

**Candidate brief for the position of:**

**Assistant Headteacher (for September 2026)**

**Tubbenden Primary School**

**Outer London Pay scale L4–8**

**Application Deadline – Monday 13 April 2026 (9am)**

**Interviews - Wednesday 22 April 2026**



Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Tubbenden Primary School, 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



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<sup>st</sup> September 2026
- Working Pattern:** **Full Time - Fixed Term Position for the Academic Year 2026-2027**  
(Part Time applications may be considered).
- Salary:** Leadership Pay Spine L4 to L8 - Outer London  
(FTE currently £59,859 to £65,642).  
Inicio Educational Trust follows the nationally published pay scales for all teaching staff.
- School:** [Tubbenden Primary School](#)

At Inicio 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, 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.**

Tubbenden is a thriving three-form entry school located in Orpington and proud to be part of the Inicio Educational Trust. While we enjoy the many opportunities that come with being a large primary school, we retain the close-knit community spirit of a smaller setting.

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.

At Tubbenden, we place equal value on academic achievement, personal development and well-being. We are proud of our inclusive ethos, where every child is recognised, valued and encouraged to achieve their very best.

**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:** Tubbenden Primary School

**Reporting to:** Headteacher

**Grade:** Salary Leadership Pay Spine Range L4 to L8 (Outer London)

### Summary of the Post

The Assistant Headteacher will provide both strategic and operational support to the Headteacher. They will play a key role in setting the strategic direction of the school, formulating and implementing school policies, leading and managing staff and monitoring standards across the school 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, both by assisting with shared responsibilities and also by leading in particular areas.

### 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 the 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 trust's 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:

Leading a significant area of school responsibility e.g teaching and learning, safeguarding.

Assist with overseeing lunchtime arrangements and supervision.

To undertake teaching duties as directed/required by the Headteacher.

### **Shaping the Future:**

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

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 across the trust.

### **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 data in order to evaluate school performance.

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

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

To support school leaders in setting and evaluating progress data.

**Leading Teaching and Learning:**

To inspire, motivate, challenge and support all teaching colleagues.

To take on the role of leading practitioner in a significant area of whole school responsibility.

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 practice.

**This job description may be amended at any time after due consultation.**

**Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<p>Qualified Teacher Status (QTS)</p> <p>Evidence of ongoing professional development in safeguarding, inclusion, or leadership.</p>	<p>Designated Safeguarding Lead (DSL) training (or willingness to undertake immediately).</p> <p>Recognised leadership training i.e. NPQ.</p>
<b>Experience</b>	<p>Successful experience in a senior or middle leadership role with significant responsibility.</p> <p>Experience contributing to whole-school strategic planning or vision setting.</p> <p>Proven experience leading a key area of school development or improvement.</p> <p>Experience managing school routines or operational responsibilities.</p>	<p>Evidence of leading improvements in behaviour, attendance, or wellbeing across a year group, key stage, or whole school.</p> <p>Experience working closely with external agencies.</p>

<p><b>Professional Knowledge and Skills</b></p>	<p>Understanding and demonstration of excellent teaching practice.</p> <p>Experience in monitoring or evaluating the quality of teaching and learning.</p> <p>Ability to promote inclusion and meet the needs of diverse learners, including SEND and vulnerable pupils.</p>	<p>Strong knowledge of behaviour management approaches and restorative practices.</p> <p>Understanding of safeguarding legislation, KCSIE, and local safeguarding procedures.</p>
<p><b>Leadership and Management</b></p>	<p>Proven ability to lead and develop a team.</p> <p>Strong capacity to analyse data (e.g. attainment and progress, attendance, behaviour logs, safeguarding concerns) and act upon it strategically.</p> <p>Experience in developing and delivering staff training.</p> <p>Experience working in or with schools across a trust or partnership.</p>	<p>Ability to implement and uphold high standards of behaviour, wellbeing, and personal development.</p>
<p><b>Personal Qualities</b></p>	<p>Visible, approachable and trusted by children, staff, and parents.</p> <p>Calm, resilient, and able to manage sensitive situations with discretion.</p> <p>Excellent interpersonal skills with the ability to build relationships and influence others positively.</p> <p>A positive role model who exemplifies the school's values and ethos.</p>	<p>Committed to the highest standards of safeguarding and student welfare.</p> <p>Have the ability to work flexibly and be able to prioritise.</p>

### **Safeguarding and Equal Opportunities**

Inicio 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.

Inicio 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.

Inicio 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 IET 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: Monday 13 April 2026 (at 9am)**

**Interviews: Wednesday 22 April 2026**

**Applications should be emailed to [HRPrimaries@iniciotrust.org](mailto:HRPrimaries@iniciotrust.org)**

### **Inicio Educational Trust**

#### **Registered Office:**

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