



Head of School

A message from the Executive Headteachers

Dear Candidate,

Thank you for your interest in this post. This position is for a Head of School based at **Brunswick Primary School** and can be a **2 Year Secondment or 2 Year fixed-term contract**. We are currently working collaboratively with Hove Learning Federation and your role will be part of the senior leadership team.

Our greatest asset is our children who are highly motivated, enthusiastic and involved in their learning. All our schools are truly inclusive community schools and governors are proud of the commitment of our staff and the determination of everyone in the school to achieve the best possible experiences for our pupils' education.

We believe that a happy child is one who will enjoy learning in a positive, inclusive and fun environment. Our vision and ethos are at the heart of every decision we make to ensure that each child is valued as an individual and fulfils their potential ready for the next stage in their education.

We are looking for an inspirational, creative, caring and forward-thinking school leader who understands our community and who will work in partnership with the Executive Headteacher, governors, staff, parents, carers and pupils in leading us to the next phase of our development. We believe that Brunswick Primary School has a lot to offer to the right candidate to become part of this vibrant school community and the wider educational community of Brighton and Hove City.

In addition to working in close partnership with the Executive Headteacher on the strategic and day-to-day leadership of the school, the Head of School role has specific responsibility for the daily running of one site and leading on the site's teaching, learning and assessment.

To be successful, you will need to be aspirational, creative and full of energy and have a passion for teaching. You will need to work in true collaboration with the senior leadership team and be highly resilient working in partnership with all stakeholders. This is an extremely exciting time to join the team at Brunswick Primary School.

To arrange an informal conversation with the Executive Headteacher, Maddie Southern, or arrange a visit, please contact Michele Fairhall - MicheleFairhall@brunswick.brighton-hove.sch.uk

Details of how to apply, the job description and person specification are all in this pack. Please complete an application form and covering letter.

Applicants are requested to read the information carefully, particularly the job description and person specification. Please ensure your application satisfies all the criteria in the person specification and that you display clear evidence of this.

We look forward to receiving your application.

Yours sincerely,

Maddie Southern and Lorna Cummings
Executive Headteacher and Co-Executive Headteacher

Head of School

We are looking for a full-time Head of School based at Brunswick Primary School. To arrange an informal conversation with the Executive Headteachers Maddie Southern and Lorna Cummings, or arrange a visit, please contact MicheleFairhall@brunswick.brighton-hove.sch.uk.

Our School's Key Priorities identify success criteria and actions aimed at supporting the school to move towards becoming judged within the strong standard.

At Brunswick we are working hard to ensure our values underpin everything we do and our unique qualities are reflected in the positive relationships of both pupils and staff.

Our Mission:

Brunswick Primary School empowers our children to be confident, motivated, thoughtful and creative builders of their future.

Our pupils collaborate to embrace challenges through an enquiry focused curriculum with openness, enthusiasm and resilience.

Our community promotes a safe, inclusive and supportive environment where everyone's self-esteem and well-being is nurtured.

Our Key Drivers:

Purposeful: Our children will have the vocabulary, knowledge and skills necessary to explore, develop and achieve.

Aspirational: Our children will explore through varied authentic stimuli and respond in a range of creative ways, making purposeful links to other areas of learning.

Personal: Our children will question and reflect on the impact of their learning on their real-life experiences.

Universal: Our children will understand how their learning impacts locally, nationally and globally and makes a difference to modern life.

Our Aims:

Our school aims to promote a love of learning by delivering a rich, varied and creative curriculum through high quality teaching. To set high expectations and maximise the benefits of our diverse community and unique setting. We are determined that all children will achieve their full potential through a focus on knowledge, skills and vocabulary. We will challenge children to be independent, active and reflective life-long learners.

Our curriculum aims to develop thoughtful, holistic, curious, children through an enquiry based, child-centred approach. We will teach and nurture children to have a deep sense of worth and belonging, be flexible thinkers and equip them with the tools to embrace change and shape their future.

Our Teaching and Learning Policy promotes best practice and establishes consistency in teaching and learning across the whole school. It aims to ensure that all children are provided with high quality learning experiences, leading to a consistently high level of pupil achievement and attitude.

Our staff team, governors and parents and carers are all committed to building on the achievements of both schools, while addressing areas for challenge and improvement.

Our Head of School will:

- Have recent and relevant experience as a Deputy or Assistant Head
- Be an effective and experienced senior leader with excellent management and organisational skills
- Be able to lead transformational change, working at pace alongside governors and staff
- Have sound knowledge of education best practice and be able to challenge and support to ensure high quality teaching and learning
- Monitor progress and performance to ensure every child and every member of staff achieves their best
- Be innovative, working in partnership with our community, with neighbouring schools as part of the Federation and Hove Cluster Partnership and with the Local Authority
- Be committed to equality and able to tackle barriers to learning and well-being
- Have a holistic focus on children's well-being to ensure a safe and inspirational learning environment

Recruitment Process Summary

Role: Head of School
ISR: L15 - L18b

Visits: Contact MicheleFairhall@brunswick.brighton-hove.sch.uk

Closing date for application: 3rd June 2026
Interview date: 12th June 2026
References required: 2 references will be sought
Start date: 1st September 2026

Application: Completed application forms (attached to this pack), supporting statement and reference contacts.

Application to be returned by email only to: MicheleFairhall@brunswick.brighton-hove.sch.uk.
All applications will be acknowledged.

Safeguarding

At Brunswick Primary School we are committed to safer recruitment practices and to safeguarding and promoting the welfare of all children. We require all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure and Barring Service check.

Further information about our curriculum, school day and policies are all on the school's website:

Head of School

Job Description

Job details:

Contract type: Full time secondment position or 2 Year fixed term

Reporting to: Executive Headteacher

Responsible for: Line management of agreed members of the senior management team, the teaching staff team and support staff team.

Main purpose

The Head of School, under the direction of the Executive Headteacher, will take a major role in:

- Supporting the inclusive ethos, vision and key priorities
- Running and organisation of the school site day to day
- Leading on teaching and learning including coaching for quality first teaching with EHT
- Monitoring assessment and AFL progress towards the achievement of the school's aims and objectives with EHT
- Nurturing positive, effective and supportive relationships
- Line managing senior staff and resources

Duties & Responsibilities

Qualities and knowledge

Under the direction of the Executive Headteacher:

- To support the Executive Headteacher to deliver the highest possible educational standards in the school, and create an atmosphere and structure in which pupils feel valued and staff have high expectations of them.
- To undertake the day-to-day operational management of the school.
- To be an outstanding teacher who understands and can demonstrate excellent teaching across all phases of the school.
- To take responsibility for coordinating curriculum areas as directed by the Executive Headteacher.
- To attend governing body and committee meetings where required.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Seek training and continuing professional development to meet own needs.

Pupils & staff

Under the direction of the Executive Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring staff including leaders.
- Hold all staff to account for their professional conduct and practice.
- To ensure equal opportunities with regard to all aspects of practice and provision.

Systems & processes

Under the direction of the Executive Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the Governing Board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support the distribution of leadership throughout the school.

The self-improving school system

Under the direction of the Executive Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other areas of responsibility

The Head of School will be required to be a DSL and safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of School will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Head of School

Person Specification

Please ensure you provide a supporting statement with your application form (not longer than 4 sides of A4 – font 12) to show how you meet the skills and qualities set out in this specification

Essential Criteria	When/how identified
Qualifications and Experience	Application Form/Certificates/ Interview/Testing
Qualified teacher status Current DBS and preferably: <ul style="list-style-type: none"> • Further professional qualifications (e.g. NPQH, master’s degree etc.) 	C
Substantial experience of senior leadership in a infant/junior/primary school.	AF/I
Evidence of improving classroom practice to deliver good and outstanding teaching.	AF/I
Experience of supporting school self-evaluation and school improvement planning.	AF/I
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people.	AF/I
Experience of working with external partners and other agencies for school improvement.	AF/I
Knowledge, Skills & Attributes	
Have in-depth knowledge of the curriculum and statutory requirements and be committed to ensuring it is delivered in an exciting, creative and cross curricular way leading to high achievement and: <ul style="list-style-type: none"> ➤ have experience of teaching EYFS, KS1 or KS2 ➤ have a commitment to involving children in decisions about curriculum content, design and delivery. 	AF/I/T
Know what strategies will ensure standards are maintained and improved by: <ul style="list-style-type: none"> ➤ implementing measures to ensure good order and behaviour is maintained throughout the school ➤ Ability to use data analysis to develop strategies for raising achievement and monitoring progress and impact. ➤ ensuring staff are confident in the use of a variety assessment for learning strategies ➤ closing the gap between the performance of all pupils and disadvantaged pupils. 	AF/I/T

Essential Criteria	When/how identified
Have a wealth of other qualities including: <ul style="list-style-type: none"> ➤ being self-controlled, disciplined and diplomatic ➤ being highly organised and able to meet deadlines ➤ being able to delegate. ➤ always maintaining a professional approach and an appropriate level of confidentiality. ➤ excellent self and time management skills. ➤ a commitment to equal opportunities and promoting an inclusive school community. ➤ the ability to negotiate and consult as appropriate. 	AF/I/T
Ability to lead and manage change.	AF/I/T
Knowledge of the impact of current educational challenges and future trends.	AF/I/T
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community.	
A commitment to a creative curriculum, which engages and enthuses children and leads to a love of learning.	AF/I/T
Ability and experience in managing staff performance and development.	AF/I/T
Ability to communicate a vision and inspire others.	I
Proven organisational skills, with the ability to work under pressure and prioritise effectively.	AF/I/T
Competent interpersonal skills and able to use a range of leadership styles.	AF/I/T
Commitment to the promotion of an inclusive school community.	AF/I/T
Proven ability to manage behaviour and create a positive ethos.	AF/I/T
Always maintaining confidentiality.	AF/I/T
Commitment to all aspects of the extra-curricular life of the school.	AF/I
Promoting the ethos and values of the school.	AF/I/T

Desirable Criteria	When/how identified
Qualifications and Experience	Application Form/ Certificates / Interview / Testing
Experience in a large school.	AF/I