

Candidate brief for the position of:

Assistant Headteacher – Assessment, Data and Learning for September 2026

Leadership Pay Range: L12 - 16 (Outer London)

Bullers Wood School for Girls and Sixth Form

Application Deadline: Thursday 14th May 2026, 9am

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.



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Dear Applicant

Thank you for expressing an interest in the post of Assistant Headteacher – Assessment, Data and Learning at Bullers Wood School for Girls and Sixth Form. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This is a particularly exciting time to join our school. We have designed the highest quality academic, character and enrichment curriculum to ensure all our students *strive to their utmost*. We very much believe that learning happens when people think hard. Our priority is to ensure all our students have access to the highest quality of teaching across the school. We wish to appoint an experienced and effective individual to drive whole school data and assessment to support colleagues to be the very best they can be in delivering excellent educational provision to maximise the progress and attainment of all our students.

This post is available for September 2026 and offers an exciting opportunity to join and lead a large high performing team of practitioners who work collaboratively together. We are very proud that we consistently achieve very strong outcomes for all our students underpinned by our rigorous and dynamic curriculum offer.

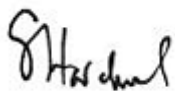
We are looking for a passionate individual to help us ensure that in every way Bullers Wood remains an excellent school and that every one of our students' flourishes, achieves and exceeds expectations.

The successful candidate will join Bullers Wood at an exciting time following the creation of a new Trust comprising of four secondary school and eight primary schools. This will give additional opportunities for enhanced professional and career development for colleagues working within the Trust

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit or have an informal conversation before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp.

I very much look forward to receiving your application.

Yours sincerely



Simon Hardwick
Headteacher

An Introduction to Bullers Wood School for Girls

The School

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1557, including 407 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2025, 80% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 46% of A level results were graded A* - B.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Collegiate Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

Our Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

Expectations

At Bullers Wood School for Girls, we expect our Teachers to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging curriculum
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust

The Post and Specifications

Job Description

Job Title:	Assistant Headteacher: Assessment, Data and Learning
Location:	Bullers Wood School for Girls
Reports to:	Headteacher or Deputy Headteacher
Working with:	All the senior leadership team and the wider trust leaders
Salary:	Outer London Leadership Pay Scale L12-L16 (£72,009-£79,157)
Working Hours:	Full Time
Contract Type:	Permanent
Date:	From September 2026

Job Purpose

The Assistant Headteacher for Assessment, Data and Learning will provide strategic and operational leadership to ensure that robust use of data, high-quality assessment and coherent curriculum planning drive sustained improvement in teaching, learning and pupil outcomes. Working closely with the Headteacher, Deputy Headteachers and wider Senior Leadership Team, the role will lead whole-school systems for assessment, tracking and reporting, ensuring that data is accurate, meaningful and used intelligently to inform curriculum design, intervention, and school improvement priorities. The postholder will support leaders and teachers to use data with confidence, aligning assessment practice with curriculum and teaching so that all pupils make strong progress.

The role contributes directly to whole-school improvement by strengthening curriculum coherence, improving consistency in assessment practice, and embedding a culture of evidence-informed decision-making that supports high expectations and inclusive outcomes for all learners.

Key Responsibilities

Strategic Vision, Standards, Culture and Expectations

- Lead the strategic development of whole-school approaches to data, assessment and learning.
- Promote a culture of high expectations, accuracy and professional dialogue around pupil progress and curriculum quality.
- Ensure that assessment practice supports learning and avoids unnecessary workload, in line with Trust and national guidance.
- Champion the intelligent use of data to improve teaching, learning and outcomes for all pupil groups.

School Improvement Planning and Self-Evaluation

- Play a key role in shaping, implementing and evaluating the School Improvement Plan, with specific responsibility for data, assessment and curriculum priorities.
- Working closely with Senior Team leading whole-school self-evaluation processes relating to Quality of Education, including curriculum and assessment.
- Provide clear, evaluative reporting to senior leaders and governors on progress, trends, risks and impact.

Data, Assessment and Reporting

- Design, implement and oversee whole-school systems for assessment, tracking, analysis and reporting.
- Ensure accuracy, consistency and integrity of pupil data across subjects and year groups.
- Lead analysis of attainment, progress and performance data to identify strengths, gaps and priorities for improvement.
- Support and train senior and middle leaders to use data diagnostically to plan interventions and evaluate impact.
- Oversee reporting to parents, governors and the Trust, ensuring clarity and compliance with statutory requirements.

Curriculum Development and Coherence

- Work with subject leaders and senior leaders to ensure curriculum plans are coherent, sequenced and aligned with assessment.
- Ensure assessment planning reflects the needs of all learners, including SEND, disadvantaged pupils and those requiring intervention.
- Work with the Deputy Headteacher to support strategic development of curriculum pathways, options and timetabling in line with school priorities.

Quality of Education and Teaching & Learning

- Work closely with teaching and learning leads to evaluate the impact of assessment and curriculum on classroom practice.
- Contribute to lesson visits, work scrutiny and pupil voice activities with a specific focus on curriculum progression and assessment quality.
- Support leaders and teachers through coaching, training and guidance on effective assessment and curriculum design.

Leadership of Staff and Professional Development

- Provide line management for agreed middle leaders (e.g. curriculum, assessment or data leads).
- Design and deliver CPD for staff on assessment literacy, data interpretation and curriculum planning.
- Build leadership capacity by supporting middle leaders to analyse data and drive improvement within their areas.

Governance and Trust Liaison

- Act as a key link with governors and the Trust on matters relating to data, assessment and learning.
- Ensure policies and procedures align with Trust expectations and statutory guidance.

Wider Responsibilities of Assistant Headteachers

- Contribute fully as a member of the Senior Leadership Team to the strategic leadership of the school.
- Have direct line management of a pastoral responsibility/year team (or equivalent responsibility, to be agreed).
- Set, monitor and review aspirational targets.
- Participate in staff recruitment, appraisal, capability and disciplinary processes as required.
- Share responsibility for student behaviour, duties, assemblies and enrichment activities.
- Promote equality, diversity and inclusion in all aspects of school life.
- Comply with safeguarding, health and safety and Trust policies.
- Carry out tasks commensurate with the post as directed by the Headteacher or Deputy Headteachers.

Classroom Teacher Responsibilities

- Fulfil the duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document.
- Continue to meet the Professional Standards for Senior Leaders.

This job description is not exhaustive and may be amended, following consultation, to reflect the changing needs of the school and Trust.

Lumero Educational Trust (LET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – Assistant Headteacher – Assessment, Data and Learning

	ESSENTIAL	DESIRABLE
Experience		
Qualified Teacher Status	✓	
Successful track record as a middle leader (e.g. Head of Department, Curriculum Lead, Data or Assessment Lead)	✓	

Experience of leading whole-school or cross-school assessment and/or data systems	✓	
Experience analysing attainment and progress data to improve outcomes	✓	
Experience supporting staff to improve curriculum planning and assessment practice	✓	
Experience of senior leadership or deputising for senior leaders		✓
Experience of curriculum design or review at whole-school level		✓
Knowledge and Skills		
Strong understanding of curriculum design, sequencing and progression	✓	
Secure knowledge of effective assessment principles and workload-aware practice	✓	
Ability to analyse complex data sets and translate findings into strategic action	✓	
Understanding of national accountability and inspection frameworks	✓	
Ability to communicate complex information clearly to a range of audiences	✓	
Ability to lead change, influence practice and build consistency	✓	
Knowledge of curriculum planning for diverse and inclusive cohorts	✓	
Familiarity with curriculum mapping, option planning and timetabling software		✓
Personal Attributes		
High professional integrity and credibility	✓	
Analytical, reflective and solutions-focused	✓	
Resilient and able to manage competing priorities	✓	
Collaborative leader who builds strong relationships	✓	
Commitment to safeguarding and pupil wellbeing	✓	
Commitment to continuous improvement and professional learning	✓	
Technical Competencies		
Confident use of school MIS and data analysis tools	✓	

Strong ICT skills including spreadsheets, dashboards and Microsoft 365	✓	
Ability to produce high-quality reports for governors and senior leaders	✓	
Understanding of data protection, confidentiality and information governance	✓	

How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on csharp@iniciotrust.org. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please respond to the following:

“With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your experiences would enable you to take our Assessment, Data and Learning provision at Bullers Wood School for Girls forward in the next stage of our development.”

Interviews will be held Tuesday 19th and Wednesday 20th May 2026

Send your completed application form by email (if downloaded from our website) or through the post to:

Bullers Wood School for Girls and Sixth Form

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@iniciotrust.org

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.
- iii. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



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