy on the LCGS website.

At LCGS all staff must understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for.

If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided. You will also commit to the LCGS Code of Conduct for all staff.

If you have any questions on our safeguarding or safer recruitment procedures, you can contact our Designated Safeguarding Lead, Sarah Bellin, on lggs@lggs.lancs.sch.uk



How to Find Us

Regent Street, Lancaster
Lancashire, LA1 1SF

Directions:

LGS is easily accessible via Public Transport with the railway station a five minute walk away, and the bus station within ten minutes.

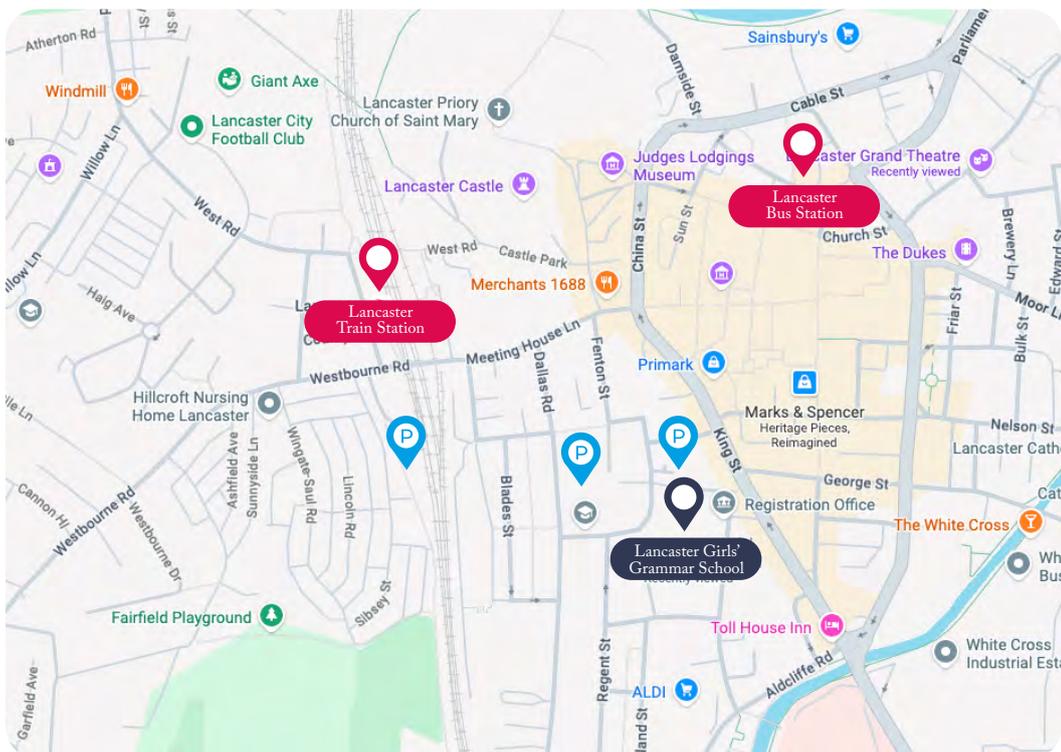
The stations are marked on the map with a 

As we are in a city centre, there are also many public car parks nearby. Unfortunately we do not have the capacity for visitor parking on site.

The closest car parks are marked on the map with a 

Our main entrance for visitors is located on High Street.

 surely.stops.export





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 Will Bridge at Academicis, our recruitment partner, on wbridge@academicis.co.uk or by phone on 07825 346535 / 01223 907979.

Closing date:

Wednesday 15th April 2026

Shortlisting:

Thursday 16th and Friday 17th April 2026

Interviews:

Thursday 23rd and Friday 24th April 2026



Lancaster Girls' Grammar School

Regent Street Lancaster Lancashire LA1 1SF