

# Bevendean Primary School and Nursery



## Recruitment Pack 2025/26

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# Welcome from our Chair of Governors

To our future Headteacher,

If you believe a school should be the true heart of its community, then you may be the leader we are looking for.

Bevendean Primary School & Nursery is a 'hidden treasure'. We are not a city-centre school, and we are proud of it. We are nestled in beautiful downland and set in extensive grounds that give our children space to learn, play, and be curious. This is a place where many of our pupils' parents once walked the same corridors, creating a special sense of belonging you can feel.

What will you find inside?

- An **exceptional staff team** who are deeply committed to our children.
- A truly **inclusive ethos**, anchored by our dedicated on-site facility for deaf children.
- A 2024 Ofsted report that judged us 'Good' in three areas, and recognising our excellence with **two 'Outstanding' grades**. A powerful foundation for your vision.
- A curriculum built around **Imagination, Resilience, and Cooperation**. We don't just focus on *what* children learn, but *how* they learn.

We are looking for an innovative and inspirational leader who understands this unique spirit. This isn't just a job about maintenance; it's an opportunity to build. We need someone who can empower our excellent staff, champion our inclusive values, and build on our recent successes to lead us to even greater heights.

If you are a resilient, imaginative leader ready to make a real impact, we would be delighted to hear from you.

We strongly encourage you to visit and experience the positive, nurturing atmosphere of Bevendean for yourself.

We look forward to receiving your application.

Yours faithfully,

Kendrick Tugwell

Chair of Governors

# Our ethos

We have an exceptional staff team of 20 class teachers, Nursery to Year 6 and Senior Leaders. Our Nursery offers 15 hours free nursery provision each week. We have three learning mentors, 21 teaching assistants and higher-level teaching assistants supporting in class along with a further 7 office / administration and facilities staff. We also have a specialist provision for deaf pupils on site that employs 2 teachers and 6 teaching assistants.

Nurturing a safe, calm and inclusive environment is important to us. And you'll see it when you walk the halls.

*"Pupils' behaviour is impeccable. Routines are well established and support pupils to make the right choices. The school is a calm and purposeful learning environment. Pupils value nurturing relationships with staff. During lessons, they are absorbed in their learning. Pupils consistently try their best, achieving highly across the curriculum."* – Ofsted 2024

We truly do provide somewhere where every child can succeed and thrive.

*"Pupils thrive at this inclusive school. The school keeps pupils at the heart of every decision. It expects, and receives, the best of everyone. Staff have high expectations of all pupils, and pupils respond well to these. Pupils, including pupils with special educational needs and/or disabilities (SEND), achieve highly and are well prepared for their next steps."* – Ofsted 2024

We develop quality 'tools for learning' and integrate these into our lessons; these are: Imagination; Taking Risks; Motivation; Concentration; Resilience; Making Connections; Keep Improving; Cooperation; Curiosity and Perseverance.

We are very proud of Bevendean Primary School & Nursery, and we are delighted you have expressed an interest in the position at our school.



# Our community

Situated approximately 3km from Brighton's city center, Bevendean is a hidden treasure because of its location, most children live close to the school, and many parents are former pupils.

Before 1950, Bevendean Valley was mainly farmland. However, after the war, this farmland was developed, and the school became the heart of the community.

The school isn't a remote destination; it's the central hub where paths cross. This proximity means friendships and family networks extend beyond the school gates into the local streets and parks, weaving a tight social fabric.



# Job Description

## Post of Headteacher

This Job Description reflects the National Standards of Excellence for Headteachers 2015. The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

### Main Purposes of the Role

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school. To carry out the duties set out in Part 7 of the School Teachers' Pay and Conditions Document.

### Main tasks

#### Strategic direction and development

1.1 Work with the Governors, in consultation with other interested parties, to formulate the aims of the school and to establish policies for their implementation

1.2 To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement

1.3 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success

#### Teaching and learning

2.1 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with the Governors' curriculum statement, the current educational challenges and future trends

2.2 Determine, organise and implement a policy for the care, personal development and well-being of pupils

2.3 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement

2.4 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community

2.5 Work with schools in other key stages to ensure satisfactory transfer and progression of pupils

2.6 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities

#### Leading, managing & developing staff

3.1 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities

3.2 Acknowledge the responsibilities and celebrate the achievements of individuals and teams

3.3 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review

3.4 Support and motivate all staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory

3.5 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed

3.6 Regularly review own practice and take responsibility for own personal development

3.7 Manage own and others workload to allow an appropriate work/life balance

### **Deployment of staff and resources**

4.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements

4.2 Produce and implement clear, evidence based improvement plans and policies

4.3 Work with governors to recruit and retain staff of the highest quality

4.4 Manage the schools resources efficiently and effectively as follows:

- Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
- Financial Resources, including effective administration & control in line with budget plan
- Accommodation & other resources, taking account of curriculum needs & health & safety

4.5 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money

### **Accountability**

5.1 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money

5.2 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school

5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated

5.4 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the local community and OFSTED to enable them to play their part collaboratively and effectively

<https://reports.ofsted.gov.uk/provider/21/114485>

5.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success

5.6 Ensure the school operates within agreed Children's Trust guidelines and that effective liaison exists between the school and the Children's Trust

5.7 Promote the school and develop effective partnerships in the wider community

5.8 Responsible for promoting and safeguarding the welfare of children and young people s/he is re- sponsible for, or comes into contact with

## Strengthening Community

- 6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- 6.2 Collaborate with other schools to share expertise and bring positive benefits to their own and other schools
- 6.3 Further develop collaborative working with other agencies to take account of current policies
- 6.4 Work collaboratively at both strategic and operational levels with families, carers and across multiple agencies for the well-being of children
- 6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- 6.6 Encourage families to be active partners in the school and strengthen effective home-school communication





# Person specification

## Person Specification - Headteacher Bevendean Primary School and Nursery

Essential Criteria	When/how identified
<b>Qualifications and Experience</b>	<b>Application Form Certificates Interview Testing</b>
Qualified teacher status	Certificates
Proven ability to lead and develop an outstanding, inclusive strategy that removes barriers to learning and ensures high achievement for all pupils with SEND.	Application Form Interview Testing
Knowledge of strategic financial planning, budgetary management and future trends both locally and nationally	Application Form Interview Testing
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people	Application Form Interview
Evidence of good classroom practice	Application Form Interview
Headship, Deputy Headship or Assistant Headship experience in primary/secondary school	Application Form Interview
Experience of work with external partners and other agencies for the well-being of all pupils and their families	Application Form Interview
Experience of providing support mechanisms for pupils both formal and informal	Application Form Interview

Demonstrate resilience in the leadership role

Application Form  
Interview  
Testing

<b>Knowledge, Skills and Attributes</b>	
Ability to use data analysis to support school improvement and decision making	Application Form Interview Testing
Ability to lead and empower successful teams	Application Form Interview Testing
Ability to lead and manage change	Application Form Interview Testing
Wide knowledge of the impact of current educational challenges and future trends	Application Form Interview Testing
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community	Application Form Interview Testing
Ability to communicate effectively with a wide range of audiences	Application Form Interview Testing
Proven experience of implementing strategies for raising achievement and monitoring progress	Application Form Interview Testing
Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance, and achieve work-life balance	Application Form Interview Testing
Excellent organisational and interpersonal skills and flexible management style	Application Form Interview Testing
Commitment to a curriculum which engages and enthuses children and leads to high achievement	Application Form Interview Testing

Proven ability to manage behaviour and create a positive ethos	Application Form Interview Testing
Commitment to the promotion of an inclusive school community	Application Form Interview Testing
<b>Desirable Criteria</b>	<b>When/how identified</b>
<b>Qualifications and Experience</b>	<b>Application Form Certificates Interview Testing</b>
A National Professional Qualification for Headship (NPQH)	Certificates
To have worked in at least 2 schools	Application Form Interview
Evidence of working within the community or charity work	Application Form Interview

# How to apply

## Post of Headteacher

Closing date: Midnight on Sunday 4th January 2026

Post: Full-Time Permanent

Start Date: September 2026 (Can accommodate April 2026 start)

Pay Scale: Leadership 17 to 23

Interview Dates: 20<sup>th</sup> & 21<sup>st</sup> of January 2026

## How to Apply

Please apply using the application form. Along with your application form please include a letter of application (no more than two sides of A4) to tell us about you and why you are suitably experienced for the post. Please return your application to Nicki Buttress, School Business Manager, e-mail:

[NickiButtress@bevendean.brighton-hove.sch.uk](mailto:NickiButtress@bevendean.brighton-hove.sch.uk)

## Safeguarding

Our school has an equal opportunities policy for selection and recruitment associated with our safeguarding policy. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share our commitment.

This appointment is subject to a full enhanced DBS check, employment and other pre-employment checks, including satisfactory references, proof of qualifications, photographic proof of identity and entitlement to live and work in the UK.

## School Visits

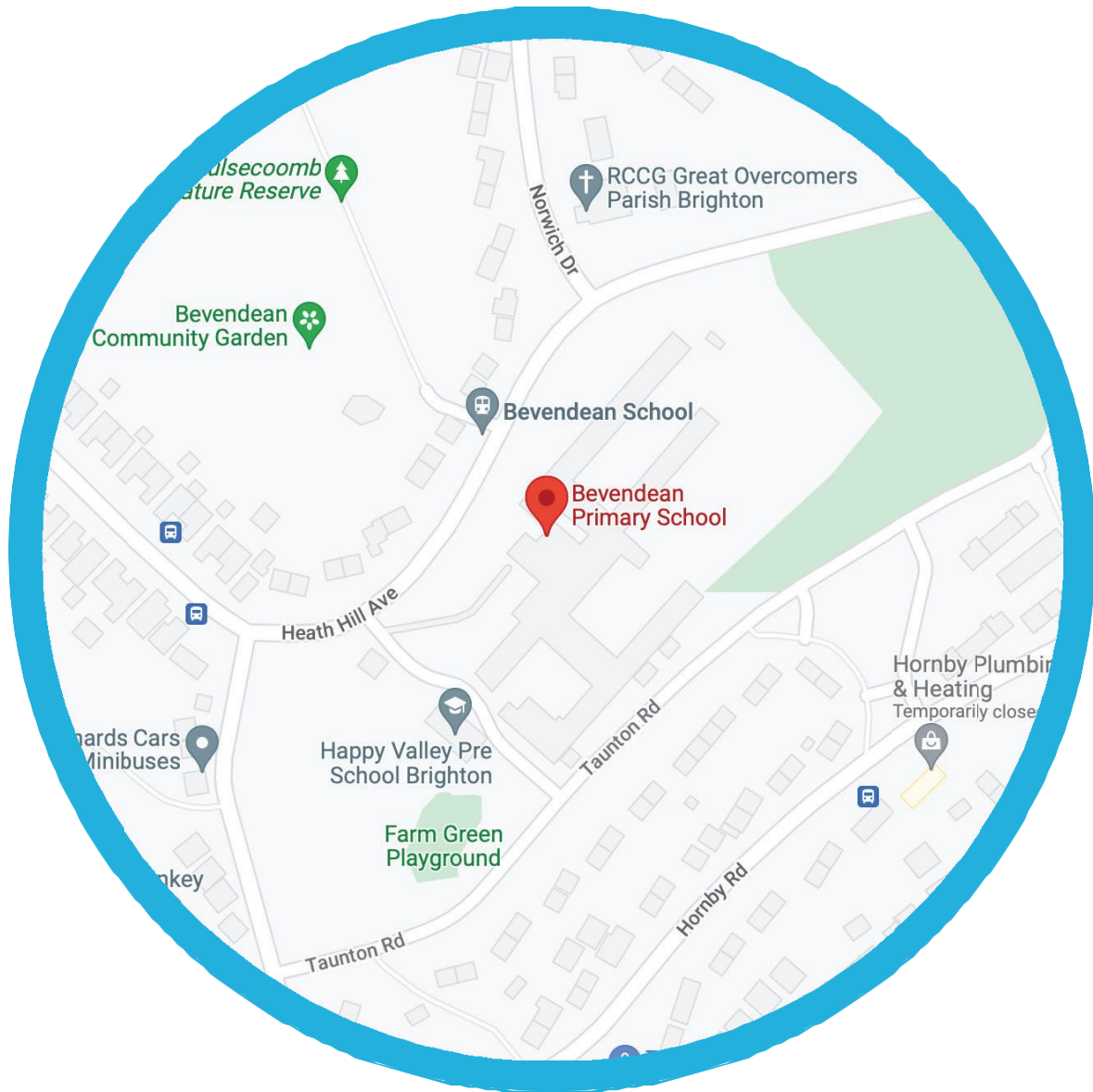
You are very welcome to visit the school as part of your consideration and in advance of applying. Please note that all visits will be informal and will not be part of the selection process and will not have any bearing on our short-listing interview selection and recruitment process. Please contact Nicki Buttress, School Business Manager by emailing: [NickiButtress@bevendean.brighton-hove.sch.uk](mailto:NickiButtress@bevendean.brighton-hove.sch.uk)

## Privacy Notice

We are required to keep your information on file for 6 months following the appointment of the successful candidate.



# How to find us



Bevendean Primary School and Nursery,  
Heath Hill Avenue,  
Lower Bevendean,  
Brighton,  
BN2 4JP  
01273 681292

w3w: weds.name.flags

<https://www.bevendeanprimaryschoolandnursery.co.uk>

