



BEDFORD ROAD  
PRIMARY ACADEMY



# Headteacher Candidate Pack

Location: **Kempston, Bedfordshire**  
Start Date: **September 2024**

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# Welcome from our Director of Primary Education

Thank you for your interest in the role of Headteacher at Bedford Road Primary School. The school is currently in the process of transitioning to academy status and will formally join the Knowledge Schools Trust with effect from 1st January 2024. The role of Headteacher will report primarily to the Director of Primary Education. The Trust runs Edlesborough Primary Academy and Dovers Primary Academy, a short drive away, and a number of outstanding primary schools in West London. Wixams Tree Primary will be joining the Trust on the 1st February 2024 or as soon as possible after this date. We will continue to grow our presence in the Buckingham and Bedfordshire region.

The Knowledge Schools Trust aims to provide children with an outstanding education, regardless of background or ability. We offer a unique experience for the children, whilst always ensuring they are safe, happy and enjoying the richest learning opportunities

Our schools are inclusive, with the highest academic standards; we give our children the knowledge, skills and confidence to flourish. Our core belief is that every child is entitled to an outstanding education, which we deliver by implementing the Primary Knowledge Curriculum. This is a rigorous, knowledge rich curriculum that draws from the best and most important work in history, geography, art and the sciences. Our curriculum team work with hundreds of schools nationally to deliver this knowledge that empowers pupils to understand and take an interest in the world around them.

We have high expectations of the children in their conduct and learning behaviours and we are very proud of how well they reach those high standards. The staff are dedicated professionals who are fully committed to the life of the school and the children.

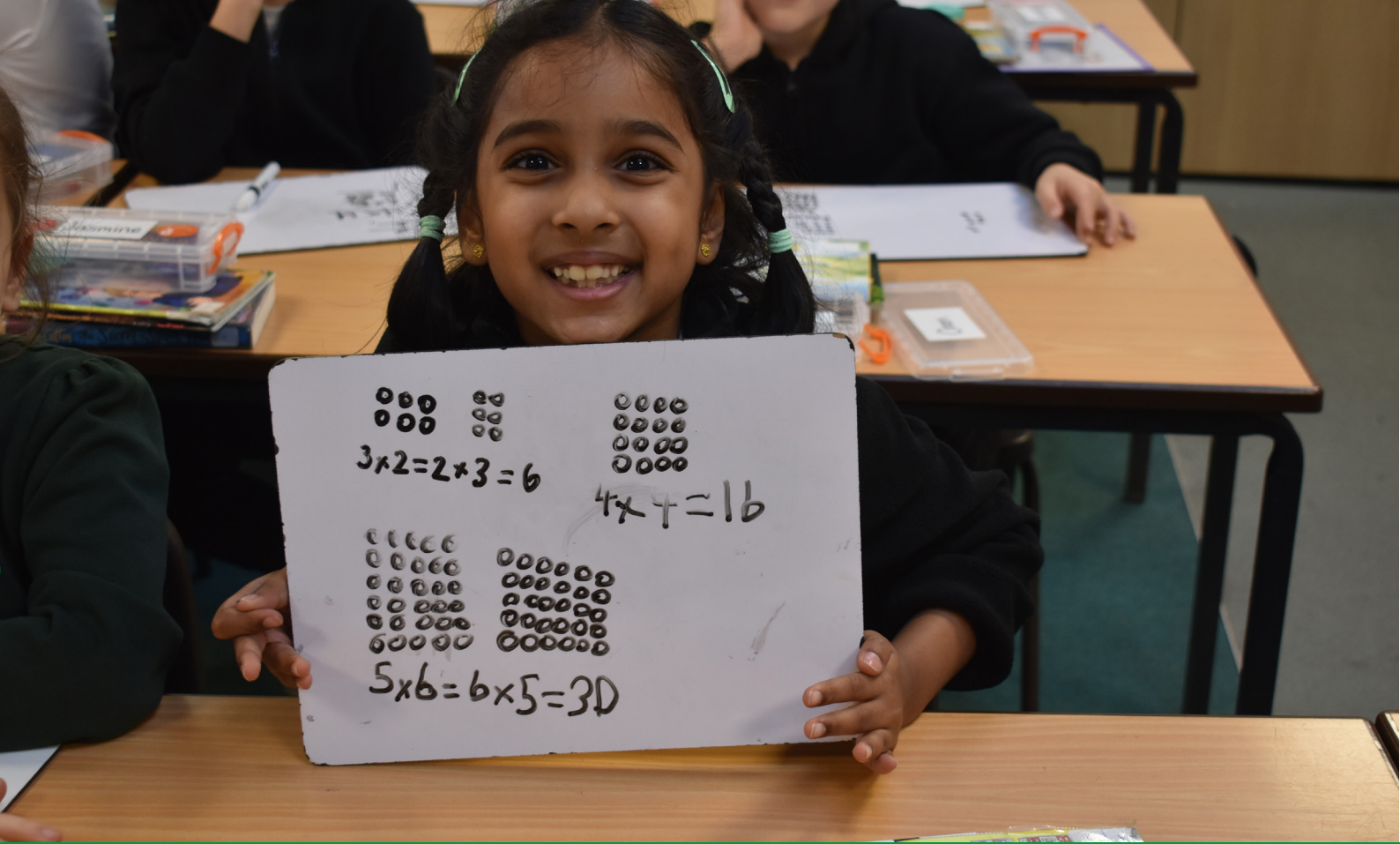
This briefing pack provides you with the key background information about Bedford Road Primary School as well as information about our Trust and its other schools. We very much hope that this challenge appeals as your next career step.

If you have any queries or would like to discuss any aspect of the role, please contact **Ross Laird** at **Academicis** on **07901 585959** or via email at **rlaird@academicis.co.uk**

On behalf of the Trust, we forward to hearing from you.

**Laura Lund**  
Director of Primary Education





# About the School

A warm welcome to our wonderful, community school based in the heart of Kempston, Bedfordshire.

Bedford Road Primary School has a rich history dating over 150 years and has evolved over the years to reflect the changing diversity and needs of our local community.

The school ethos celebrates every child who joins the school family and is committed to offering an excellent curriculum and learning environment. The school's aim is to promote a sense of Belief in all our children and families, with the goal of Achieving high expectations in all areas of learning and that as a team – child, family and school we can do this Together.

In addition to our experience and well-qualified teaching staff, we have excellent teaching assistants who work across the school supporting and enhancing children's learning. All our staff take huge pride in their work and in doing the best job they can to support the children's education and social development.

We are proud of our school and the improvement journey it is on, the excellent relationships we have with families and friends within our community and of the governors, staff and children who work hard to make our school a happy place where we can learn together. The close cooperation and partnership we form between school and home will enhance and support every child's development throughout these important primary school years.

If you have any queries or would like to discuss any aspect of the role, please contact **Ross Laird** at **Academicis** on **07901 585959** or via email at **rlaird@academicis.co.uk**

Warmest regards,

**Ann Hooks**  
Chair of Governors



# About the Trust



Knowledge Schools Trust has created and operates some of the best schools in the country, renowned for academic excellence and whose pupils are knowledgeable and caring members of the community.

**To date, the Trust has six state schools:**

- West London Free School which opened in September 2011 and its Sixth Form which opened in September 2016
- West London Free School Primary which opened in September 2013, awarded Ofsted Outstanding in all areas in June 2015
- Earl's Court Free School Primary which opened in September 2014, awarded Ofsted Outstanding in all areas in June 2017
- Kensington Primary Academy which opened in September 2016, awarded Ofsted Outstanding in all areas in October 2018
- Edlesborough Primary Academy which joined in November 2020, awarded Ofsted Good with outstanding areas
- Doverly Academy joined from September 2022
- We are currently merging with another Trust in Bedford called BCAT. It has a large secondary and primary school.

We continue to work with the DfE to open new schools or bring existing schools within our Trust in a managed and sustainable manner.

Our motto, *sapere aude*, means 'dare to know'. We encourage all our pupils to approach everything they do with this attitude.

Academic achievement is one of our key priorities, but we also want our pupils to become well-rounded individuals and develop interests they become passionate about.

Useful background information can be found on our websites.

To learn more about our schools click [here](#). To learn more about the Trust and our vision click [here](#).





# Job Description

## Primary Headteacher



### Role Summary

The Headteacher is responsible for the safeguarding of all pupils and delivering an outstanding primary education meeting the needs of our children. The Headteacher works closely with the other primary Headteachers in the Trust and reports to the Director of Primary Education (DPE) and the local Chair of Governors.

### Reporting Line

The Headteacher is managed by the Director of Primary Education and the CEO with input on objectives and performance management by the Chair of Governors. Line Management.

The Headteacher line manages the senior management team.

### Key Responsibilities

- Safeguarding
- Data and assessment
- Subject leadership for one or more subjects
- Develop and improve the quality of teaching and learning
- Performance manage teaching and support staff
- Line manage classroom teachers and specialist teaching staff including appraisals and making recommendations for pay
- Participate in all SLT activities
- Ensuring delivery of outstanding teaching and pupil behavior
- Work hand in hand with KST's support team to deliver improvements

### Job Purpose

- To contribute to the strategic development of the school and to set the annual School Improvement Plan with input and guidance from the DPE
- To help create and maintain an outstanding learning environment in which all pupils make outstanding progress
- To recruit, manage and retain outstanding staff taking advice from the DPE for all appointments above Phase Leaders
- To develop and maintain good relationships with stakeholders
- To embody the vision and ethos of the school, leading by example
- To carry out the professional duties of a Headteacher as defined by the DPE

### Specific Responsibilities

- Carry out the professional duties of a Headteacher as agreed in the annual objectives set by the DPE and Chair of Governors
- Lead the daily management of the school, including managing teaching and learning
- Lead the development of the school's self-evaluation and school development plans with input from the DPE and LGB
- Oversee the development of the school's knowledge-based curriculum and advise on improvements
- Develop and personify a culture of high expectations
- Lead the school teaching and support staff in meeting and raising pupil attainment targets

# Job Description continued

- Promote high standards of pupil behaviour
- Arrange, manage and attend school events (e.g. parents' evenings, open days) as required and represent the schools
- Liaise with parents, carers, external agencies and the local and wider community as required to actively support pupils and promote their wellbeing
- Prepare children for life in modern Britain and promote British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs
- Observe all the Trust policies and make sure the staff are briefed about policies and abide by them at all time. Ensure staff complete safeguarding and code of conduct training at least once a year

## Leading the School's Vision and Ethos

- Ensure that the vision is clearly articulated, shared, understood and acted upon effectively by all
- Embody the vision and ethos of the school in everyday work and practice
- Motivate others to embody the school's vision and ethos
- Work with the school's communities to translate the vision into agreed objectives and operational plans that will promote and sustain school improvement
- Lead the efforts to raise standards in all areas
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all

learning activities

- Communicate the school's ethos and culture to the broader community

## Leading Teaching and Learning

- Ensure the quality of teaching and learning remains consistently high and where required seek input from the DPE to address specific challenges
- Provide feedback to staff which recognises good practice and supports their progression against annual objectives
- Contribute to establishing effective approaches to teaching and learning
- Monitor classroom practice and help teachers to improve
- Challenge underperformance and deploy capability development interventions as necessary.

## Admissions

- To work with the DPE and the KST team on leading the marketing and admissions, through website promotion, open days, and building relationships with neighbouring schools to fill the school

## Staff Development

- Promote a culture of wellbeing across the staff and school community
- Oversee staff induction, professional development and performance review
- Encourage the teachers to collaborate with a view to making the transition between the EYFS, Key Stage 1 and





# Job Description continued

Key Stage 2 as seamless as possible

- Lead the induction and mentoring of Early Career Teachers and Student Teachers
- Celebrate the achievements of individuals and teams
- Manage your own workload and that of others to allow for a good work/life balance.
- Regularly review your own practice, set personal targets and take responsibility for your own professional development to progress against annual targets.
- Develop partnerships with other local schools and the local authority

## Securing Accountability

- Promote collective responsibility
- Promote collaboration
- Make sure the Local Governing Body is provided with up-to-date information about the performance of pupils and staff, including the preparation of reports
- Meet with the Chair of Governors on a regular basis to keep the LGB informed of progress within the school
- Monitor pupil progress across all subjects and measure against whole-school targets. Work with the DPE to set stretch goals for pupils

## Managing the Organisation

- Set the annual staff plan and school budget with input and advice from the DPE and Chief Financial Officer and Chief Executive. Ensure that at least a balanced budget is achieved
- Monitor with the central Finance Team spend throughout the year to maintain budget targets
- Agree any interventions with the DPE and CFO to keep the school on a sound financial footing
- Develop an organisational structure which reflects the schools' ethos
- Help the DPE, the Local Governing Body and the Trust's officers develop school policies
- Monitor the progress made by staff against their annual performance management objectives and make recommendations for reward and promotions.
- Instil an ethos of high expectations for behaviour and achievement of all pupils
- Maintain strong working relationships with the community, local agencies, and other important stakeholders, including

parents and the Local Governing Body

- Work in partnership with the Central Site Team and Operations Director to ensure a safe and effective operational environment at all times.

## Key relationships include:

- Director of Education
- Chair of Governors & LGB
- Other KST Primary Headteachers
- KST Central Executive Team including the CEO
- Local Authority Officers and Safeguarding Lead

## Training

The Headteacher is required to lead and participate in training and other learning activities and in performance management and development as required by government regulation and the Trust's policies and practices.

## Review and Amendment

This role description is not an exhaustive list of all the duties the post holder will be expected to undertake. It will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Role outlines are intended as reference documents which identify main responsibilities and activities.

## Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher, Governors, the Trust's Executive Team, and all staff are responsible for promoting and safeguarding the welfare of all children with whom they come into contact with, in accordance with the Trust's and the School's Safeguarding policies.

We are particularly keen to hear from candidates who reflect the wide diversity of the communities that we serve.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

References from the previous and current employer will be taken up for shortlisted candidates and where necessary employers may be contacted to gather further information.



# Person Specification



Specification	Essential	Desirable
<b>Qualifications</b>		
First Degree	✓	
Qualified Teacher Status	✓	
Recent professional development relevant to a senior leadership role in an educational setting	✓	
Relevant post-graduate qualification in leadership		✓
<b>Personal Attributes and Qualities</b>		
Clear educational aims and values which are consistent with the school aim of high-quality teaching and learning	✓	
Ability to operate effectively when working under pressure	✓	
The ability to motivate and inspire a range of audiences including students and teachers	✓	
Ability to challenge, influence and inspire colleagues	✓	
Ability to develop strong professional relationships with young people which impact positively on their achievements	✓	
Proven ability to deliver strategies which encourage parents and carers to support their children's learning	✓	
Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision	✓	
Ability to think creatively and bring fresh ideas to the school	✓	
Understanding of good practice in school financial leadership and management	✓	
A firm commitment to and ability to adhere to the school's policies in all aspects of the post	✓	
<b>Professional Knowledge, Skills and Abilities</b>		
Evidence of excellent teaching skills	✓	
Good knowledge of curriculum development	✓ ✓	
Knowledge and understanding of current and future KS5 curriculum changes	✓	
Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description		✓
Proven, excellent classroom management skills	✓	
Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and col-leagues	✓	
An understanding of how students learn best and improve their skills, knowledge and understanding	✓	
Thorough knowledge and understanding of subject area and how it can effectively be taught across the spectrum of age and ability	✓	
Excellent knowledge of achievement methods and measurement	✓	
Knowledge of health and safety requirements	✓	
Knowledge of your team's performance reviews, ensure that mid-term and end of term reviews are completed on time	✓	
Up to date with current educational trends and thinking		✓
<b>Professional Experience</b>		
Recent successful experience at Deputy Headteacher or Assistant Headteacher level knowledge	✓	
Challenging, influencing and motivating others to attain high goals	✓	
Building a positive, supportive and sustainable staff culture	✓	
Record of successfully implementing initiatives to raise standards	✓	
Experience of analysing and using school performance data to target and drive school improvement	✓	
Experience of managing a delegated budget		✓
Experience of managing student behaviour	✓	
Experience of constructive co-operation with parents	✓	
Experience in the use of IT as a teaching and learning tool/management tool	✓	





## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant **Ross Laird** at **Academicis**. Email: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) or telephone **01223 907979/07901 585959**.

Please email your application to: **Ross Laird** at **Academicis**: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)

Closing date: **Thursday 18th January 2024**

Shortlisting date: **Friday 19th January 2024**

Interview date: **Tuesday 23rd January 2024**



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