

# ALEXANDRA PRIMARY SCHOOL



## HEADTEACHER APPLICANT INFORMATION PACK

### Key dates:

- School Tours: 14th - 30th April
- Applications Close: 1<sup>st</sup> May 12pm
- Assessment & Interviews:  
21st & 22nd May

[alexandra.kingston.sch.uk](https://alexandra.kingston.sch.uk)



# Welcome to our school

Dear Candidate,

On behalf of the Governing Body, I am delighted that you are interested in applying for the position of Headteacher at Alexandra Primary School.

Having successfully transitioned from an Infant school to a full Primary in 2019, we have built a culture where high expectations and kindness are at the heart of everything we do. This approach has led to exceptional results: we were judged Outstanding in all areas by Ofsted in 2023 and are currently ranked as the 77th highest performing primary school in the country (The Times Top 1000 Primary Schools 2026).

Our two forms of entry are typically over-subscribed reflecting our position as the primary school of choice in our community due to our high standards, outcomes typically above national and local averages and truly inclusive, kind and nurturing community. Our site includes a nursery and a designated Forest School space. We believe in being "rooted in knowledge, enriched by experience," our Gold Rights Respecting Schools Award reflects our commitment to equality and opportunity for every child and our Attachment Aware Silver Award (currently working towards Gold) reflects our dedication to creating the most supportive environment that we can for all our children. Similarly, The Alexandra Charter is our commitment to ensuring that every child accesses a rich tapestry of experiences - from Forest School and overnight visits to learning musical instruments and exploring London's cultural heritage - ensuring all pupils leave us with a deep sense of civic agency and cultural capital.

Alexandra is currently an Associate School within the Bourne Education Trust (BET). We are proposing to join the Trust as full members, subject to consultation and formal processes, in order to ensure our school remains at the forefront of pedagogical and digital innovation. We anticipate becoming full members of the Trust by Spring 2027.

We are looking for a leader who will accelerate our high standards further while maintaining the warm, welcoming atmosphere our parents and children value. You will be someone who is excited to lead a top-performing school while playing an active role in the wider Trust. Alexandra is truly an equal opportunities school and we genuinely welcome candidates from all and any backgrounds.

Located in Kingston upon Thames, just minutes from Richmond Park, Alexandra offers modern facilities and a positive, calm learning environment.

Are you:

- a resilient, thoughtful leader who can inspire staff and help every child develop a lifelong love of learning?
- intellectually curious?
- emotionally intelligent and mature?
- a strategic thinker who is also at home with rolling up your sleeves to handle everyday challenges as needed?
- and do you have a real passion for making sure every child can thrive no matter their starting point or individual challenges?

...then, we would love to meet you!

Yours faithfully,

Lorraine Slattery  
Chair of Governors



# About our school - key data

Type of school	Primary
Age Range	Age 3 -11
Location	Kingston upon Thames
Type of establishment	Community School
Budget	£2.5m for 2026/27
Last Ofsted Inspection	Outstanding, 2023
Recent School Awards	Gold Rights Respecting 2023 (reaccreditation July 2026) Silver Attachment Aware Award 2025 Gold School Games Mark 2025 The Times Top 1000 Schools 2026
Number of staff on Leadership Scale (LS)	3
Number of qualified teachers (excl LS)	18 (of which 13 full-time)
Number of teaching assistants	35 (of which 13 full-time)
Total number of children	462
of which nursery	40
% of parents who would recommend the school	99%
% of parents who say their children are happy at Alexandra	99%
% of parents who say the school has high expectations	98%
% of pupils participating in an extracurricular activity	56%
Overall attendance (March 2026)	95.70%
Children eligible for pupil premium	81 / 17.5%
Number and % of children with EHCPs	29 / 6.3%
Number and % of Children with SEN support	72 / 15.6%
% of multi-lingual children	168 / 36.4%

# About our school - key data

## 2025 Alexandra Statutory Assessment Outcomes

EYFS Good Level of Development	72%
Y1 Phonics Expected Standard	83%
Y4 MTC	20.5

## KS2 Outcomes

Expected or Above RWM	65%
Expected or Above Reading	75%
Expected or Above Writing	78%
Expected or Above Maths	82%
Expected or Above GPS	75%
Expected or Above Science	84%
High Standard RWM	18%
High Standard Reading	38%
Greater Depth Writing	20%
High Standard Maths	51%
High Standard GPS	55%

### Alexandra's Model of Excellence:

At Alexandra, our outstanding outcomes are the result of a deliberate and sophisticated approach to school improvement. We have moved beyond standard educational practice to create a philosophy for learning. This is defined by our specific approach to pedagogy, 'The Alexandra Teaching and Learning Model', which is grounded in cognitive science to ensure long-term knowledge retention. Similarly, our four Curriculum Drivers, ensure that learning is not only rooted in knowledge and sequential, but also equitable and enriched by experience. For a new Headteacher, this means joining a school that has a defined and ambitious learning culture with a clear, proven, and highly defined roadmap for pedagogical success.

# About our town

Situated on the banks of the River Thames in southwest London, Kingston upon Thames offers a unique blend of historic charm and modern vibrancy. As one of the capital's oldest market towns, Kingston has a rich heritage dating back over a thousand years, reflected in its historic buildings, bustling marketplace, and strong sense of community. Today, it is a thriving hub with excellent transport links into central London and beyond, making it an attractive location for families and professionals alike.

Kingston is renowned for its high-quality schools, green open spaces, and diverse population. The borough benefits from an abundance of parks, riverside walks, and cultural amenities, alongside a lively town centre featuring shops, restaurants, and entertainment venues. This dynamic yet community-focused environment creates an ideal setting for education, where schools play a central role in local life. For a Headteacher, Kingston offers the opportunity to lead within a supportive, engaged community that values learning, inclusivity, and the wellbeing of its children.



# About Bourne Education Trust

## **Purpose**

Bourne Education Trust (BET) was established in 2011 and today brings together a wide range of primary, secondary, specialist and alternative provision academies, and associate schools across Hampshire, London and Surrey. BET's work is guided by a clear purpose: transforming schools, changing lives.

## **Future-Ready Education**

As the world changes rapidly, particularly with the expansion of AI and digital technologies, BET recognises their responsibility to prepare pupils for the workplaces, opportunities and challenges of the 2030s. This means equipping them with strong academic foundations alongside digital fluency, ethical awareness, creativity and adaptability. These priorities shape their curriculum thinking, professional development and long term planning.

## **Collective Strength, Local Identity**

To make the most of their collective expertise, BET schools work in phases and clusters that support both specialist practice and cross-phase collaboration. Their settings vary widely - from small primaries to large secondary schools with sixth forms - but each plays an equal part in shaping the direction of the Trust.

## **Culture and Values**

BET schools retain their individual identities while sharing a culture that is welcoming, professional and ambitious. Pupils feel safe and known, and they benefit from teaching that encourages curiosity, confidence and clear thinking. Led by a core team of Alex Russell, Chief Executive Officer, Penny Alford, Deputy CEO and a team of Directors, BET has a strong record of strengthening school performance - improving the quality of education, building leadership capacity and ensuring financial sustainability. Their work is rooted in a clear aim: schools should serve their communities well, while benefiting from the collective strength and shared purpose that comes from being part of a larger organisation.

# About our exceptional opportunity for an experienced Deputy Headteacher or existing Headteacher

## Job Description

### **ROLE INFORMATION**

**Job title:** Headteacher

**Contract:** Permanent

**Responsible to:** Governing Body. Following conversion to BET, the role will report to the area Education Director

### **ROLE PURPOSE**

To provide professional educational and cultural leadership and management for Alexandra Primary School to secure its continued success and improvement. The Headteacher will lead the delivery of our long term vision, Vision 2030, driving innovative practice to ensure Alexandra remains a national leader in primary education. They will protect the school's inclusive culture and high standards while navigating the anticipated transition to full membership within the Bourne Education Trust (BET) during the early years of your incumbency.

### **MAIN DUTIES AND RESPONSIBILITIES**

The role holder will be expected to comply with the National Standards for Excellence for Headteachers ([National Standards for Excellence for Headteachers](#)) and with sections 44-46 of the School Teachers Pay and Conditions Document 2025/26 ([STPCD 2025/2026](#))

### **Leading teaching and learning:**

**Learning Culture:** Sustain a positive learning culture that encourages pupils to become self-directed, confident learners.

**Instructional Excellence:** Drive the ongoing evolution of The Alexandra Teaching and Learning Model, ensuring evidence-based practice remains central to the classroom and that new technologies are used to optimise every pupil's experience.

**Inclusion:** Strengthen the aspirational and inclusive ethos of the school, ensuring that SEND pupils and the needs of the disadvantaged are prioritised.

**Behaviour:** Uphold and refine the effective, clear, and consistent behaviour management strategy based on positive relationships.

**Data and Standards:** Harness the school's data and benchmarking systems to monitor progress, drive standards further, and maintain a relentless focus on pupil achievement and attendance.

### **Managing the organisation:**

**Strategic Resource Management:** With support from the Operations & School Business Managers, manage financial and physical resources effectively to provide a safe and efficient learning environment. Monitor the use of resources to ensure best value, taking advantage of all funding and income-generation opportunities.

**Workload and Sustainability:** Recruit, retain, and deploy staff appropriately, implementing strategies to manage workload and promote staff wellbeing.

**Communication:** Maintain a culture of openness and transparency, ensuring efficient and coherent communication links within the school community.

### **Securing accountability:**

**Governance:** Work in conjunction with governors to ensure high standards, the maintenance of the school's culture & ethos and the development of compliant policies that are effectively implemented, followed, and reviewed for impact.

**Staff Performance & motivation:** Provide inspiring, positive leadership to the experienced Deputy Head and Assistant Head and to the entire staff team. Ensure individual staff accountabilities continue to be clearly defined, understood, and agreed through robust appraisal systems, recognising excellent performance and providing clear guidance & support where required.

**Other Partnerships:** Continue to work with other partners, including the Bourne Education Trust and the Local Authority, to meet mutually agreed objectives.

### **Strengthening Community:**

**Local Identity:** Uphold the school's established role within the Kingston community, sustaining the existing pride in the organisation.

**Collaboration:** Deepen effective collaboration with parents, carers, the LA and BET to ensure the school meets the wider needs of its pupils while fulfilling its legal and social responsibilities.

**System Leadership:** Extend the school's collaboration with other learning providers, sharing expertise across local and fellow BET schools to bring positive benefits to all pupils.



# Person specification

## KEY SKILLS REQUIRED:

### ESSENTIAL KEY SKILLS/QUALIFICATIONS/EXPERIENCE

Candidates will be expected to demonstrate:

**Safeguarding:** An uncompromising commitment to the protection and safeguarding of pupils.

**Qualifications:** Qualified Teacher Status (QTS) or equivalent.

**Leadership Experience:** Successful experience as a senior leader (Headteacher or experienced Deputy Headteacher) with a proven track record of raising or maintaining high educational standards, embedding culture, leading continuous improvement and change and offering robust challenge & support to colleagues. Proven ability to innovate, think, plan and act strategically.

**Vision and Values:** A passionate commitment to the school's values and vision.

**Inclusive Ethos:** A commitment to social justice, diversity, equity & inclusion and the ability to lead the design of curriculum pathways that are challenging, engaging, and personalised for a diverse cohort. Successful behaviour strategies to ensure a safe and calm learning environment for all.

### Operational and Interpersonal Skills:

**Operational Grip:** The ability to juggle multiple competing priorities, formulate policies and monitor their impact, working under pressure to meet deadlines.

**Financial Acumen:** The ability to set, monitor, and manage a school budget to ensure long-term sustainability. The effective deployment of resources and identification of new funding sources and cost efficiencies.

**Communication:** Excellent interpersonal and presentation skills; the ability to act as a positive ambassador for the school, demonstrating integrity and authenticity in all interactions. The ability to build and maintain constructive, collaborative relationships across all stakeholders and within the wider community.

**Staff Development:** Successful experience in leading professional development and coaching staff to maintain a culture of high standards.

**Technology & Data Literacy:** The ability to collect, analyse, and use progress and attainment data to drive school-wide improvement. A curiosity and appetite for the deployment of AI and other new technologies in effective Teaching & Learning and efficient school administration.

# Person specification

## KEY SKILLS REQUIRED:

### DESIRABLE KEY SKILLS

**Advanced Qualifications:** NPQH or further professional leadership qualification.

**Inspection Experience:** Experience leading a school through a successful Ofsted inspection.

**Horizon Scanning:** Ability to identify future changes and challenges at a national and local level and reflect these back into school strategy and operations.



# About your application

Thank you for your interest in this role. We look forward to receiving your application. Candidates should be aware that the closing date for applications is **1st May 2026 at 12pm**. Tours of the school between **14th and 30th April 2026** can be arranged by contacting our HR Coordinator, Sue-Mei Kong, at [hr@alexandra.school](mailto:hr@alexandra.school). Interviews and assessments are scheduled for **21st and 22nd May 2026**.

The successful candidate will be expected to take up the role in September 2026 (if currently a Deputy Headteacher) or in January 2027 (if currently a headteacher).

If you have any questions at any point, please do not hesitate to contact our Chair of Governors, Lorraine Slattery, at [gp@alexandra.school](mailto:gp@alexandra.school) or the outgoing Headteacher, Robert Waiting, at [admin@alexandra.school](mailto:admin@alexandra.school).

Shortlisted candidates will also have the opportunity to speak to a senior executive at BET, should they wish to do so, before the interview and assessment process takes place.

## **SPECIAL NOTE RE THIS RECRUITMENT PROCESS:**

As Alexandra is currently transitioning from a Local Authority-maintained school to a Bourne Education Trust (BET) school, both the Local Authority and BET will provide advisory support to the Governing Body throughout this process. Alexandra's current Headteacher, Robert Waiting, has been appointed as Education Director for BET and will take up his post in September 2026. In this new capacity, Robert will oversee a cluster of schools that includes Alexandra. Therefore, Robert will represent BET in an advisory capacity during the interview and assessment process. For clarity, the final appointment decision rests solely with the Governing Body of Alexandra Primary School.

# About your application

## **SAFEGUARDING**

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In accordance with KCSIE, an online search will be carried out on shortlisted candidates.

References will be sought for shortlisted candidates.

Shortlisted candidates will be asked to complete a criminal record self-declaration form, which must be returned to the school one day prior to the interview at the latest. If we do not receive your completed declaration form, we reserve the right to withdraw the offer of interview.

All posts are subject to pre-employment checks, thorough references will be sought and must be deemed satisfactory by the school, and successful candidates will need to undertake an enhanced DBS check and medical clearance. Candidates must have the right to work in the UK.

## **EQUAL OPPORTUNITIES**

Alexandra Primary School is committed to equality of opportunity for all colleagues, pupils, and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, race, religion, belief, sexual orientation, gender identity, gender reassignment, maternity, paternity, marital/civil partnership status.

## **Data Protection Act 2018**

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

