



Roles and Responsibilities of the Senior Leadership Team: 2018-19

Headmistress:

Miss S. Tai

Biography

I began teaching Geography in 1992 at Tring School, Hertfordshire. Since then I have taught in a range of schools from London to Botswana. I joined Watford Grammar School for Girls in 2007 as Assistant Head, becoming Deputy Head in 2014. I began acting as Headmistress in August 2017 and was appointed permanent Headmistress in April 2018.

Roles and Responsibilities

- Strategic direction and whole school development
- Admissions and Chair of South West Schools Consortium

Line manages: The Senior Leadership Team and Executive Assistant

Please contact Miss Tai if you wish to

- Request permission for planned absence from school

Deputy Headmistress:

Mrs C. Wilshaw

Biography

I began teaching Physics in 2001 at The Henrietta Barnett School and moved to Rickmansworth School 5 years later. In 2009 I became an Assistant Headteacher and had responsibility for many different areas of the school in my 9 years in the role. I am delighted to be joining Watford Grammar School for Girls.

Roles and Responsibilities

- Strategic direction of the Curriculum, including the Timetable
- Staffing of the curriculum
- Data and Assessment
- Designated Safeguarding Lead – implementation and strategic direction.
- Reporting progress and achievement
- Whole school evaluation process
- Maintaining the School Diary
- Coordination of Trips and Charities
- Provision of Cover
- Administration of Staff Absence
- OFSTED Preparation

Line Manages: HOD in English, Mathematics and MFL. Timetable team, Duke of Edinburgh, SIMS / Cover and the Library.

Please contact Mrs Wilshaw if you wish to

- Discuss concerns regarding Child Protection and Safeguarding
- Enquire about concerns regarding the administration of reports
- Discuss issues regarding the curriculum
- Discuss the administration of a trip



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Finance and Business Director: Mr P. Beasley

Biography

I am an Accountant and have worked in various commercial businesses both in the UK and overseas prior to joining Watford Grammar School for Girls in 2013. I ensure that the school fulfils all its statutory obligations as an Academy whilst expanding its commercial operations for the benefit of all the pupils and staff.

Roles and Responsibilities

- Strategic vision and leadership to all aspects of annual budget, finance, compliance, audit, value for money, business operations and sustainability.
- Negotiate and monitor all service contracts, tenders and agreements. Explore all opportunities to generate and coordinate new and additional income streams for the school plus prepare bids for grants.
- Manage the Trading Subsidiary of the school
- Liaison with the Women of Vision Trust

Line manages: Finance, School Office & Premises teams and oversees all other support staff

Please contact Mr Beasley if you wish to

- Discuss any form of sponsorship, donations or ideas for revenue generation
- Enquire about parental donations to Women of Vision Trust

Director of Teaching and Learning / Assistant Head: Ms J. Hart

Biography

I began teaching History over thirty years ago and am a Senior 'A' level Examiner. I joined Watford Grammar School for Girls fifteen years ago as Assistant Headteacher and have specialised in the development of teaching staff in all stages of their careers.

Roles and Responsibilities

- Strategic direction of Teaching & Learning
- Research and development in teaching
- Staff Induction, Training and CPD
- Staff wellbeing
- Whole School Events
- Advanced Teaching School Alliance
- Lead School coordinator for School Direct
- Staff appointment process
- Pupil stretch and challenge
- Pupil led research

Line manages: HOD in Science, Music, PE and Geography. The NQT Professional Mentor and Research Lead.

Please contact Ms Hart if you wish to

- Enquire about opportunities for teaching or training
- Discuss the organisation of whole school events, such as Prize Giving and Founders' Day



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Director of Key Stage 5 / Assistant Head: Mr C. Bevan

Biography

I am in my thirty first year of teaching, having been a Head of English in addition to Head of Year. I have been at Watford Grammar School for Girls for eight years and last September assumed the roles of Assistant Headteacher and Head of Sixth Form.

Roles and Responsibilities

- Leadership of Sixth Form, both pastoral care and the curriculum.
- Deputy Safeguarding Lead – Year 12 + 13.
- Marketing of the school, including the Year 6 Open Evening, the Prospectus and Parentmail
- Link with the Parents Association and parent voice.
- Student and pupil destinations

Line manages: HOD of PE, Music, History, Careers and Duke of Edinburgh scheme

Please contact Mr Bevan if you wish to

- Enquire about entry to Sixth Form
- Enquire about the Sixth Form Bursary scheme
- Discuss the marketing of the school and communication through Parentmail.
- Opportunities to work with the Parents Association.

Director of Key Stage 4 / Assistant Head: Mr S. Cowling

Biography

I have been at WGGGS since September 2017, and have been teaching for sixteen years. I have been a Head of History for much of that time, and more recently have also been Head of Year 12 at Henrietta Barnet School in London.

Roles and Responsibilities

- Leadership of Key Stage 4, both pastoral care and the curriculum
- Deputy Safeguarding Lead – Year 10 and Y11.
- Strategies to close the achievement gap for Disadvantaged pupils, including Pupil Premium Funding.
- Promoting equality and diversity
- Social, moral, spiritual and citizenship education through PACE
- Organisation of activities week
- Organisation of internal and external exams
- IT strategy
- Staff Duties

Line manages: HOD in Art, Classics, Computing and Technology, the Exams Officer, IT Team and the Midday Supervisors.

Please contact Mr Cowling if you wish to

- Request support through Pupil Premium Funding
- IT strategy throughout the school



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Director of Key Stage 3 / Assistant Head: Ms J. Shrimpton

Biography

I began teaching P.E in 1991. During this time I have taught in several schools in Hertfordshire where I have also been Head of Year and Head of Sixth form. I joined Watford Grammar School for Girls in 2004 and have been Head of Year here for ten years. This September I have assumed the role of Assistant Headteacher/Director of KS3.

Roles and Responsibilities

- Leadership of Key Stage 3, both pastoral care and the curriculum
- Deputy Safeguarding Lead – Year 7, 8 and 9.
- Strategic direction of SEND provision
- Support Looked After Children
- Provision for promoting pupil wellbeing, including mental health strategies.
- Whole school attendance

Line manages: HOY 7, 8 and 9, the Head of RS, Medical Team and Pastoral Administrator.

Please contact Miss Shrimpton if you wish to

- Raise any issues related to Looked After Children

Associate Assistant Head / Head of Science: Dr S. Macpherson

Biography

I have been a teacher of Chemistry for the past eighteen years. Since joining Watford Grammar School for Girls I have been Head of Chemistry, and am currently Head of Science. I also have responsibility for writing the timetable.

Roles and Responsibilities

- Design and creation of the timetable.
- Strategic leadership of Science

Line manages: Heads of Science and Head of Social Science.

Please contact Dr Macpherson if you wish to

- The implementation of the timetable.