



Headteacher Candidate Information Pack

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk





A very warm welcome to Thomas Buxton Primary School!

welcome

Thank you for your interest in the post of **Headteacher** at Thomas Buxton.



These are extraordinary times and it is helpful to find out as much about a school as you can before making an application. I encourage you to make the most of our school website; it really does reflect the ethos and spirit of our wonderful school community.

Firstly, we have the best children in all of London! They are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers value education and support the school brilliantly. We are a happy, successful and forward-thinking school community set in the heart of Whitechapel. Using the local area and amazing locations in central London is important to us in bringing the curriculum to life and making learning meaningful to children.

If you are successfully appointed, we offer you a commitment to your professional development as part of a dynamic team. Clear systems and structures ensure that there is transparency and good communication throughout the school.

Our school motto is “Learning Together” and it is expected that we all demonstrate this, whatever our role in school. Tower Hamlets is a supportive and inclusive Local Authority; and is a great place to work. Strong networks between schools (informally and formally through the E1 Schools Partnership) mean that there is a strong sense of identity and loyalty to the children and community we serve.

On our school website, you will find other key information about the school - the prospectus, school improvement plan and teaching and learning policy - which will give a broader picture of who we are and if we are the right place for you. We look forward to receiving your application.

Md. Pervez Qureshi BEM
Chair of Governors

Contact details

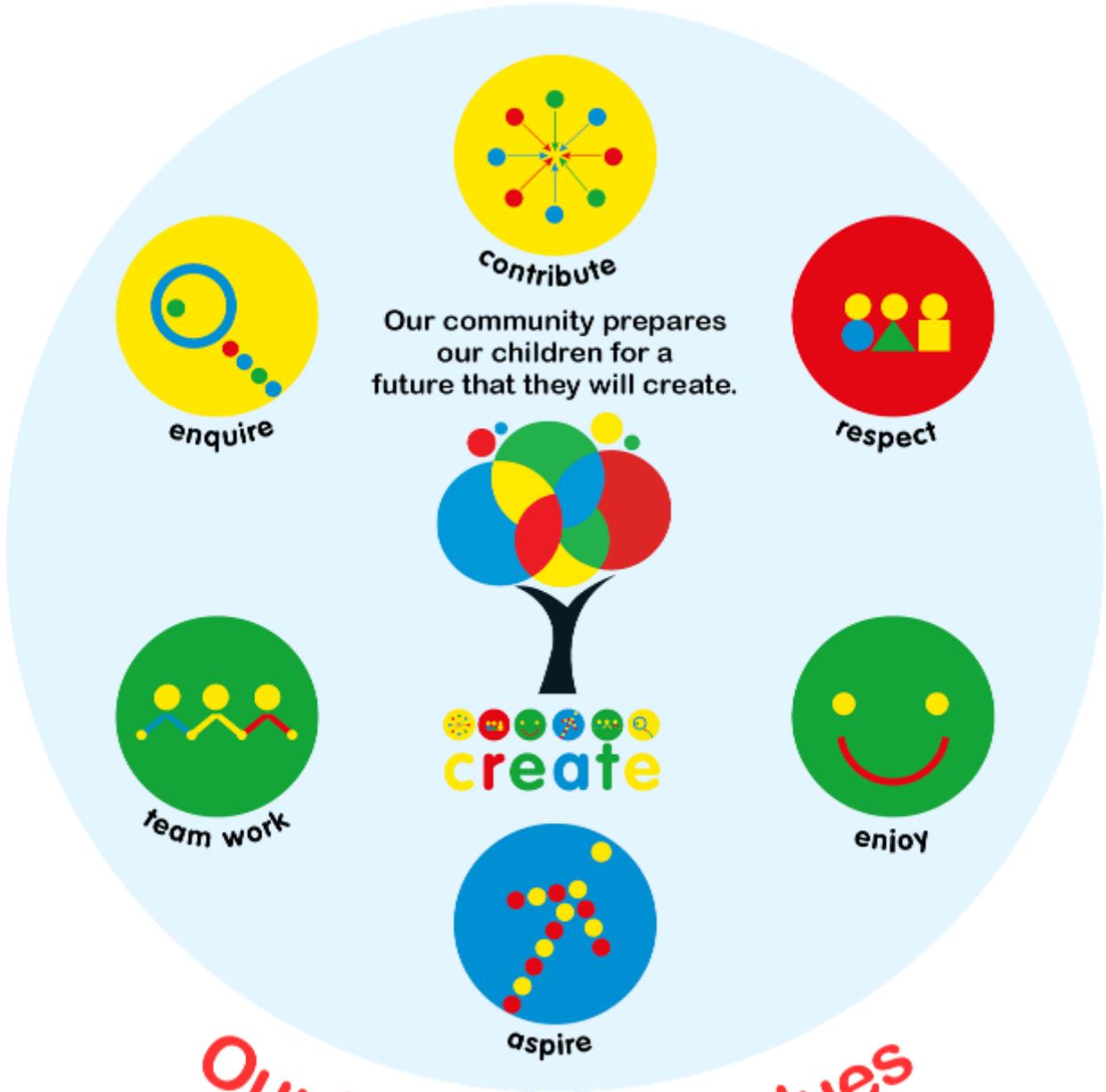
Thomas Buxton
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Buxton Street
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Tel: 020 7247 3816
Fax: 020 7247 3842

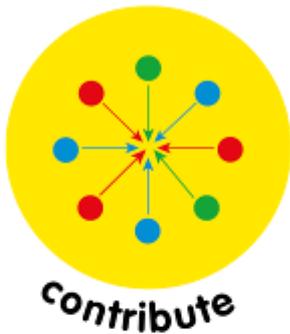
admin@thomasbuxton.
towerhamlets.sch.uk

www.thomasbuxton.
towerhamlets.sch.uk

our
vision and
values



our values explained



contribute



respect

Our School Values

CREATE

Contribute We can all make this an exciting place to learn, discover and create.

Respect Treat everyone in our school equally, in everything we say and do.

Enjoy Celebrate our love of learning and recognise effort and achievement.

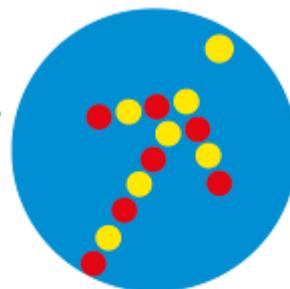
Aspire Aim high to ensure that everyone fulfils their potential.

Teamwork Our collective culture ensures children, families and staff work and learn together.

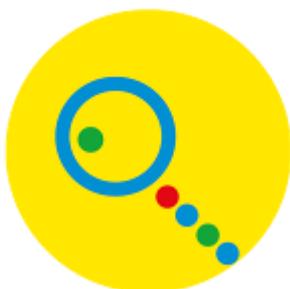
Enquire Ask questions, take risks, nurture curiosity and make discoveries.



enjoy



aspire



enquire



team work

about our school



Headteacher Recruitment

Thomas Buxton Primary School

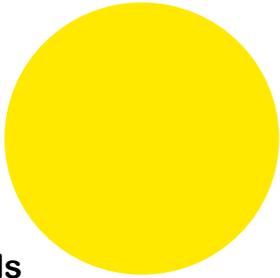
- Group 3 Inner London L19 - L24
- Full-time / Permanent
- Required from September 2026

About Thomas Buxton Primary School

Thomas Buxton Primary School opened on 26th April 2011 following the amalgamation of Thomas Buxton Infant and Junior Schools. We are a community-maintained school with two forms of entry, catering for up to 480 children aged 3 to 11 years. Our single-storey building offers spacious, well-resourced outdoor areas that support both play and learning.

Located between Bethnal Green and Whitechapel in the London Borough of Tower Hamlets, our school serves a diverse and vibrant community marked by significant socio-economic contrasts. We benefit from excellent transport links including the London Overground, Underground, and Elizabeth Line. Adjacent to the school is a community farm, providing a unique opportunity for children to experience both rural and urban life.





Our school has been judged Outstanding by Ofsted in both 2017 and 2023. Visitors frequently comment on the calm, positive atmosphere, the respectful and well-behaved children, and the strong partnership with families. Our pupils love being part of the Thomas Buxton community, and our dedicated team of teaching and support staff are committed to ensuring every child has the best opportunities to learn and succeed.

The Role

Our current Headteacher, is retiring after 16 successful years, and we are seeking an experienced school leader with the vision to guide Thomas Buxton Primary School through its next chapter.

The successful candidate will have a proven track record in senior leadership and the ability to manage the unique challenges of leading an inner-city primary school.

Key challenges include managing a falling roll and financial uncertainty, but the school is committed to working collaboratively with local partners to ensure long-term sustainability.

What We Offer

- Enthusiastic, well-behaved children who are eager to learn and who engage fully in school life.
- A committed staff team dedicated to providing the highest quality education.
- A balanced budget with a secure surplus for the coming year.
- Membership of the E1 Schools Partnership, an established network of local schools. There are strong partnerships with a range of companies who support the school brilliantly.
- Highly engaged parents and carers who are positive about the school and their children's learning.
- A supportive and experienced governing board.
- Access to the Tower Hamlets Education Partnership, providing extensive support for local schools. <https://thep.uk>.

Further school information can be found here:

School Website www.thomasbuxton.towerhamlets.sch.uk

Compare Schools <https://www.compare-school-performance.service.gov.uk/school/100930/thomas-buxton-primary-school>

Financial Benchmarking <https://financial-benchmarking-and-insights->

Application and selection process



How to Apply

Please visit our website for the application pack, further information about the school, and to book a school tour.

<https://www.thomasbuxton.towerhamlets.sch.uk>

School visits are encouraged and warmly welcomed.

- Tues 13.01.26 9.30am or 1.30pm
- Thurs 15.01.26 9.30am or 1.30pm
- Tues 20.01.26 9.30am
- Weds 21.01.26 9.30am or 1.30pm

To arrange a tour, contact the
School Office on 0207 247 3816
or book through the website.

Applications should include a completed Tower Hamlets application form and a supporting statement of no more than two sides of A4 (minimum font size 12), addressing the person specification.



Key Dates

- **Closing date for applications: 9:00 am on Friday 23.01.26**
- **Shortlisting will take place on Monday 26.01.26**
- **Shortlisted candidates will be informed by email and telephone by Wednesday 28.01.26.**
- **Applicants not shortlisted will be informed by email on Wednesday 28.01.26. Unfortunately we are unable to provide individual feedback to candidates who are not shortlisted.**
- **Interviews: Monday 02.02.26 and Tuesday 03.02.26**
- **Please submit your application by email only to recruitment@thomasbuxton.towerhamlets.sch.uk**
- **Please note that references will be sought prior to interview.**

job description



Post title:	Headteacher
Grade:	Group 3 School Inner London L19— L24 Fulltime Post and Permanent Contract
Responsible to:	The Governing Board
Staff supervised:	All school staff
Responsible for:	This job description reflects and references the DfE Headteacher Standards 2020

Main purpose of role.

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
-

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on

- evidence
- Ensure teaching is underpinned by subject expertise
 - Effectively use formative assessment to inform strategy and decisions
 - Ensure the teaching of a broad, structured and coherent curriculum
 - Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
 - Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
 - Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs and disabilities (SEND)

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work to support the development of established partnerships



person
specification

Criteria	Qualities	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Qualified teacher status 	X	
	<ul style="list-style-type: none"> Degree 	X	
	<ul style="list-style-type: none"> Headship National Professional Qualification (NPQH) 		X
Experience	<ul style="list-style-type: none"> Successful leadership and management experience in a school for a minimum of 7 years 	X	
	<ul style="list-style-type: none"> Teaching experience of a minimum of 10 years 	X	
	<ul style="list-style-type: none"> Involvement in school self-evaluation and successful development planning 	X	
	<ul style="list-style-type: none"> A track record of developing high quality leadership capacity and accountability 	X	
	<ul style="list-style-type: none"> A proven successful leadership record in diverse and inclusive Inner City schools 	X	
	<ul style="list-style-type: none"> Experience of curriculum design and leadership of teaching and learning 	X	
	<ul style="list-style-type: none"> Experience of building successful working relationships with a governing board and of sustaining and developing effective partnerships with external agencies and other organisations 		X



person
specification

Criteria	Qualities	Essential	Desirable
Skills and knowledge	<ul style="list-style-type: none"> Ability to develop a vision and inspire others to deliver it 	X	
	<ul style="list-style-type: none"> Excellent knowledge of assessment 		X
	<ul style="list-style-type: none"> Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve 	X	
	<ul style="list-style-type: none"> Understanding of school finances and financial management 		X
	<ul style="list-style-type: none"> Data analysis skills, and the ability to use data to set targets and address weaknesses 	X	
	<ul style="list-style-type: none"> Effective communication and interpersonal skills 	X	
	<ul style="list-style-type: none"> Ability to build effective working relationships and maintain strong teams 	X	
	<ul style="list-style-type: none"> The ability to manage health and safety and promote and safeguard pupil and staff welfare and well being 		X
	<ul style="list-style-type: none"> Commitment to uphold the 7 principles of public life (the Nolan principles) at all times 	X	
	<ul style="list-style-type: none"> A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 	X	
Personal qualities	<ul style="list-style-type: none"> Ability to work under pressure and prioritise effectively 	X	
	<ul style="list-style-type: none"> Commitment to maintaining confidentiality at all times 	X	
	<ul style="list-style-type: none"> Demonstrates a positive commitment to safeguarding and equality for all 	X	



Safeguarding children

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

- In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>.
- As an organisation which uses the Disclosure and Barring service, the Governing Board of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal

information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Please view our Safeguarding Policy which is available on our school website: <https://.thomasbuxton.towerhamlets.sch.uk/policies/safeguarding>

Please view the following policies on our school website:

<https://www.thomasbuxton.towerhamlets.sch.uk/vacancies>

TBP LBTH Recruitment and Selection Standards

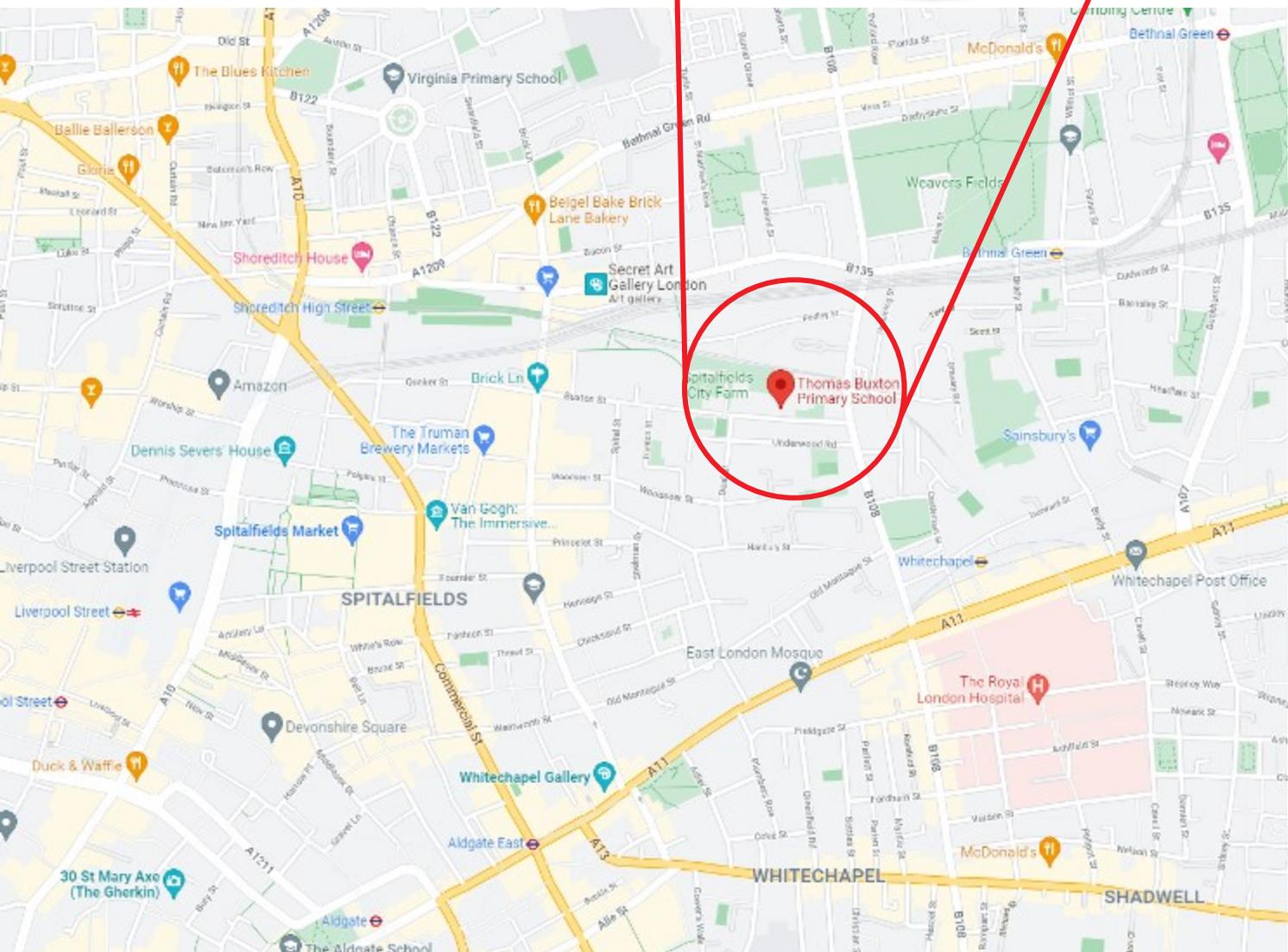
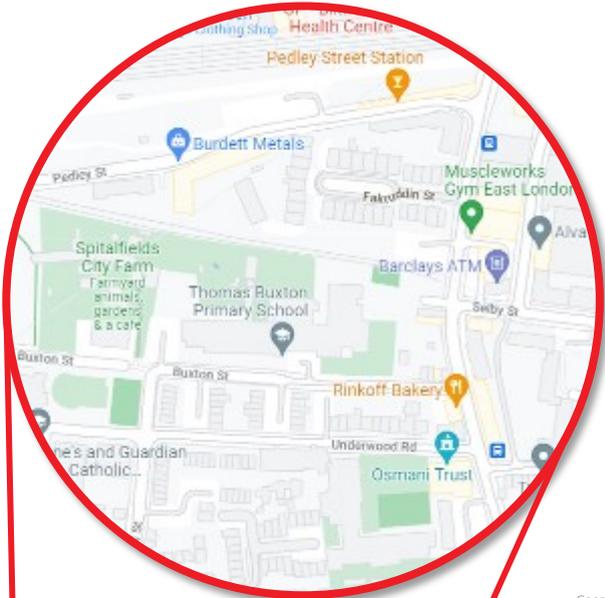
TBP Safer Care and Professional code of Conduct



how to find us

Thomas Buxton Primary School is located in Whitechapel, London, beside Spitalfields City Farm, and is a short walk from Whitechapel High Street, Bethnal Green Road and Commercial Street.

You can find us on Google Maps or alternatively use Transport for London's Journey Planner to get here.



Google Maps 2022



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