

Candidate brief for the position of:

Deputy Headteacher (for September 2025)

Biggin Hill Primary School

Outer London Pay scale L9–13

Application Deadline – Thursday 27 March 2025 (9am)

Interviews - Thursday 3 April 2025



Dear Applicant,

Thank you for expressing an interest in the post of **Deputy Headteacher at Biggin Hill Primary School**, part of the Inicio Educational Trust. This pack tells you more about our trust, the role and the person we are looking for.



This is a very exciting time to be joining our trust, as we are currently in the process of merging with [South Orpington Learning Alliance Multi-Academy Trust](#) (SOLA). On merging we will have 12 schools in our combined trust, with 8 of these being primary and junior schools. The schools in SOLA currently work very closely together, and Biggin Hill is well on the way to taking a full role in all of their networks.

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 post is available **from 1 September 2025** and offers an exciting opportunity to join a team of enthusiastic staff who are committed to making a real difference. The successful candidate will join the trust at an exciting time as we continue to grow, offering opportunities for enhanced professional and career development for colleagues.

To find out more about us we recommend you look at our website and, of course, you would be most welcome to visit the school. This can be arranged by telephone on 01959 575846 or via email admin@bigginhillps.com

We look forward to receiving your complete application. It should address the job description and person specification and arrive by 9am Thursday 27 March 2025. We reserve the right to close, extend or remove the advert on or prior to this date.

We very much look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'T Millar'.

Terry Millar
Chief Executive

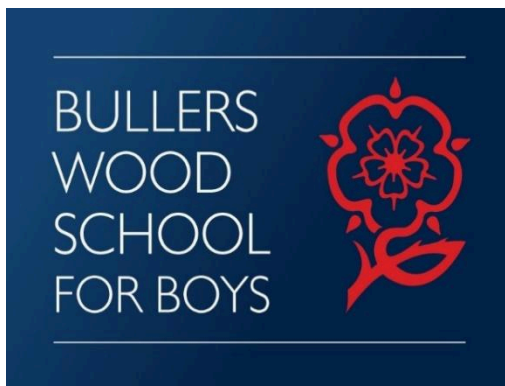
Our Trust: Schools

In April 2024, our trust was formed of one primary school and four secondary schools based in the London Borough of Bromley.



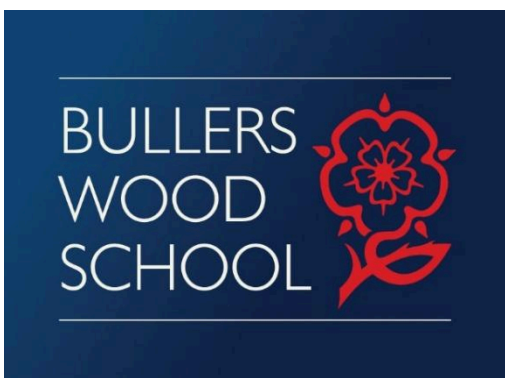
Biggin Hill Primary School

Age range: 4-11
NOR: 460
Ofsted: Good (April 2023)
Headteacher: Mrs. Kate Lawrence
Website: www.bigginhillprimary.com



Bullers Wood School for Boys

Age range: 11-16
NOR: 900
Ofsted: Good (February 2023)
Headteacher: Mr. Gary Streatfield
Website: www.bwsboys.org



Bullers Wood School for Girls

Age range; 11-18
NOR: 1580
Ofsted: Good (February 2024)
Headteacher: Mr. Simon Hardwick
Website: www.bwsgirls.org



Charles Darwin Secondary School

Age range: 11-18
NOR: 1300
Ofsted: Good (June 2023)
Headteacher: Mr. Aston Smith
Website: www.cdarwin.com



Chislehurst School for Girls

Age range: 11-18
NOR: 1100
Ofsted: Good (January 2023)
Headteacher: Mrs. Maria French
Website: www.chislehurstschoolforgirls.co.uk

An Introduction to Biggin Hill Primary School

The School

Biggin Hill Primary School 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 received 'Good' by Ofsted in 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.

Our Provision

Our Pre-School

We have our own fabulous pre-school where we offer a combination of morning, afternoon and all day sessions, five days a week (term time only) for children. Our pre-school, led by our pre-school manager, offers a continuous provision of engaging learning activities come rain or shine! Situated within our Key Stage 1 building, our pre-school has its own secure access and a dedicated safe and secure outdoor learning area and garden.

Our School

We are exceptionally proud to offer our continuous provision model for children in Reception and Year 1. Our Reception children enjoy a stimulating learning environment with a dedicated shared learning space, courtyard and outdoor learning area. They can choose to learn outside or inside and can self-select from a wide range of exciting and engaging activities and resources. In Year 1, children learn in a similar way - selecting their own resources to apply and develop what they have learned with their teachers. The continuous provision model helps children to gain valuable skills and to develop independence and social interaction.

In Years 2-6, children enjoy a stimulating and creative curriculum. Our experienced teachers plan lessons which are engaging and memorable while developing pupils' knowledge, skills and understanding. We take a very creative approach to learning and often have curriculum themed days, as well as utilising our outdoor environment to enhance hands-on-learning experiences for our pupils. In Years 4 and 6, children have the opportunity to take part in residential visits which provide them with new experiences, encourages independence and enriches the curriculum.

We have a playground for our Key Stage 1 children with apparatus and a castle, a Key Stage 2 playground for children with outside exercise equipment, a football pitch and a trim-trail. We also have a large, shared school field where the children enjoy school sports days and events. Our grounds also give us the opportunity to take the classroom outside - there really is so much space!

We have a fabulous sensory garden, learning hub, many dedicated spaces for small group teaching and learning, a bubble room - which is a space for children with sensory needs, a beautiful art gallery, a full hygiene room facility and so much more.

Celebrating the achievements of all children is important at our school. We have many initiatives to recognise children's successes in school - from awarding house points, praising individual work, to 'Star of the Week', Ambassadors 'The Biggin Hill Way', Special Recognition Awards and Headteacher Award assemblies. We also celebrate the success of our children's involvement with outside organisations in either class or celebration assemblies and through our newsletter.

The Role

Start Date:	1 st September 2025
Working Pattern:	Permanent Position - Full Time (Part Time applications may be considered).
Salary:	Leadership Pay Spine L9 to L13 - Outer London (FTE currently £64,592 to £70,873). Inicio Educational Trust follows the nationally published pay scales for all teaching staff.
School:	Biggin Hill Primary School https://www.bigginhillprimary.com/

At Inicio 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 Deputy Headteacher to strengthen our leadership team, so that we can provide an even better education for the children in our care.

Our vision for Biggin Hill Primary is of a vibrant, happy and inclusive community school where every child is able to thrive - to become confident with a love of learning.

Biggin Hill Primary School is a two form entry school in a beautiful, rural setting on the outskirts of the London Borough of Bromley. We take great pride in our creative and engaging approaches to teaching and learning.

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.

We envisage that our new Deputy Headteacher will:

- lead curriculum development and staff continuing development;
- 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/Executive
- lead on/a specific area/phase of the school as directed by the Headteacher/Executive
- be the Designated Safeguarding Lead or 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!

The successful candidate will be expected to be fully committed to the ethos and aims of the school and Trust. In return, the Trust offers a highly supportive environment with a strong focus on staff wellbeing including an Employee Assistance Programme, available to all staff.

Safeguarding and Equal Opportunities

Inicio 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 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 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 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.

As part of the selection process (after shortlisting) we would like to observe candidates teaching in their own schools prior to interview.

It is proposed that Inicio Educational Trust will merge with the South Orpington Learning Alliance Multi-Academy Trust, with the transfer scheduled for 1 April 2025.

Applications should be emailed to j.burton@bigginhillps.com

Closing date for all Applications: Thursday 27 March 2025 (at 9am)

Interviews: Thursday 3 April 2025

Teaching Observations: w/c 31 March 2025



Inicio Educational Trust

Registered Office:

St Nicolas Lane
Logs Hill
Chislehurst
Kent BR7 5LJ

Tel: 020 8467 2280

Email: enquiries@iniciotrust.org

Website: www.iniciotrust.org