



John Bramston Primary School

Headteacher applicant pack

'You can achieve if you believe'

John Bramston Primary School, Newcastle Avenue, Hainault, Ilford IG6 3EE.
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Dear applicant

Thank you so much for expressing an interest in the position of Headteacher at John Bramston Primary School. After 12 years at the school, our current Headteacher will be retiring at the end of the summer term but leaves us in a very strong position and with an excellent opportunity for new leadership to take us into the next phase of our development.

We are looking to appoint an inspirational and experienced leader who shares our values and ambition for the school. The John Bramston community is diverse and this is something we celebrate. Our pupils worked together to create our diversity charter, summed up in their words:

"Be proud. Be unique. Difference is normal."

All our work is underpinned by our Gold Rights Respecting Award, which was reaccredited in 2022, and we have also supported other schools as they work towards the award. We believe this is vital in ensuring pupils understand their own rights and how to protect them, as well as learning to stand up for others. It also reinforces our robust and embedded approach to safeguarding and wellbeing. Pupils speak enthusiastically and knowledgeably about the United Nations Convention on the Rights of the Child, as was noted by the Ofsted inspector who visited in September 2023. The report also said, "The celebration of diversity is an important part of pupils' daily experiences. Pupils are encouraged to develop a strong sense of justice and to understand that everyone should be treated equally. They are taught the importance of values such as democracy and liberty." The report also noted that our pupils are happy and feel safe.

Of course, our core purpose is to support their learning. We have high aspirations for all our pupils, and a rich, engaging and creative curriculum to support this. We use a version of the International Primary Curriculum that has been tailored to meet the needs of pupils, and a range of targeted interventions to provide further support. Our staff are skilled at identifying pupils who have special educational needs or disabilities and ensuring that they receive the help they need to learn and are included in all aspects of school life.

You will be supported by an excellent senior leadership team and teaching staff who work hard to help every child achieve their potential. We are also lucky to have a strong and engaged Governing Body who know the school well, are strategically focused and share a vision for what we can achieve.

As our new Headteacher, you will be in the fortunate position of having a strong foundation to build on despite current challenges in the wider education sector. The school staff team is committed and stable; parents are engaged and supportive; pupil behaviour and attitudes are good; progress and attainment are strong; our finances are positive. We also have the exciting prospect of a school rebuild – and all the opportunities that brings for serving the community, increasing our sustainability and building wider partnerships beyond the school gates.

If you share our passion and ethos, and have a vision for how you can lead it, we would love to hear from you. We also encourage you to visit the school first to see for yourself and to speak to our staff and pupils about their experiences in the school.

We look forward to hearing from you and receiving your application.

Yours faithfully

Sam Brookes (she/her)
Chair of Governors

Our about school

John Bramston Primary School is a thriving and successful two-form entry school at the heart of Hainault. We are a local authority controlled co-educational school serving a diverse community of around 440 children aged five to 11 and their families, with a nursery that offers part-time places for children from age three.

We value being part of the Hainault community, with strong connections and partnerships with both local organisations and other schools, as well as welcoming children and families who travel from across Redbridge and outside of the borough to be part of our school.

We are lucky to have a large amount of outdoor space in our school grounds, as well as making use of the surrounding green areas of Hainault. We have two large playgrounds with safe climbing apparatus, seated and shady areas, markings for games, trees and flower beds. We also have an allotment which our Eco Rangers take an active role in planting and maintaining, to grow their own vegetables and flowers. We have recently won a Redbridge in Bloom award for this work. We prioritise outdoor learning wherever possible and are proud of our environment, our place in the community and our school's history. The school is also due to be rebuilt and we are excited to do this in a way that maintains our culture, child-centred approach and contribution to the community, as well as providing us with a more modern and sustainable school environment

Our school vision

We are passionate about learning and are committed to developing the 'whole child' through an engaging and creative curriculum with high aspirational standards. A commitment to 'Ambition for all' underpins all that we do.

Our school motto is 'You can achieve if you believe'. This is complemented by our school's inclusion statement, which was created by our pupils as part of our diversity charter: 'Be proud. Be unique. Difference is normal.'

Our school values are:

- Aspiration
- Achievement
- Creativity
- Enjoyment
- Respect
- Responsibility

These values encapsulate our approach, combining aspiration and high standards with the nurturing of pupils' creativity and preparing them for life. We do this through a strong partnership with parents and families.

Inclusion and equal opportunities

In line with our vision, we value the uniqueness of every individual and the contribution they bring to our school community. We have an inclusive approach to education, while also identifying where additional support is needed and acting quickly to put this in place.

Our full equality statement is available on the school website.

Job description

Title:	Headteacher
Salary:	Leadership L18-L24, Outer London
Job type:	Full-time, permanent
Start date:	Monday 1 September 2025
Location:	John Bramston Primary School, Newcastle Avenue, Hainault, Ilford IG6 3EE
Responsible to:	John Bramston Governing Body
Direct reports:	Senior Leadership Team

Purpose of job

You will provide leadership for our school that secures our continued success and further improvement, ensuring high-quality education for all pupils and continuing to improve standards of care, learning and achievement in accordance with statutory requirements.

You will also collaborate with local schools in the implementation of long-term strategic plans which provide continued successful development, sustainability and high-quality teaching standards.

The particular duties assigned to this post are set out in the most recent School Teachers Pay and Conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school. Variations in the duties of the Headteacher are common occurrences and cannot in themselves justify a regrading of the post.

Core duties

This job description is subject to the general conditions of service for a Headteacher as set out in the most recent School Teachers Pay and Conditions document. The key purpose is to deliver the agreed processes and policies of John Bramston Primary School and to maintain outstanding outcomes for pupils across the school.

Vision

The Headteacher will work closely with the Senior Leadership Team and the Governing Body to:

- Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils
- Secure the commitment of the whole school community to the vision and direction of the school
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governing Body, parents and carers
- Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short-term objectives to secure outstanding school improvement
- Motivate all concerned with the school to create a shared culture and positive climate
- Continue to place the school at the heart of our community by attending events throughout the year and engaging in activities that will promote the school within the local community

Strategic direction and development

- Work with the Senior Leadership Team to develop the strategic view for the school and to analyse and plan for future needs and further development
- Ensure that the management, organisation and administration of the school support our vision and aims
- Monitor, evaluate and review the effect of our policies, priorities and targets
- Ensure that the rebuild of the school site is managed effectively and without disruption to the school's core purpose, and delivers a new school building that is fit for the future and in line with our ambitions for the school

Leading and managing

- Lead, motivate, support, challenge and develop staff to secure outstanding outcomes for all pupils
- Secure and sustain outstanding teaching and learning throughout the school and monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement
- Motivate and enable staff to carry out their respective roles to the highest standards, through high-quality continuing professional development based on an assessment of needs
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to student achievement and personal professional development
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for outcomes and impact.

- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils and parents/carers
- Ensure that all staff have access to appropriate professional development opportunities
- Take a lead in the arrangements for appraisal/performance management of staff and in the setting of appropriate objectives and take responsibility for promoting your own professional development

Ensuring effective use of resources

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Advise the Governing Body on appropriate priorities for expenditure, and ensure that these meet the needs of the school development/improvement plan

Accountability

- Be accountable to the Governing Body for the efficiency, financial process, statutory expectations and effectiveness of the school
- Provide information, objective advice and support to the Governing Body to enable responsibilities for securing effective teaching and learning and improved standards of achievement to be met
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including parents, the Governing Body, the local community, Ofsted and others, to enable them to play their part effectively
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the staff, Senior Leadership Team and Governing Body
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Senior Leadership Team and Governing Body.
- Monitor and evaluate the school improvement plan reporting regularly to the Senior Leadership Team and Governing Body
- Provide any local, school and national data required for monitoring and evaluation purposes
- Think creatively and imaginatively about the school's development, to anticipate and resolve problems and to identify opportunities that will benefit pupils.

This job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of the Headteacher in line with our performance management process.

Person specification

A. Qualifications, experience and professional development

- Qualified Teacher Status
- Degree
- Meets the requirements re: the National Professional Qualification for Headship for first substantive headship

Professional development

- Professional development in preparation for Headship
- Successfully undertaken NCSL/CWDC-approved 'safer recruitment' training
- Experience as a Headteacher, Acting Headteacher, Deputy Headteacher or Assistant Head of School
- A proven track record of successful senior leadership and school improvement in the primary phase
- Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management

Teaching experience

- Successful teaching experience in a primary school

B. Professional knowledge and understanding

Shaping the future

- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation
- The ability to work productively in partnership with the Senior Leadership Team and Governing Body in driving school improvement and realising the vision and ethos of APS

Leading learning and teaching

- The principles and practice of effective learning and teaching are in line with the APS vision
- A relentless pursuit of excellence and innovation in improving the quality of learning and teaching, including challenging poor performance
- Curriculum design and management skills that help to provide the choice and flexibility to meet the personal learning needs of every student
- The mindset to embrace new technologies to enhance and continually develop teaching practice
- The ability to monitor and evaluate the effectiveness of learning and teaching, including outcomes in terms of standards, achievement, personal development and well-being
- The principles and practice of high quality personal, spiritual, moral, social and cultural education

Personal development and working with others

- The ability to understand the significance of interpersonal relationships and have strategies for promoting individual and team development
- The ability to promote an open, fair and equitable culture consistent with our ethos
- The ability to develop a sustainable leadership culture including the positive promotion of excellence
- The ability to challenge, support, motivate and improve teaching and learning within the school
- An understanding of the relationships between self-evaluation, appraisal and continuing professional development
- An understanding of the impact of change and different leadership styles on individuals and organisations
- An understanding of the importance of partnership working and accepting appropriate support from others, including colleagues, governors and external agencies
- An understanding of the role of collaboration and networking within the school, wider community and other stakeholders

Managing the organisation

- Principles, strategies and practice of school improvement and self-evaluation in fulfilling the ethos and expectations of the school
- Skills to ensure distribution, delegation and challenge of leadership responsibilities and management of tasks as appropriate, and monitoring their effectiveness, impact and implementation
- The ability to sustain effective organisational structures, systems, policy and practice to reflect the school's values
- The ability to manage the school efficiently and effectively on a day-to-day basis
- The ability to use informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda and to promote the welfare of children and young people
- The ability to ensure that the school meets all statutory and best practise guidance in relation to premises management and health and safety

Securing accountability

- Principles and practice of the quality assurance systems, including school review, self-evaluation and appraisal
- The ability to be responsible for the school's systems and processes in following the school's financial regulations and ensuring value for money and best value in all aspects of the school's work
- An understanding of the Ofsted framework, of what characterises an outstanding school and a relentless focus on excellence
- The ability to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance

- The ability to encourage stakeholder and community, including students and parents, engagement in, and accountability for school self-evaluation and the success and celebration of its performance
- The ability to demonstrate individual, team and whole school accountability for student learning outcomes
- The ability to use the school budget effectively to ensure that the premises provide an outstanding environment and facilities to support outstanding learning

Strengthening community relationships

- The ability to listen to, reflecting and acting on community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning
- The ability to build and sustain effective relationships with parents, carers, other schools and partners, and the broader community that enhance the education of all pupils
- A commitment to attending all school events and functions and to representing school at community events throughout the year

C. Personal skills and attributes

The ability to:

- Inspire, challenge, motivate and empower teams and individuals to achieve
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Form and maintain appropriate relationships and personal boundaries with children

Application details

We encourage all prospective candidates to see for themselves and visit our school between Monday 10 and Wednesday 12 February. To arrange a time, contact Tracy Harris, School Business Manager – email tracy.harris@redbridge.gov.uk or call the school on 020 8500 4640 and ask to speak to Tracy Harris.

To apply, you should complete the application form provided, including your supporting statement which sets out how you meet the person specification and requirements of the role.

Applications should be sent to tracy.harris@redbridge.gov.uk

Closing date: 12 noon on Friday 28 February 2025.

Shortlisting against a set criterion may take place prior to the closing date.

Interviews will be held in school on Monday 24 March and, if necessary, Tuesday 25 March 2025.

Equal opportunities and safer recruitment

We are committed to equal opportunities and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.

We reserve the right to research applicants on the internet and social media, and the recruitment panel may take this information into consideration during the recruitment process.

The successful candidate will be subject to employment and medical checks, two positive references (including current or most recent employer) and an enhanced Disclosure and Barring Service and Barred Lists check.