

Candidate brief for the position of:

Assistant Headteacher (for September 2026)
Small Schools Network
Pratts Bottom and Chelsfield Primary School
Outer London Pay scale L4–8

Application Deadline – Tuesday 28 April 2026 (9am)

Interviews - Tuesday 5 May 2026

Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, the small schools network (Pratts Bottom and Chelsfield Primary Schools), the role and the person we are looking for.



As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.



This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "T Millar".

Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

The Role

Start Date:	1 st September 2026
Working Pattern:	Full Time - Permanent Position (part-time applications will be considered).
Salary:	Leadership Pay Spine L4 to L8 - Outer London (FTE currently £59,859 to £65,642). Lumero Educational Trust follows the nationally published pay scales for all teaching staff.
Place of Work:	Small Schools Network - Pratts Bottom and Chelsfield Primary Schools Our schools

At Lumero Educational Trust we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We are a Disability Confident Committed Employer and champion inclusion beyond legislation. We welcome applications from all qualified applicants.

We are looking to appoint a committed and aspirational Assistant Headteacher to strengthen our leadership team across our small schools network, so that we can provide an even better education for the children in our care.

The post's wide-ranging responsibilities, which cover aspects of teaching and learning, school improvement and developing capacity, will ensure that the role brings both variety and challenge in equal measures.

Our two village schools, Pratts Bottom and Chelsfield Primary Schools, have been working closely together since September 2023 to form the Trust's 'Small Schools Network'. The aim of this network is to facilitate and share the expertise, passion, uniqueness and skills that are in abundance in our Small Schools.

Our vision is to provide every child with the best possible start to their educational journey. We are committed to fostering a love of learning, nurturing curiosity and supporting children to become confident, resilient and respectful individuals.

We envisage that our new Assistant Headteacher will:

- lead and be accountable for a significant area of whole-school responsibility;
- provide strategic leadership and oversight of a key whole-school priority;
- be an inspirational teacher with the ability to motivate and engage others;
- demonstrate a love of learning and a commitment to supporting others as they learn;
- have high expectations of all children and staff;
- have a track record of working creatively to enhance learning and raise standards;
- be able to think and act strategically;
- have a clear philosophy of education;
- have a vision of what school should mean to every child;
- undertake required teaching duties/commitments as directed by the Headteacher;
- be a key member of the Safeguarding Team and undertake ongoing training to maintain DSL level knowledge and understanding

We can offer you:

- happy children with a positive attitude to learning;
- hardworking, dedicated colleagues working in a positive, supportive environment;
- supportive governors committed to the success of the school;
- an attractive learning environment in spacious, well maintained grounds;
- opportunities to be challenged and develop professionally.

Please also refer to the Job Description and Person Specification for this post.

We work as a team and share a clear understanding of what we are aiming to achieve. We are open to new ideas, and prepared to try new things!

Job Description and Person Specification

Location: Small Schools - Pratts Bottom Primary School and Chelsfield Primary School

Reporting to: Headteacher (Small Schools)

Grade: Salary Leadership Pay Spine Range L4 to L8

Summary of the Post

The Assistant Headteacher Small Schools will provide both strategic and operational support to the Headteacher and wider Senior Leadership Team. They will play a key role in setting the strategic direction of the school(s), formulating and implementing school(s) policies, leading and managing staff and monitoring standards across the school(s) in order to secure the highest quality of provision for the pupils in line with the school's vision statement. The Assistant Headteacher will also assist with the day to day management and running of the school(s), both by assisting with shared responsibilities and also by leading in particular areas. The post holder will deputise for the Head in their absence. The working week of the Assistant Headteacher may be split between any of the Schools within the Small School Network and will be allocated by the Headteacher or Executive Team (and may vary depending upon the current need/requirements that occur in general day to day running of the Schools).

Along with their leadership responsibilities the post holder has a teaching commitment.

Pay

The recommended in school range for the role is a span of four points on the Trust's Leadership Spine relating to the size of the school, and in accordance with the Trust's Leadership Structure (ISR L4 - L8).

Line of responsibility

The Assistant Headteacher is directly responsible to the Headteacher, and is an employee of Lumero Educational Trust.

Line management

The post holder will be responsible for the direct management of specified teams of staff, as directed by the Headteacher.

JOB CONTENT

The following aspects of the post are in addition to the duties and responsibilities set out in the job

description for a class teacher, as well as those described in the School Teachers Pay and Conditions Document.

Identified Leadership and Improvement Roles:

The Assistant Headteacher will carry out specific Leadership and School Improvement roles, which will include the following, dependent on the needs of the school:

- Oversee the curriculum (across the Small School's Network)
- Manage and oversee lunchtime arrangements and supervision (across the Small School's Network - as directed)
- Be a member of the Safeguarding team either as Designated Safeguarding Lead or Deputy DSL

Shaping the Future:

To work alongside other school(s) leaders to establish a clear, shared vision for the future of the schools.

To work alongside other school leaders to establish and exemplify a common set of values that underpins school life.

To shape and promote a culture and ethos underpinned by supportive positivity where every individual is valued and is encouraged to add value.

To work alongside other school leaders from other schools and across the Trust to secure further improvement.

School Evaluation and Improvement:

To support the Headteacher in effectively evaluating the quality of the school's and networks provision and performance against identified criteria e.g. Ofsted evaluation schedule, attainment targets.

To analyse school(s) data in order to evaluate school performance.

To identify improvement priorities based on evidence gathered through school(s) evaluation processes.

To contribute towards the development, implementation and monitoring of an annual School Improvement Plan which reflects current improvement priorities.

To support the Headteacher in setting appropriate whole school(s) targets.

To support school leaders in setting and evaluating progress against pupil progress targets.

Leading Teaching and Learning:

To inspire, motivate, challenge and support all teaching colleagues in order to secure ongoing improvement.

To take on the role of leading practitioner, being a model of excellence in terms of classroom provision.

To maintain high expectations of others underpinned by a desire for excellence in every classroom.

To monitor and evaluate the quality of teaching, learning and achievement in line with school policy and practices.

To support improvement by providing effective feedback in order to raise standards of provision.

To keep abreast of current best practice in teaching and learning and ensure that this is reflected in own practice, feedback and development opportunities.

To contribute to the school's culture of learning.

Developing Capacity:

To promote links between school improvement priorities and individual improvement/development in order to establish a professional learning community.

To demonstrate a clear commitment to individual professional development including oneself

To identify and develop potential within the existing staff and amongst potential members of staff.

To support the recruitment of excellent members of staff who strengthen overall provision.

To act as a team leader for staff appraisal.

To support and promote the development of collaborative approaches to developing capacity both within the school and beyond.

Managing the Organisation:

To work alongside the Headteacher to review and evaluate provision in line with the school's/Networks aims/core purpose.

To work alongside the Headteacher to ensure that different teams across the school(s) function effectively.

To work with the Headteacher to ensure that the school(s) and its resources (human and physical) are organised and managed so as to provide an efficient, effective and safe learning environment.

To work with the Governing Body, providing information and support as appropriate to enable it to meet its responsibilities.

To review the deployment of resources to ensure value for money in terms of the outcomes for pupils.

Community Cohesion:

To develop an effective understanding of the school(s) community and its context.

To build effective, positive relationships with all stakeholders including pupils, parents, staff and Governors.

To report to stakeholders on aspects of school(s) performance as relevant.

To build links and opportunities for collaboration across the school's immediate community and beyond.

Additional Duties and Responsibilities

At the discretion of the Headteacher the Assistant Headteacher may be asked to carry out further tasks, such as:

- Share the leading of whole school assemblies in accordance with the agreed timetable.
- Manage staffroom diaries and year overview
- Line manage Cover-Supervisors and PPA arrangements
- Manage Sickness Absence Cover
- Retain an overview of duty routines and rotas including the production staff rotas.

(Example list - other activities/tasks may be asked by the HEadteacher to ensure the safe, smooth and successful operational running of the School(s))

Conditions of employment

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

All staff participate in the Trust's appraisal process.

Person Specification

Assistant Headteacher			
	Essential	Desirable	Evidence
Qualifications and training	Qualified Teacher status Degree/postgraduate qualification Commitment to own learning and continuing professional development Commitment to joint practice development	Specific leadership training e.g. NPQML/NPQSL Safer Recruitment training Current Child Protection and Safeguarding Training for DDSL	Application Form
Experience	Leadership experience of a whole school aspect within a Primary school setting Experience of teaching across the Primary age range	Working in partnership with a wide variety of stakeholders Evidence of leading aspects of school improvement/development.	Application Form Interview
School Leadership	The candidate will be or will have shown the potential to be a successful leader at whole school level. The candidate will be able to clearly articulate their vision for a successful school. In addition, the candidate will be able to: <ul style="list-style-type: none"> • articulate what constitutes an effective Primary School • demonstrate an ability to inspire and motivate colleagues. 	A candidate with significant leadership experience will have evidence that they are proven to be highly effective in raising standards at whole school level. A candidate with little or limited leadership experience will be able to demonstrate the ability to raise standards within specific contexts. All candidates will be able to demonstrate a clear understanding of key school leadership systems, processes and strategies.	Application form References Interview

<p>Teaching and Learning</p>	<p>The candidate will have a clear vision in respect of teaching, learning and the school curriculum. They will have a proven track record as an excellent classroom practitioner and as such will have a thorough knowledge and understanding of:</p> <p>the factors that contribute to successful learning;</p> <p>the wider context within which teaching and learning is set including statutory curriculum requirements and the cycle of assessment.</p>	<p>The candidate will have experience of overseeing and organising the curriculum at departmental or whole school level.</p>	<p>Application form References Interview</p>
<p>Professional Knowledge and Understanding</p>	<p>The candidate will have a knowledge and understanding of:</p> <p>statutory frameworks for education and the requirements these place on schools;</p> <p>current best practice in teaching and learning;</p> <p>current best practice in, and effective strategies for, securing high standards of behaviour, including learning Behaviour;</p>	<p>The candidate will have a knowledge and understanding of:</p> <p>the framework, systems and processes associated with school governance;</p> <p>how to build, communicate and implement a shared vision;</p> <p>how to build and sustain a successful learning community;</p>	

Professional Knowledge and Understanding (contd.)	<p>strategies for monitoring, evaluating and improving aspects of school, including challenging poor performance where it exists;</p> <p>the local/national context and any associated trends in education.</p> <p>A commitment to the promotion of Diversity, Equity, and Inclusion both within the curriculum and in leadership.</p>	<p>how to successfully lead and manage change;</p> <p>how to build, lead and manage high performing teams;</p> <p>how to build and sustain effective partnerships both within and beyond the immediate school community.</p>	<p>Application Form Interview</p>
Professional Values	<p>The candidate will:</p> <ul style="list-style-type: none"> ● maintain high expectations of themselves and others alike and be able to communicate these in a positive and constructive manner; ● have an unswerving commitment to improving outcomes for all children; ● hold a deep-set belief that learning should be engaging, experiential and relevant; ● aspire to and strive for excellence in everything that they do; be committed to the personal welfare and safeguarding of all children. 		<p>Application Form Interview</p>
Additional Skills	<p>The candidate will be able to:</p> <ul style="list-style-type: none"> ● build a strong, positive relationship with the Head and other school leaders; ● establish and develop close professional relationships with other stakeholders as appropriate; ● manage relationships and resolve conflict when necessary; ● communicate effectively (both orally and in writing) to a variety of audiences using a range of media; ● promote the school and its aims; ● demonstrate creativity, resourcefulness and resilience when faced with obstacles or problems alongside effective decision-making skills. 		<p>Application Form References Interview</p>

<p>Personal Characteristics</p>	<p>Display a clear passion for teaching and learning and warmth, care and sensitivity in dealing with children;</p> <p>Be open minded, self-evaluative and adaptable to changing circumstances and new ideas;</p> <p>Be able to reflect positively upon experience;</p> <p>Show willingness to be involved in the wider life of the school;</p> <p>Have the ability to work flexibly;</p> <p>Be able to prioritise;</p> <p>Demonstrate good interpersonal/ communication skills;</p> <p>Maintain a positive mindset and a good sense of humour.</p>	<p>Demonstrate a commitment to environmentally-friendly and sustainable working practices;</p> <p>Show insight into what is important in our school(s);</p> <p>Bring personal interests and enthusiasms to the school community.</p>	<p>Application Form References Interview</p>
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Safeguarding and Equal Opportunities

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

Lumero Educational Trust is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

Lumero Educational Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust 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.

Applications

If you have the skills and drive to be successful in this role we are looking forward to receiving your application. **Please apply, preferably online, using the LET Application Form, Job Description and Person Specification. Should you require any assistance in this regard, please do contact us.**



Please note that we cannot accept CVs and that references will normally be taken up before the interview. Furthermore, please be aware that we will carry out a soft digital search for all shortlisted candidates prior to their interview.

Closing date for all Applications: Tuesday 28 April 2026 (at 9am)

Interviews: Tuesday 5 May 2026

Applications should be emailed to HRPrimaries@iniciotrust.org

Lumero Educational Trust

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