



# Biggin Hill Primary School

Old Tye Avenue, Biggin Hill, Kent. TN16 3LY

Tel: 01959 575 846 Email: [admin@bigginhillps.com](mailto:admin@bigginhillps.com) Website: [www.bigginhillprimary.com](http://www.bigginhillprimary.com)

Headteacher: Hannah Freeman

## Assistant Headteacher required for September 2024

### Salary L5 – L10

Due to the promotion of the current postholder we are seeking to appoint an Assistant Headteacher with responsibility for the curriculum. As an Assistant Headteacher you will work closely with and be part of the Senior Leadership Team in managing the school. This role will involve some class based teaching.

Biggin Hill Primary is a two form entry school situated on the edge of the Borough of Bromley in a beautiful rural setting. The school benefits from a range of indoor and outdoor facilities that support outstanding teaching. This is your opportunity to join a school which is continuously developing its teaching and learning strategies in line with the changing face of education.

Biggin Hill Primary was judged Good by Ofsted, April 2023 :

- *Pupils thrive at this welcoming and friendly school. Pupils take pride in being responsible.*
- *Leaders have designed a curriculum that is broad and ambitious. They have thought carefully about what they want pupils to learn in every subject and about how pupils' knowledge will build over time, beginning in early years.*
- *Pupils enjoy school and are well supported both personally and academically.*
- *Leaders have high expectations for all pupils.*
- *Beginning in early years, teachers think carefully about each pupil's starting point and help them succeed.*
- *Pupils treat one another with kindness and respect. They focus on their classwork and do not disturb others' learning. Pupils are proud to model the school's values.*
- *Staff felt well supported and that their workload is carefully considered.*

In April 2024 Biggin Hill Primary School joined the Inicio Educational Trust. This is an exciting development and will afford us the opportunity to collaborate and share good practice with those other schools which are also part of, or joining Inicio, whilst still retaining our individual identity and ethos. Inicio is currently exploring merging with SOLA MAT, which would create a trust with eight primary and four secondary schools.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

P r i d e   I n   A l l   T h a t   W e   D o



The school is part of Inicio Educational Trust: A company limited by guarantee

Chief Executive: Mr Terry Millar MA

Registered in England, Company Number: 7588418

Registered Office: St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5LJ

Job Description	
<b>Main Purpose</b>	<p>The assistant headteacher will support the headteacher in:</p> <ul style="list-style-type: none"> <li>• Communicating the school's vision compellingly and supporting the headteacher's strategic leadership</li> <li>• The day-to-day management of the school</li> <li>• Formulating the aims and objectives of the school</li> <li>• Establishing policies for achieving these aims and objectives</li> <li>• Managing staff and resources to that end</li> <li>• Monitoring progress towards the achievement of the school's aims and objectives</li> <li>• Ensure a commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• They may also be required to undertake any of the duties delegated from the headteacher.</li> </ul>
<b>Qualities</b>	<p>The assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.</li> <li>• Build positive and respectful relationships across the school community.</li> <li>• Serve in the best interests of the school's pupils.</li> </ul>
<b>School culture and behaviour</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Create a culture where pupils experience a positive and enriching school life.</li> <li>• Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.</li> <li>• Ensure a culture of staff professionalism.</li> <li>• Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.</li> <li>• Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.</li> </ul>
<b>Teaching, curriculum, and assessment</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Establish and sustain high-quality teaching across subjects and phases, based on evidence.</li> <li>• Ensure the teaching of a broad, structured, and coherent curriculum.</li> <li>• Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.</li> <li>• Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.</li> <li>• Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.</li> </ul>
<b>Additional and special educational needs and disabilities</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Promote a culture and practices that enables all pupils to access the curriculum.</li> <li>• Have ambitious expectations for all pupils with SEN and disabilities.</li> <li>• Ensure the school effectively works with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.</li> </ul>

<b>Organisational management and school improvement</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Establish and oversee systems, processes, and policies so the school can operate effectively.</li> <li>• Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care</li> <li>• Ensure rigorous approaches to identifying, managing, and mitigating risk.</li> <li>• Ensure effective use of budgets and resources.</li> <li>• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.</li> <li>• Make sure these school improvement strategies are effectively implemented.</li> </ul>
<b>Staff management and professional development</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Performance manages middle leaders, including carrying out appraisals and holding staff to account to their performance.</li> <li>• Manage staff well with due attention to workload.</li> <li>• Ensure staff have access to appropriate, high-standard professional development opportunities.</li> <li>• Keep up to date with developments in education.</li> <li>• Seek training and continuing professional development to meet their own needs.</li> </ul>
<b>Governance, accountability and working in partnership.</b>	<p>Under the direction of the headteacher, the assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Work with the governing board as appropriate</li> <li>• Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.</li> <li>• Work successfully with other schools and organisations</li> <li>• Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.</li> </ul>
<b>Assessment and Achievement</b>	<p>The assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents.</li> <li>• Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.</li> <li>• Plan and implement interventions for those pupils who are not progressing.</li> <li>• Provide training and support for teachers and support staff on administering the assessment system effectively.</li> </ul>
<b>Pastoral</b>	<p>The assistant headteacher will:</p> <ul style="list-style-type: none"> <li>• Establish and implement whole-school systems for pupil wellbeing.</li> <li>• Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team.</li> <li>• Provide staff with training and support so they can play a part in enhancing pupils' personal development.</li> <li>• Promote and evaluate the effectiveness of the school's behaviour policy and strategies.</li> </ul>

Person specification	
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Experience of successful leadership of a subject area in the primary curriculum</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve.</li> <li>• Experience of managing an allocated budget.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to always maintaining confidentiality.</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>

Pre-application visits are welcome and we look forward to seeing all potential candidates. To make an appointment, please contact Kate Lawrence, Deputy Headteacher.

[k.lawrence@bigginhillps.com](mailto:k.lawrence@bigginhillps.com)

**Closing date - Monday 20th May 2024 (09.00am)**

**Teacher observations and tasks - Wednesday 22nd May 2024 - pm**

**Successful candidates will be invited to attend an interview on Friday 24th May 2024 (am)**

*Biggin Hill Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. Any offer of employment will be subject to an Enhanced disclosure with the Disclosure and Barring Service and full background checks.*