



Founded in 1888

Queen Elizabeth's Girls' School



Educating Women of the Future

Headteacher Candidate Pack



WELCOME TO QUEEN ELIZABETH'S GIRLS' SCHOOL

This is an exceptional opportunity for a highly driven, approachable and versatile professional to lead one of London's most successful and oversubscribed comprehensive girls' schools.

Queen Elizabeth's Girls' School is a high-achieving, non-selective state school for girls aged 11-18, with a successful and ambitious Sixth Form. The School was founded in 1888 through a charter granted by Queen Elizabeth I in 1573, to establish a school for boys in Barnet, and later one for girls. Students and staff are proud of its long tradition of academic excellence, initially through its selective grammar school status and for the last 40 years as a state comprehensive school. The School values its traditions, which include an annual Founders' Day procession up Barnet Hill to the parish church of Chipping Barnet. There is a continuing legacy managed by the Trustees of the Endowment Fund for the Schools of Queen Elizabeth the First in Barnet. The School benefits from 29 acres of attractive grounds, including playing fields, tennis courts, indoor swimming pool, fitness suite, a running track, a series of swales, a wetland habitat for wildlife and areas of woodland backing onto King George's Playing Fields in Hadley.

The School is situated on Barnet Hill, adjacent to High Barnet Station (London Underground, Northern Line) which provides excellent transport links to central London. There is a multi-storey car park for staff and there are good local bus links. High Barnet is a pleasant London suburb on the edge of the Green Belt.

Our vibrant and diverse community reflects the richness of the London Borough of Barnet. Students are encouraged to excel academically while developing confidence, resilience and a strong sense of social responsibility. High expectations sit alongside a culture that is warm, inclusive and supportive, where staff and students work collaboratively to ensure every girl flourishes.

Under the leadership of the current Headteacher, the school has shown a restlessness for improvement over the last decade and now demonstrates a strong tradition of excellence in all areas. The school's vision of the future is to go further, to sustain current achievements and to move the school to the next chapter in its development, continuing at the forefront of girls' secondary education.

The Trustees welcome applications from those with a proven track record of successful senior leadership as a Headteacher or Deputy Headteacher, together with a passion for girls' education.

Toyin Aderaju
Chair of Trustees



ABOUT US

Queen Elizabeth's Girls' School is a very successful 11 - 18 girls' comprehensive school and converter academy. We have high standards and high expectations and we aim to help each and every student to succeed. A love of learning is our priority and the pastoral system supports girls in their academic and personal development. The calm, caring and purposeful learning environment is commented on by all of our visitors and this helps our students to achieve beyond expectations and to be challenged to improve on their personal best.

The school aims to develop confident, independent, flexible, self-disciplined and considerate young women. Our students have opportunities in and beyond the classroom to develop their academic, sporting, creative and leadership qualities. Queen Elizabeth's Girls' School is a vibrant and exciting learning community of which all are proud to be a part.



The Foundation

THE ENDOWMENT FUND OF THE SCHOOLS OF QUEEN ELIZABETH 1

The school was founded after Queen Elizabeth 1 granted Robert Dudley, Earl of Leicester's request for a charter for the establishment of a school of Queen Elizabeth "for the education, bringing up and instruction of boys" in Barnet and at a future date, a school for girls in Barnet. A copy of the charter, bearing the Queen's seal is held as part of the school's archive collection in our Library.

The boys' school was founded in 1573 and the future date for the girls' school was 1888. Since our foundation, we have been able to draw upon reserves from an Endowment Fund set up to benefit both the boys' and girls' schools. The fund is maintained by trustees who meet twice a year, in October at the boys' school and in March at our school. The fund supports student participation in school activities which may otherwise be prohibited by cost and also finances small capital projects, such as the Upper Courtyard redevelopment in the Summer of 2016.



The Association

QUEEN ELIZABETH 1 GIRLS' SCHOOL ASSOCIATION

The Association, QEGSA, is the school's Parents' Association. It provides one of the links in communication between the school, governors and families. As well as supporting the school through fund raising, the Association also gives parents the opportunity to meet one another through the various social events it organises throughout the course of the school year. Membership for families is automatic and active involvement is encouraged.

Through its fund raising activities QEGSA has successfully financed a number of projects within the school. School minibuses, picnic areas in the grounds, ICT equipment and redevelopment of the school Library are all examples of the Association's successful fund raising activities.

The Guild

QUEEN ELIZABETH 'S GIRLS' SCHOOL GUILD

The Guild is an association for former students and staff. It has existed since 1927 and continues to flourish. It provides regular newsletters for school alumni together with a platform for maintaining contact and networking. The Guild also hosts an annual Commemoration Lunch in May which is always well attended by alumni from recent years as well as those who studied and worked at the school some time ago.

The strong and continued membership of the guild is testament to both the enduring friendships developed by the girls at school, to their enduring fondness for the school and to their high regard for the school's contribution to their lifelong development and education.



JOB DESCRIPTION

JOB TITLE:	Headteacher
SALARY:	L34 - L43 (Outer London Weighting) *starting point depending on experience

The Headteacher will be responsible for the further development of the school, focusing on high standards of academic achievement, personal development and wellbeing, attendance, behaviour, inclusion and the Sixth Form. This requires a commitment to professional development and wellbeing among staff, with a primary focus on the quality of teaching and learning.

The role of the Headteacher will be achieved through effective leadership of all aspects of school activity, and the Headteacher will ensure leadership is developed throughout the school.

Leadership includes:

- Having a clear view of the future of the school, and communicating this to all members of the school community.
- The ability to work effectively with students, staff, parents, trustees and others in pursuit of the school's ambitions.
- The ability to achieve our expected outcomes.
- The ability to plan and develop capacity for future developments.

The Headteacher will demonstrate a high level of professionalism and integrity, and work to maintain high standards of ethics and professional conduct across the school.

The following is an abbreviated job description, as no list of expected duties can be complete. In addition, this job description must be read in conjunction with the National Headteachers' Standards and the School Teachers' Pay and Conditions Document, which applies to this School.

SCHOOL CULTURE AND BEHAVIOUR

The Headteacher will:

- Sustain and develop the school's ethos and strategic direction.
- Maintain and further develop an inclusive 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 AND ASSESSMENT

The Headteacher will:

- Promote the School's ambition for all students, irrespective of background or personal circumstance, to achieve well and make outstanding progress from their starting points across the curriculum in all phases.
- Ensure teaching practice is research-led and underpinned by subject expertise.
- Effectively use assessment to promote learning, and to inform strategy and decisions
- Ensure the teaching of an ambitious, broad, structured and coherent curriculum.
- Ensure the curriculum is constantly reviewed to meet the needs of students in a rapidly changing society.

PROFESSIONAL DEVELOPMENT

The Headteacher will:

- Ensure staff have access to appropriate, high quality 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.

GOVERNANCE, MANAGEMENT AND WORKING IN PARTNERSHIP

The Headteacher will:

- Work effectively with Trustees.
- Sustain and develop 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.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- 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, including KCSIE, SEND, management of budget and resources, pupil premium, Health & Safety and SCR.
- Review, develop and ensure commitment to school policies.
- Work successfully with other schools and organisations and particularly maintain the strong relationship with the International Coalition of Girls' Schools.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL
QUALIFICATIONS AND EXPERIENCE	
Honours Degree or equivalent	🌹
Post Graduate Degree (Desirable)	DESIRABLE
National professional qualification for headship (NPQH)	🌹
Qualified Teacher Status	🌹
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	🌹
Recent experience as either Deputy Headteacher or Headteacher	🌹
Evidence of significant CPD in the last three years	🌹
PERSONAL APTITUDES, QUALITIES AND SKILLS	
Proven track record of leadership and impact	🌹
The ability to lead, influence and manage continuity and change	🌹
The ability to communicate the school's vision and inspire and motivate students, teachers, parents and trustees	🌹
The ability to be proactive, innovative and versatile, with a high level of drive, energy, enthusiasm, resilience and integrity	🌹
LEADERSHIP AND MANAGEMENT	
Understanding of effective strategic, financial and resource management	🌹
Evidence of a strong contribution to raising standards in your current school through self-evaluation and school improvement planning	🌹
The ability to perform a high profile role with a strong visible presence and a professional approach that demands excellence and earns the confidence, trust and respect of the entire school and wider community	🌹
Experience of and commitment to working collaboratively with the Governing Body	🌹
Knowledge and understanding of the wider educational agenda, including current national policies and educational issues, as well as statutory and legal frameworks governing the operation of academies	🌹
Experience of positive behaviour management and a commitment to ensuring that student behaviour and attendance are outstanding	🌹
A demonstrable understanding of the process of safeguarding and safer recruitment, ensuring a safe, secure and healthy school	🌹
Substantial experience and ability to use sound judgement to anticipate and resolve conflict and issues	🌹

CRITERIA	ESSENTIAL
LEADING LEARNING AND TEACHING	
The ability to monitor and develop staff, evaluate performance, celebrate excellence and challenge poor performance	🌹
Evidence of the use of a range of strategies to meet the learning needs of all students	🌹
Proven experience of developing and leading curriculum initiatives	🌹
A commitment to a student-centered, inclusive approach in which every student is affirmed and valued	🌹
Recognition and promotion of the role that parents/carers and families play in supporting young people to succeed and thrive	🌹
Knowledge and experience of effective student tracking to raise standards	🌹





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 Cressida Johns at Academicis, our recruitment partner, on cjohns@academicis.co.uk or by phone on **07733 628155 / 01223 907979**

CLOSING DATE:
23rd March 2023

SHORTLISTING:
25th March 2026

INTERVIEWS:
16th April 2026



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Queen Elizabeth's Girls' School

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