



Headteacher Application pack



Welcome from our CEO

On behalf of the governors, I would like to thank you for your interest in the role of Headteacher across Broadmere and New Monument Primary Schools, part of the Bourne Education Trust (BET). We look forward to learning more about you, and to you learning more about our schools, our ambitious aims, and our remarkable staff and children.

Broadmere School and New Monument Primary School are two one-form entry schools about a ten-minute drive from one another. They have benefitted over the years from working collaboratively with some roles based in one school (for example Deputy Headteachers) and some based across both (School Business Managers and some middle leaders). Both schools have recently been graded as 'good' at Ofsted and have outcomes in line with national averages. Both schools have a nursery and are full in all year groups.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our children with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT. All BET schools work with an Education Director who manages a geographical cluster of schools. These schools sit in the Woking cluster with two other primary schools and a SEND school which has both primary and secondary phases.

We're seeking an experienced leader with a proven track record of strong leadership. The successful candidate must have a deep understanding of effective school improvement processes and a genuine desire to make a difference. They must be able to build and sustain a culture where staff and students enjoy learning and thrive. They will need to have excellent interpersonal skills and be able to work across two distinct schools, knowing when to share staff, strategies and projects and when to allow each school to do it differently.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit Broadmere and New Monument Schools.

Alex Russell
CEO





About BET

Bourne Education Trust ('BET') is a successful multi-academy trust made up of twenty four schools (plus three further associate schools), across primary, secondary and specialist school phases in Surrey, Hampshire and the London Borough of Richmond upon Thames.

Specialising in supporting schools to improve their performance, BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners.

At BET, we are responsible for the education of approximately 14,000 pupils and employ a dedicated team of just over 1,600 staff members. Our organisational structure is designed to facilitate collaboration and innovation, with schools grouped into phases and clusters to further allow specialised and cross-phase work.

The size of our schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form, however schools are equally important and carry the same influence in terms of decision-making in line with our commitment to inclusivity and fairness.

Central to our mission is the belief that every child, regardless of their background, deserves access to a high-quality education. We know that our people are the key to our success – so for this reason you will find a culture of excellence across our schools, inspiring confidence and belief in our communities.





BET values

BET's values are summarised by our strapline: 'Transforming schools; changing lives'. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

BET philosophy

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI'), digital technology and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information, please visit our website:
www.bourne.education





About Broadmere

Year Groups	YR - Y6
Ofsted	Good - January 2023
SEND	17.5%
EHCP	4.8%
FSM	41%
Y6 Combined Results	60%

About New Monument

Year Groups	YR - Y6
Ofsted	Good - January 2024
SEND	20.2%
EHCP	4.4%
FSM	30.6%
Y6 Combined Results	72%





BET behaviours

We are reflective, aspirational, optimistic and inclusive.



Reflective

- Being outward facing and continually scanning the horizon
- Making decisions carefully, drawing on evidence, risk analysis and research
- Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- Learning without borders by working with and learning from different phases, specialisms and sectors



Aspirational

- Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- Holding one another to account and having the courage to challenge and to question
- Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- Creating community confidence and pride in our schools and Trust



Inclusive

- Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- Committing to social justice and sustainable leadership whilst acting with humility and integrity
- Learning about our biases and blind spots and challenging expectations and stereotypes
- Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently



Optimistic

- Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- Believing that everyone has potential, is valued and can contribute, clearly identifying and sharing why we do what we do
- Focusing on the team's outcome and not just the individual





Job description

Location: Broadmere Primary School, GU21 5QE
New Monument Primary School, GU22 8HA

Contract: Full time, permanent post

Salary: Leadership (London Fringe), Scale 18-24,
£77,050 to £89,032

Benefits: Condensed school year; workplace pension (TPS); occupational sick pay; recognition policies; access to in-house, external and bespoke CPD, including nationally recognised qualifications where appropriate; HR and wellbeing support; family friendly policies; staff benefits scheme including 24/7 online GP service, Cycle to Work scheme and free online fitness classes

ROLE PURPOSE

To provide outstanding and inspirational leadership and management of the school, creating an environment in which the highest possible standards of learning and teaching flourish and in which every child has access to high-quality education to achieve their full potential.





MAIN DUTIES AND RESPONSIBILITIES

SHAPING THE FUTURE

- Work with the Bourne Education Trust, the Local Governing Committee and the school communities to develop and implement a shared vision for our schools which epitomises its core values
- Take the values of the schools, clearly articulate these in the form of a vision which is understood, shared and acted upon by the school communities
- Translate the vision into agreed objectives and operational plans
- Motivate others to use their creative and practical skills, experience and enthusiasm to achieve the vision
- Use technology and innovation appropriately to pursue excellence
- Ensure that the diversity of the schools and its communities is respected in the ethos and in strategic planning with a view to achieving greater inclusion
- Ensure that the schools continue to improve, building on their Ofsted 'Good' judgements and working towards the 'Outstanding' criteria.

LEADING TEACHING AND LEARNING

- Maintain and enhance the culture of successful learning so that pupils become enthusiastic independent learners, achieving their full potential.
- Promote and celebrate excellence in teaching and learning, setting high expectations and stretching targets for the school communities
- Develop the highly aspirational yet inclusive ethos of both schools
- Maintain a clear and consistent behaviour management strategy
- Engage parents in the success of their children
- Monitor/evaluate/review classroom practice/promote improvement strategies
- Develop the use of data and benchmarking systems to monitor and target progress, raise standards, and ensure a continuous and consistent focus across both schools on students' achievement, with a proper focus on their differentiated needs
- Maintain a highly visible presence throughout both schools, ensuring continuous interaction with students as well.





MANAGING THE ORGANISATION

- Provide effective leadership and management
- With support from the Trust and the School Business Managers, manage Broadmere and New Monument's human, financial and physical resources effectively to provide an efficient, effective and safe learning environments
- Recruit, retain and deploy staff appropriately
- Monitor the use of resources to ensure value for money
- Take advantage of all funding opportunities
- Ensure efficient and coherent communication links within the school communities and foster a culture of openness and transparency
- Take advantage of all funding opportunities
- Ensure efficient and coherent communication links within the school communities and foster a culture of openness and transparency.

SECURING ACCOUNTABILITY

- In conjunction with the Local Governing Committee, develop the corpus of policies for both schools and ensure that they are effectively followed
- Ensure individual staff accountabilities are clearly defined, understood and agreed
- Work with external partners and stakeholders towards mutually agreed objectives, where relevant.

STRENGTHENING COMMUNITY

- Develop roles at the heart of both communities, building pride in the organisations and establishing focal points for learning and achievement as true community schools
- Collaborate with parents, carers, Bourne Education Trust, the Local Authority and with other agencies to ensure that the schools meet the wider needs of their students and the local communities and discharges its legal and social responsibilities
- Collaborate with other schools and learning providers to share expertise and thereby enable a full pupil entitlement that will bring positive benefits for all
- Create and promote positive strategies for challenging racial and other prejudice and strengthen inclusion.





KEY SKILLS REQUIRED (*E=Essential / D=Desirable*)

- An awareness, understanding and commitment to the protection and safeguarding of children (E)
- Qualified teacher status (E)
- Successful experience as a leader (E)
- Experience creating a positive school culture where staff thrive (E)
- Successful teaching experience of the age range served by the schools (E)
- NPQH or further professional qualification (D)

VISION AND VALUES

- Ability to provide clear educational vision and shared values which align with the BET Behaviours (E)
- Skills to lead by example bringing with you a range of stakeholders (E)
- Commitment to equality, diversity, inclusion and belonging (E)
- Evidence of introducing effective whole school improvement strategies (E)
- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships (E)

COMMUNITY AND RELATIONSHIPS

- Ability to work in partnership with both the Local Governing Committee and the Trust (E)
- Successful experience of creating and maintaining effective partnerships with parents and a local school community (E)
- Ability to form and maintain appropriate professional relationships with children and young people (E)
- Experience ensuring all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities (E)
- A commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the wider community (E)





CURRICULUM

- Experience of designing and implementing curriculum pathways which are challenging, appropriate, engaging and personalised (E)
- Ability to review a curriculum offer based on differing needs of a cohort (E)

OPERATIONAL LEADERSHIP

- Knowledge of statutory current requirements relating to education (E)
- Experience leading a school through a recent Ofsted inspection (D)
- Ability to horizon scan future changes and challenges at a national and local level (D)
- Ability to formulate policies and monitor, evaluate and review their impact (E)
- Successful experience of leading professional development (D)
- Ability to manage time well and work under pressure to deadlines (E)
- Effective ICT skills (E)
- Excellent interpersonal, communication and presentation skills; both written and oral (E)
- Ability to set, interpret, monitor and manage a budget (D)
- Ability to manage, monitor and review the use of all available resources, ensuring best value and sustainability (D)
- Lead and manage all staff recruitment to ensure that staff of the highest standards are recruited, selected and retained within the Trust (E)

BEHAVIOUR AND ATTITUDES

- Knowledge of how to foster a climate based on positive relationships, language and behaviours (E)
- Experience working with students and families with high pastoral needs (E)
- Ability to create and maintain an environment which promotes good behaviour, strong relationships and celebrates success for all (E)
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success (E)





TEACHING AND LEARNING

- Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school (E)
- Understanding of the role and impact of assessment in children's learning (E)
- Successful experience of monitoring, evaluating and improving the quality of teaching and learning (E)
- Successful experience of monitoring, evaluating and improving the quality of teaching and learning (E)

STANDARDS

- Proven track record of raising standards (E)
- Ability to collect, analyse and use data on students' progress and performance and to raise standards using appropriate systems (D)
- Ability to set and achieve challenging targets for the school and leadership, teacher and student level (E)
- Successful experience of promoting the personal, social, moral, cultural and spiritual developments of students (D)
- Understanding of the factors which create barriers and the ability to implement appropriate strategies for reducing inequalities (D)

PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.





Application process

Thank you for your interest in this role. We look forward to receiving your application. Interested candidates should be aware that the closing date for applications is 9am on 17th March, however prompt applications are encouraged as we reserve the right to close this vacancy early if sufficient applications have been received. To apply for this position, you must complete a Bourne Education Trust online application form. Please note in all cases CVs without a fully completed application form will not be considered.

We warmly invite prospective applicants to visit both schools. Tours will begin at Broadmere Primary School before travelling to New Monument School. We currently have availability on the following dates and times:

- Monday 3rd March, 9am
- Friday 7th March, 9am
- Thursday 13th March, 9am or 1pm

To book a place on a tour, or to discuss options for an alternative tour date please contact Marguerite Idziak, Business Manager, idziakm@broadmere.surrey.sch.uk

Interviews are expected to take place on Wednesday 2nd April 2025.

EQUALITY, DIVERSITY AND INCLUSION

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

SAFEGUARDING

At Bourne Education Trust the welfare of children is paramount in all the work we do and in all the decisions we take. Successful applicants will be subject to stringent safer recruitment processes, including an Enhanced Disclosure and Barring Service ('DBS') check.

