



Message from the CEO

Dear candidate,

I would like to take this opportunity to warmly welcome you to Britannia Education Trust (BET). As the CEO of BET, I am passionate about and proud of our Academies. It is our vision to create exceptional, creative, inclusive education at the heart of our community.

The Trust was formed in order to sponsor and establish Royal Wharf Primary School which is central to a new residential development in West Silvertown.

Currently our Trust comprises of two primary schools (Britannia Village and Royal Wharf), both 2 forms of entry with attached nurseries. The schools are a 5 minute walk apart and work very closely together with some middle and senior leaders having responsibilities across the Trust.

This is a fantastic opportunity for a dedicated and inspirational leader to take our vibrant school to the next level.





Benefits

There are many unique benefits to working within BET:

- Small classes of happy and wonderfully diverse pupils
- Teams of 3 teachers per year group (dependent on pupil numbers)
- Collaboration between Trust schools
- Excellent resources including ICT (pupils have their own chromebooks)
- Macbooks for teachers and interactive smartboards in every classroom
- Class teacher release time for personalised interventions with their pupils
- Trust funded specialist SEND provision
- Senior leadership open door policy
- Access to a trained counsellor
- No lunchtime supervision duties for class teachers
- Welcoming and supportive staff

Our enthusiastic and dedicated staff are our most valuable asset and we work hard to provide them with the support and development opportunities they deserve so that our pupils receive the best start in their education journey.

I hope that having read through our recruitment information you are inspired to apply for the position of Headteacher at Britannia Village Primary School.

I look forward to hearing from you.

Yours sincerely,

Linda-May Bingham
CEO and Executive Headteacher



About you

We are looking for someone who:

- is committed to providing the best education, experiences, opportunities and life chances to our children
- has a proven track record of raising high levels of achievement for all children
- is a people person with excellent communication and interpersonal skills
- is committed to working collaboratively with all members of our immediate and wider school community
- is an inspiring leader who can motivate, lead and support colleagues through professional development, identifying potential in others
- has excellent pedagogy and expertise in curriculum design and delivery
- highly values the expressive arts in the primary curriculum
- has an understanding of how children learn best, backed up by research
- has experience/skills in coaching and mentoring, enabling staff to give their best
- is well read and interested in current research, educational theory and practice.

About the Trust

The Trust is a company limited by guarantee and an exempt charity. The Charitable Company's Memorandum and Articles of Association are its primary governing documents. The Trustees of The Charitable Company are also the Directors for the purposes of company law. The terms Trustee, Director and Governor are interchangeable. The Charitable Company is known as Britannia Education Trust.

The MAT was formed in order to open a brand new primary school (Royal Wharf) which opened in September 2019. The Trust currently operates two academies for pupils aged 3 to 11 years serving a catchment area in the Royal Docks, West Silvertown, Newham.

Both schools have recently been judged as Good overall by Ofsted. Britannia Village's last inspection was in June 2024. Each school has a pupil capacity of 420 plus a 30 FTE nursery. Our schools serve very similar diverse communities and are a 5 minute walk apart enabling very practical partnership working between the two schools.

The Trust's vision for growth is through sponsoring and establishing further new schools in the local area where extensive redevelopment and regeneration is taking place.

You can find out more about the Trust, our Members and Trustees on our trust website - www.britanniaeducationtrust.com



Vision Statement

Our vision is to bring out the best in our pupils, our staff and our community.

We aim to give our pupils the best start in life through providing a creative and happy learning environment where achievement, mutual respect and self-esteem are valued.

We aim to empower our pupils to have the necessary knowledge, skills, values, attitudes and understanding to make a positive contribution in a changing world both locally and globally.

We will:-

- Create safe, supportive, caring environments where children can flourish.
- Provide a broad, balanced, child-centred creative curriculum which is both accessible and appropriate to all our pupils.
- Demonstrate, expect and celebrate excellence in Achievement, Behaviour and Character.
- Develop and nurture an outstanding staff team.
- Be rigorous in the pursuit of inclusion and equity.
- Forge strong partnerships with parents and families.
- Work cooperatively within the Trust and with other schools, organisations and stakeholders.
- Equip children to become responsible global citizens, caring for the natural world and making wise, informed choices.
- Involve the schools in the community and the community in the schools.



Ethos and Values

Our children will thrive within an ethos of Inclusion, Creativity and Excellence forming **values and qualities** that will equip them for life.



Inclusion

All children are provided with the resources to be successful learners, irrespective of background or ability. In a supportive environment an **optimistic** outlook is fostered in which children develop open and honest relationships characterised by mutual **respect**. They **cooperate** with each other across all year groups, bridging social divisions and celebrating diversity of faiths, beliefs and cultures. Children have opportunities to express a passion for justice through practical initiatives that benefit those who are disadvantaged.

Creativity

Creativity embodies our approach to learning. We see creative ideas, nurtured imagination and inspired **curiosity** as essential ingredients to a **resourceful thinker** who can innovate and inspire. Combined with a **Growth Mindset** that never hinders potential, creative children craft and shape new learning and ideas fostering a culture of artistry.



Excellence

Children develop key life skills to build character as well as competence. They have a **zest** for learning and embrace values such as **hard work, self-management** and **reflective thinking** to achieve their very best. Children from all backgrounds develop high aspirations, self-belief and an appetite for life-long learning which stands them in good stead for their future careers.





Britannia Education Trust Newham, East London



About Britannia Village Primary School

Britannia Village Primary School opened in September 1999. The village and the school were designed on the theme of ships, with masts and portholes to reflect its famous and well documented history of merchant ships, which were docking here for many years, bringing produce from all over the world. Our school logo was also designed to represent this history and our classrooms are named after ships which docked locally.

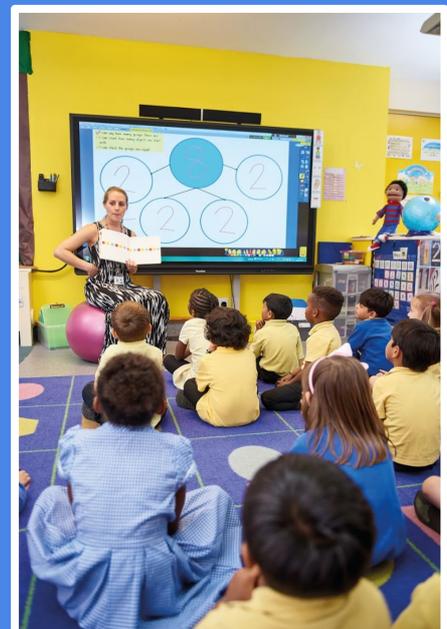
Geographically, we are between Canning Town and the London City Airport, in view of Canary Wharf and the O2. In our locality we have the Excel Exhibition Centre, Royals Business Park, the Emirates Cable Car and London's new City Hall. Our nearest train station is West Silvertown on the Docklands Light Railway.

Throughout the school children are taught in small classes of around 20. We believe that this gives us the best opportunity to get to know our children well and to give them personalised support educationally, emotionally and physically.

The school serves a diverse cultural community: approximately 28% are from Black backgrounds, 22% are from Asian backgrounds, 13% are White Eastern European, 14% are of mixed ethnicity, 9.4% are White British, 5% are White other and small numbers from a variety of other backgrounds make up the remainder.

There is a sense of warmth and community that resonates throughout the halls. The children's enthusiasm for learning is palpable, and it is a true testament to the positive and nurturing environment that the staff and leaders have fostered here.

At Britannia Village we are committed to continuing this excellent standard of education and community engagement that Britannia Village is known for. We firmly believe that education is a collaboration between the school and the parents, and we are thrilled to be working alongside such dedicated and supportive families and staff.



Britannia Education Trust Headteacher Job Description

Post: Headteacher, Britannia Village Primary School

Accountable to: The CEO and ultimately Britannia Education Trust Board

Salary grade: L18 - 24 (Inner London Pay Scale)

General duties and responsibilities

To carry out the duties of a Headteacher as set out in the School Teachers Pay and Conditions Document .

Core purpose of the post

The Headteacher will, under the direction of the CEO and the Trust Board, provide professional leadership and management of the school which, in turn, secures success and improvement, ensuring high quality education, improved standards of learning and achievement for all pupils.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To provide leadership and management to the staff and students.
- To work in close liaison with other Headteachers within the Trust.
- To ensure a high quality school experience for all pupils, securing desired outcomes.
- To contribute, along with the Trust Executive Leaders and Trustees, to further developing the strategic vision for Britannia Education Trust.
- To implement as positively and fully as possible the vision and key objectives of Britannia Education Trust.

Strategic direction and development of the school

Working with the CEO, Trustees and senior leadership team, lead the development of a shared vision and strategic plan for the school and analyse and plan for its future needs and further development. At the core of this should be the educational and personal development of the pupils. This will be undertaken within the context of, and supporting, the MAT's Strategic Plan.

Lead the staff team to translate the vision into agreed objectives and operational plans which will drive forward and sustain school improvement and ensure that the school achieves its performance targets. Define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders.

Be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. Skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Teaching and Learning

The Headteacher, in liaison with the CEO will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements, and use benchmarks and set targets for improvement. The Headteacher will:

- Drive and inspire a passion for learning in every member of the school community.
- Provide a model of outstanding practice to all staff in teaching and school leadership.
- Plan and monitor the teaching and learning across the school.
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement of all children including those in vulnerable groups.
- Ensure a continuous and consistent focus on pupils' achievement and development and implement BET policies and practices for assessing, recording and reporting on pupil achievements.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Evaluate the teaching and learning in the school; use this analysis to identify effective practice and areas for improvement.
- Take appropriate action to improve further the quality of teaching when required.

Leading and managing staff

The Headteacher will:

- Lead and deploy staff efficiently and effectively in line with the Trust's Vision and Strategic Plan.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary through effective and consistent implementation of the Appraisal Policy and other systems of quality assurance and professional development of teachers.

Manage resources

The Headteacher will work with the CEO, Trust board members and senior colleagues to:

- Recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.
- Deploy resources efficiently and effectively in line with the Trust's Vision and Strategic Plan.
- Monitor and review resources in order to improve the quality of education and children's achievement.
- Contribute to the budget setting process, this will be done by:
 - Setting appropriate priorities for expenditure.
 - Allocation of funds.
 - Effective administration and financial control.
 - Ensure value for money.

Safeguarding children and Safer Recruitment

To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices.

Health and Safety

To work in compliance with the Trust's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties in the premises controlled by the school.

To ensure that compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment including information, training, instruction and supervision as necessary to accomplish these goals.

Data Protection

To ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act (2000).

Accountability

The Headteacher, will account for the efficiency and effectiveness of the school to the CEO, Trustees, pupils, parents and staff. This will include effective communication, advice to the Trust Board, and accountability for school performance.

Other professional requirements

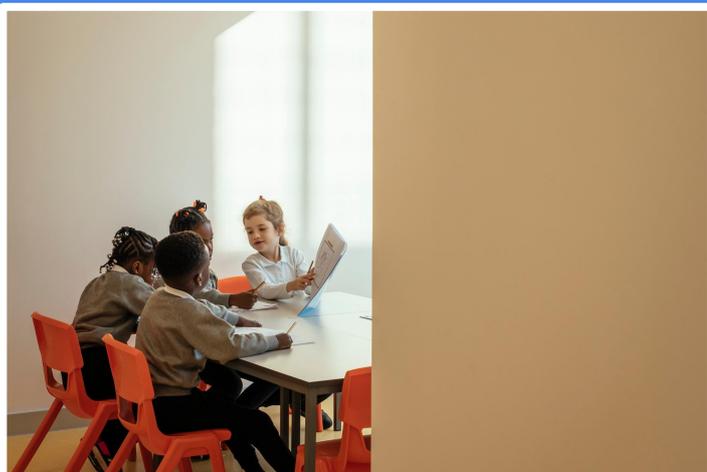
To play a full part in the life of the Trust, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the CEO.

This job description may be amended at any appropriate time, following consultation between the CEO and Headteacher. It will be reviewed annually and performance management objectives will be agreed.

The Headteacher would be part of the Trust Executive Leadership Team and in consultation with the CEO, may be asked to work at any of the Trust's schools if the need arises.

Britannia Education Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



Headteacher Person Specification

This person specification has been written in line with the National Standards of Excellence for Headteachers.

Please use the key below so that you know where we will look for evidence that the criteria have been met.

A Application
R References
I Interview

E Essential
D Desirable

Ref.	Criteria				
	QUALIFICATIONS AND TRAINING	E/D	A	R	I
Q1	Qualified Teacher status	E	x	x	
Q2	Honours Graduate or equivalent	E	x	x	
Q3	Further professional/academic study	D	x		
Q4	Has NPQH qualification	D	x		
	EXPERIENCE	E/D	A	R	I
E1	Substantial recent senior leadership experience in an appropriate school or similar setting	E	x	x	x
E2	Experience across the appropriate age range including thorough knowledge of the National Curriculum	E	x	x	
	Qualities and Knowledge Able to:	E/D	A	R	I
QK1	Lead by example demonstrating optimistic personal behaviour, positive relationships and attitudes towards the pupils and staff and towards, parents, directors and members of the local community	E	x		x
QK2	Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.	E	x		x
QK3	Demonstrate the ability to work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	E	x		x
	Pupils and Staff Able to develop systems which:	E/D	A	R	I
S1	Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, and instil a strong sense of accountability in staff for the impact of their work on pupil's outcomes, holding them to account for their professional conduct and practice.	E	x		x
S2	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge to support each other. Lead by example in this area, continually develop your own practise and remain up to date on the latest developments in the sector.	E			x

Headteacher Person Specification continued

S3	Be an effective and inspiring leader; identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	E			x
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	Systems and Process Able to develop systems and processes which:	E/D	A	R	I
SP1	Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. These will meet the expectations of Directors, Trustees and other senior leaders in all areas.	E	x		x
SP2	Value excellent practice in managing the performance of all staff, addressing any under-performance and supporting staff to improve.	E			x
SP3	Welcome strong governance and actively support the Directors and Trustees to understand its role and deliver its functions effectively.	E	x	x	x
SP4	Exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources, in the best interest of pupils' achievements and the academy's sustainability.	D			x
	The Self Improving Academy System Develop a self-improving academy system which will;	E/D	A	R	I
I1	Ensure an outward-facing school which will work with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils. Contribute to the shaping of current and future quality of the teaching profession through high quality training and sustained professional development for all staff.	D	x		x
I2	Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	E	x		x
I3	Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self improving school.	D	x		x
I5	Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.	E			x
I6	Inspire and influence others to believe in the fundamental importance of education in young people's lives and promote the value of education.	E			x