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Part of Unity Schools Trust



Principal Candidate Pack

Location: Woking, Surrey

Start date: April 2025

Bishop
David
Brown
School



Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto - Excellence through collaboration - encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



Welcome from the Acting Principal

It is with great pleasure that I welcome you to Bishop David Brown School, a vibrant 11-16 learning community in the heart of Woking. I am proud to lead a school that is deeply committed to nurturing the potential of every student, both within and beyond the classroom. Our school is over-subscribed, which speaks to the strong reputation we have built within our community and the trust families place in us to provide an exceptional education.

At Bishop David Brown, we believe that learning is transformative—it opens doors, shapes futures, and inspires lifelong curiosity. Our dedicated staff work tirelessly to create a safe, supportive, and stimulating environment where students can thrive academically, socially, and personally.

Having been part of Unity Schools Trust for nearly two years, I have been continually struck by the family atmosphere that defines our school. Our community is built on mutual respect, shared ambition, and a commitment to ensuring every student feels valued and empowered to succeed.

A cornerstone of our approach is the extensive enrichment program we offer, designed to broaden horizons and nurture individual talents. From cooking and journalism to the Duke of Edinburgh Award, these varied activities provide students with opportunities to develop new skills, explore their passions, and grow in confidence. Through these experiences—whether in the classroom, on the sports field, or in leadership roles—we aim to inspire students to embrace challenges, celebrate their achievements, and contribute meaningfully to their communities.

I look forward to working with our students, families, and staff as we continue to grow as a school where every individual is inspired to learn and equipped to achieve their best.

Warm regards,

Lisa Minshull
Acting Principal



About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community-students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, operations and HR.



Excellence through collaboration

Why join our team



The recruitment and development of an exceptional staff team is a top priority for us at The Bishop David Brown School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

At The Bishop David Brown School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- A two-week October half term
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'



Bishop David Brown School

Enabling all to Excel

Bishop David Brown is passionate about providing a well-rounded education for its students, not only academically but also culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

The school is proud of its cultural and ethnic diversity and the vibrant community that this has created. Links with the local community are vital and the school works closely with parents/carers, other schools, and local organisations to achieve this.

The students and staff are committed to transforming the school into one which is truly exceptional. At Bishop David Brown School, we want all students to be challenged in order to achieve academic success.

Our aim is to give students opportunities and experiences to learn beyond the classroom and strive to ensure all their students feel happy and safe. This has been reflected in the school's most recent 2024 Ofsted inspection which resulted in a 'Good' result.

Bishop David Brown School is part of the Unity Schools Trust which is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.

Job Description

Job Purpose

This Job Description is based upon The Headteachers' Standards 2020. Headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in schools and a positive and enriching experience of education for students. Together with those responsible for governance, they are custodians of the nation's schools.

Parents and the wider public rightly hold high expectations of headteachers, given their influential position leading the teaching profession and on the young people who are their responsibility. The Headteachers' Standards set out how headteachers, and in the context of our Trust, Heads of School, meet these high expectations.

The duties detailed in this job description provide a summary of the main areas of responsibility and should be read in association with the current teachers' pay and conditions document, and in the context of professional standards for teachers. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Key Responsibilities

As the Leader of Bishop David Brown School:

- Serve in the best interests of Bishop David Brown School students
- Conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities and modelling the behaviour of a good citizen
- Uphold your obligation to give account and accept responsibility
- Know, understand and act within the statutory frameworks which set out your professional duties and responsibilities
- Take responsibility for your own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system



Job Title: Principal
Salary: L29 - 35 Fringe
Accountable To: CEO & Board of Trustees
Responsible To: CEO of the Trust

Job Description continued

Ethics and Behaviour:

- Build relationships rooted in mutual respect, and always observe proper boundaries appropriate to this professional position
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit the position, students' vulnerability or might lead students to break the law

Teaching:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

School Culture:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where students experience a positive and enriching school life
- Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

Curriculum and Assessment:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing faculty leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all students are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum



Job Description continued

Behaviour:

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines which are understood clearly by all staff and students
- Ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

Additional and Special Educational Needs and Disabilities:

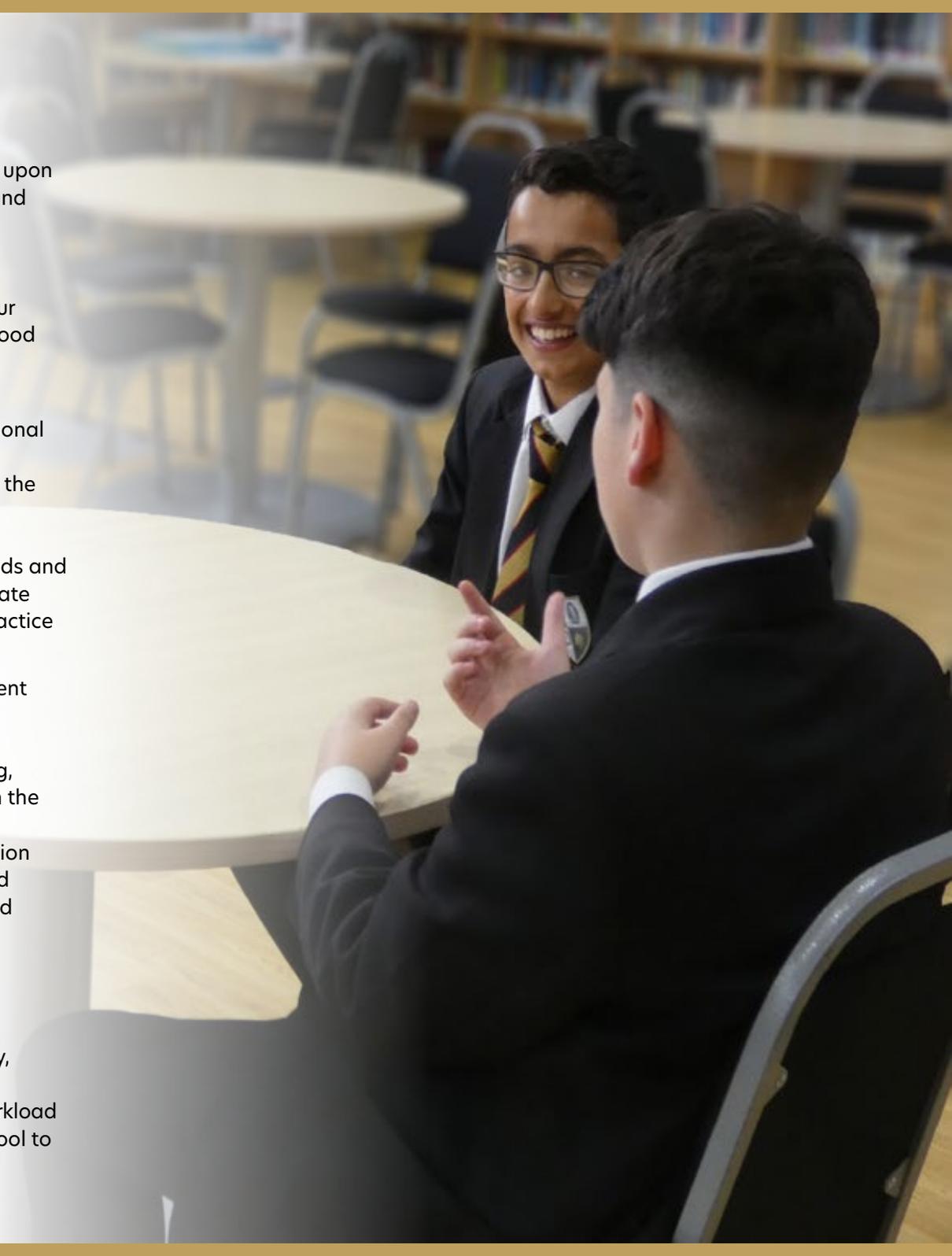
- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties regarding the SEND code of practice

Professional Development:

- Ensure staff have access to high-quality, sustained professional development opportunities that are aligned to balance the priorities of whole school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational Management:

- Ensure the protection and safety of students and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk





Continuous School Improvement:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suit the school's context
- Ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time

Working in Partnership:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

Governance and Accountability:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationships with those responsible for governance
- Ensure that staff know and 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

Person Specification

Application Form - AF; Interview - I; R - References



Education and Qualifications	Essential	Desirable	How Assessed
• Degree level qualification	✓		AF
• QTS status and experience of teaching across at least two key stages in training	✓		AF
• Post graduate qualification		✓	AF
• Experience of recent and relevant training and development at headship level and/or in preparation for headship	✓		AF
• NPQH or other relevant higher education qualification other than initial teacher training	✓		AF
Experience			
• Successful experience of school self- evaluation and accountability and the school improvement process	✓		I
• Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	✓		I
• In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of an academy	✓		I
• Proven track record in leading and managing staff including building a successful team, sharing and delegating effectively as well as implementing and managing change at a senior level in an educational organisation	✓		AF/I
• Substantial experience of teaching with a record of outstanding teaching at more than one school	✓		A/F
• Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet individual needs	✓		I/R
• Proven record of providing a collaborative vision for excellence with a sense of purpose and equity with high standards	✓		AF/I/R
• Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiencies and value for money	✓		AF/I
• Evidence of successful experience in leading professional development as well as the coaching and mentoring of staff	✓		I
• Experience of working with and presenting to a variety of stakeholders including governors	✓		I
• Successful experience of securing and raising standards in an inclusive school	✓		AF
Experience			
• Commitment to ensuring inclusion, addressing diversity and access	✓		AF/I/R
• Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	✓		I/R
• Commitment to, and evidence of, the promotion of diversity and equal opportunities within a school, curriculum and in employment practice	✓		AF/I/R

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If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at **Academicis, Will Bridge: wbridge@academicis.co.uk or 01223 907979/07825 346535.**

Closing date: 27th January 2025 • Shortlisting: 29th January 2025 • Interviews: 3rd and 5th February 2025



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