



BOSTON
HIGH SCHOOL

HEADTEACHER APPLICATION PACK

LEADING LEARNING TOGETHER

Headteacher Application Pack

Welcome and Summary

We are currently seeking to appoint a new Headteacher to join and lead our school from 1 January 2026

At Boston High School, we are proud to be a centre of excellence for our young people and our staff. We are an 11-16 Girls' Grammar, and we have a mixed Sixth Form. The successful applicant will build on the successful leadership of our outgoing Headteacher Mr Andrew Fulbrook.

Mr Fulbrook has served our school for 12 years, providing vision, stability, empathy and care to our community. We are looking for a senior leader to build on our history, whilst also moving us forwards into the next phase of our journey.

As Headteacher, you will have responsibility for the strategic leadership and management of our school. You will oversee all teaching and learning in our school to bring our vision to life and ensure that our students have every opportunity to engage with our new maxim of:

Leading Learning Together

We are committed to striving for excellence and ensuring that all students are known, valued and able to achieve.

This candidate pack sets out the role description and person specification. It also provides background information regarding our school. We encourage you to learn more about our school by visiting the website: www.bostonhighschool.co.uk

Working at Boston High School

We understand how important our staff are, and we want to make sure that people joining our school community understand what we can offer.

As the new Headteacher at Boston High School, it will be important to understand what you can expect as an individual, and the kind of things we offer more widely to our staff.

For you:

Salary Group 6 (Within range L21-L33) to be commensurate with the experience of the successful candidate. Wellbeing support.

Executive support - e.g. external coaching/support.

Committed and outstanding SLT and staff.

Regular 1:1 meetings with Chair of Governors.

Peer network support. Strong partnerships with local community, broader support with the Grammar School Consortium in Lincolnshire, close support from fellow Grammar Headteachers (Family of Schools group; Boston, Sleaford, Spalding).

An opportunity to shape your own personal and professional development.

The opportunity to work with enthusiastic and aspirational students with high learning expectations.

A strong team of dedicated, professional and committed staff.

We are excited about the next phase of leadership at our school, and we look forward to receiving your application.

Mrs L Smith

Chair of Governors

JOB DESCRIPTION



Job Title: Headteacher

1. Management, Leadership and Strategy – To serve our community:

- 1.1 Lead and manage the school (SAT, Single Academy Trust), in partnership with the Governing Body, to develop the strategic direction for the school, continue to enhance its academic excellence in line with our vision and values, and ensure that all learners have access to outstanding learning experiences.
- 1.2 Inspire, support, challenge and motivate staff across the school, promoting well-being, professional development, and the advancement of staff at every level in the school.
- 1.3 Inspire students and encourage openness, debate, and genuine academic progress in line with our vision and values. Promote an inclusive and supportive culture that encourages every learner to become self-confident and show respect for others.
- 1.4 Ensure that the safeguarding of young people, and their wellbeing, meets all statutory requirements and underpins the ethos and all working practices of the school.
- 1.5 Work with the school leadership team to use a range of school performance information and impact/outcome measures to identify improvement priorities, evaluate progress and formulate action plans to ensure continued improvement in all aspects of school life.
- 1.6 Oversee the provision of informative reports, policies, and information (including local and national context and comparison data) for the Governing Body and Staff to ensure it is well informed and can robustly evaluate the school's performance and carry out its statutory duties.
- 1.7 Be sensitive, informed, and responsive to national and political developments in education. Within a local context, continue to promote the school as a centre of excellence and support other educational institutions as appropriate.

2. Learning and Teaching:

- 2.1 Ensure that learning and teaching across the school are of the highest quality, ensuring that curriculum models are appropriate, affordable, and effective in each key stage. Celebrate success.
- 2.2 Develop and promote high quality teaching to ensure there is effective learning, high standards of achievement, behaviour, and discipline for all students. Actively supporting those with additional needs and in vulnerable groups to embed an inclusive learning environment.
- 2.3 Work with senior leaders to keep the curriculum under constant review to ensure that it supports innovation in learning and teaching, is a broad and balanced offer, and is delivered in ways that meet the diverse needs of all students.
- 2.4 Promote a culture of high expectations and hold overall responsibility for the monitoring of student progress to ensure expected outcomes are achieved.
- 2.5 Analyse school performance information so that issues are identified and analysed, and solutions are prioritised and costed effectively to secure sustainable improvements.
- 2.6 Promote and encourage wide-ranging extra-curricular activities and opportunities for all our students to ensure they experience rich cultural development.

3. Resources for learning, finance and effective school administration:

- 3.1 Oversee the recruitment, deployment, development, and retention of high-quality calibre staff at all levels within the school, ensuring that staff and resources are deployed effectively to achieve our vision and values.
- 3.2 Ensure effective financial systems are in place for the safe and responsible management and monitoring of the school budget, maximising resources, income generation planning and securing value for money in all areas for a sustainable future.
- 3.3 Oversight of the effective use of our school environment (including buildings, digital infrastructure etc.) to ensure that they all meet the need of the curriculum, students and health and safety regulations and other statutory requirements.

4. Accountability:

- 4.1 Report regularly to governors on the work and progress of the school.
- 4.2 Hold ultimate accountability for the financial management and integrity of the school.
- 4.3 Accountable for all aspects of the day-to-day management of the school and its development, including health and safety requirements on and off the school site and enhancing opportunities for collaborative and/ or new ways of working.
- 4.4 Ensure that communication between the school and the community is effective and appropriate and has a positive impact on learners' achievement and the reputation of the school. This must include maintaining and developing an effective partnership with parents/ guardians/ carers, ensuring they are well informed and engaged in their child's learning experience and progress.
- 4.5 Continue to maintain, promote and develop effective working with the School Council and other student groups.
- 4.6 Lead on developing partnerships and strong relationships with the local community, education, businesses, other partners, and wider organisations to enhance educational provision and optimise opportunities for all learners.
- 4.7 Encourage all stakeholders to provide feedback and take onboard ideas, experiences and concerns that can help to further support and improve the school.

These elements are not exhaustive of the role of the Headteacher. They are intended to provide a broad picture of the range of responsibilities that will be incumbent on the postholder and should be read in conjunction with the Headteacher job description in the most recent school teachers' pay and conditions document.

PERSON SPECIFICATION

Essential (E) Desirable (D) Application (A) Certificate (C) Interview (I) Reference (R)

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL/ DESIRABLE	APPLICATION CERTIFICATE INTERVIEW REFERENCE
Graduate with Qualified Teacher Status (QTS).	E	C, A
Postgraduate qualification.	D	C, A
NPQH.	D	C, A
Successful strategic and creative senior leadership experience within a secondary school at a Head or Deputy Head Level.	E	A, I, R
Evidence of providing visible and supportive leadership that fosters a positive work environment through empowering, enabling, motivating and developing others.	E	I
Experience of working with a sixth form.	D	A, I
Evidence of proactively pursuing continued professional development for self and staff as part of a lifelong learning approach.	E	A, I, R
Experience of having secured good and sustained student progress through their leadership of others.	E	A, I, R
SAFEGUARDING STUDENTS		
Current safeguarding training.	E	A, C
Enhanced DBS clearance.	E	C
Ability to demonstrate a commitment to ensuring that all the policies and procedures relating to safeguarding and promoting the welfare of students (including safer recruitment) are implemented fully and rigorously checked.	E	A, I
Evidence of actively maintaining a safe and well-ordered school environment.	E	A, I
Current safer recruitment training.	D	A, C
PROFESSIONAL QUALITIES AND KNOWLEDGE		
A clear vision of how to take the school forward, building upon existing strengths, and taking all members of staff with them.	E	I
Ability to act in accordance with the school's vision, taking into account the changing nature of education in the 21st century and stimulating innovation and creativity.	E	A, I
Proven track record of ensuring that curriculum models are appropriate, affordable, and effective in each key stage; school performance issues are identified and analysed, and solutions are prioritized and costed effectively to secure sustainable improvements.	E	A, I
Proven track record of undertaking rigorous and robust self-assessment and evaluation of the quality of teaching, which informs clear, evidence-based action planning to address issues and recognizes strength to inform sharing of best practice.	E	A, I, R

Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and the skills of staff and governors.	E	I
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the Senior Leadership Team and governors.	E	I
Able to further develop our inclusive learning environment, and promote high quality teaching, effective learning, high standards of achievement.	E	I
Ability to provide constructive feedback to staff and students which promotes 'next step' development whilst recognizing achievement.	E	I
Clear understanding of the SEND Code of Practice and proven experience of supporting students in overcoming barriers to learning.	D	A, I
STUDENTS AND STAFF		
Evidence of commitment to/creating an inclusive learning environment which enables the personal, social, and emotional development of each child in order to optimize learning potential.	E	A, I
Ability to articulate and communicate the school's vision, values and intentions to staff, students, parents/carers/guardians and the wider community and to enthuse them to act collectively to achieve these.	E	I
Work closely with governors in generating and agreeing the strategic intentions for the school.	E	A, I
Demonstrate an inspirational, outcomes-focused leadership style.	E	I
Act as an ambassador and advocate for the school - inspiring and empowering others, whilst maintaining a high standard of personal integrity and professional conduct.	E	A, I
Promote an inclusive culture that is underpinned by respect, personal worth and empathy within the school community.	E	I
Generate excitement and enthusiasm about learning within the school as a learning community and inspire all staff and students to produce their best results.	E	I
Capacity to undertake effective strategic financial and resource management to ensure efficiency and value for money.	E	A, I
Evidence of understanding the impact of budgets, resources, and financial planning on school sustainability.	E	I
Understanding statutory responsibilities and core functions of governance and working alongside an effective Trust Body.	E	A, I
Experience and understanding of management of human and financial resources at senior level.	E	I
Ability to use complex sets of local and national data to understand the strengths and weaknesses of the school.	E	A, I
Ability to build upon the school's current Ofsted.	E	I
Ability to maintain and develop opportunities for partnerships with parents/carers/guardians, other schools and contacts, businesses and other community groups.	E	I
Ability to maintain and build on existing school links and relationships.	E	I
Successful participation in collaborative partnerships with other schools and academies.	D	A, I
Evidence of working collaboratively with Governors and embedding a partnership of 'support and challenge' that supports governors to deliver their functions effectively.	E	A, I
Experience of leading an external inspection, such as OFSTED.	D	A, I

Ability to demonstrate at interview the following qualities and skills in interacting with staff, governors and students:

A commitment to service driven leadership

Self-awareness • Resilience • Confidence to challenge current practices and innovate

Excellent communication skills • Reflective • Motivator • Compassionate • Strategic thinker

Strong interpersonal skills • Approachable • Decisiveness • Listener

Closing date: Tuesday 1st July 2025 (4.00pm)

Invites out: Wednesday 2nd July 2025

Interviews: Wednesday 9th July and Thursday 10th July 2025

Please ensure your application is tailored to our school and demonstrates your impact as a leader.

YOUR APPLICATION

Applicants should complete the application form, found on our website

<https://www.bostonhighschool.co.uk/key-information/vacancies>, and submit a letter of application (Max. 3 pages 12 font Arial) explaining:

- 1. How your skills and experience, as stated in the Person Specification, equip you for the responsibilities of this post.**
- 2. Your Vision and Values as a School Leader.**

Please return all application forms to:

Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF

Tel: 01205 310505 **Email:** jobs@bostonhighschool.co.uk

The selection process will involve panels, a presentation, and final interview panel.

Further details will be sent to shortlisted candidates in due course. An appointment will be made subject to satisfactory references, in line with our usual terms and conditions of employment.

SCHOOL VISITS

We encourage candidates to visit the school, if at all possible, to see our school for yourself on Thursday 19th June 2025 and Thursday 26th June 2025 (between 12.00 and 5.00pm).

Candidates who wish to visit the school, or have any application queries, should email Mrs Ronda Ironmonger at: ronda.ironmonger@bostonhighschool.co.uk.

The current Headteacher will be available to answer any questions.