

# HEAD OF SCHOOL

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VACANCY

**Bredgar Church of England Primary School**  
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***Bredgar Church  
Of England School***

A KENT PARTNERSHIP SCHOOL

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## Dear Applicant

Thank you for expressing an interest in joining us at Bredgar Church of England Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We are a small church school of just over 100 pupils and a cohort of 15. Our small size and small cohorts ensure that our staff know every single child extremely well. We know their interests, their likes and dislikes, their strengths and areas for development. Every child in our school knows that they are valued in our school family and that they are loved. Our teachers are skilled and experienced in planning for mixed age range classes and are able to plan programmes within their classes that meet the needs of each child as an individual.

Bredgar CE Primary School is surrounded by beautiful countryside which was cultivated for many years by farmers. Steeped in history, our school creates a wonderful balance between traditional values and learning for the ever-changing modern world. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Bredgar CE Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.bredgar.kent.sch.uk](http://www.bredgar.kent.sch.uk) or contact the office: [office@bredgar.kent.sch.uk](mailto:office@bredgar.kent.sch.uk) (t: 01795 606500).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr Scott Guy  
Executive Headteacher



# Information about the school

Rooted in Christian values and inspired by the Parable of the Mustard Seed, Bredgar CE Primary is a small village school where every child is truly known, nurtured, and supported to grow into their full potential. With a strong emphasis on RE and PSHE, we foster courageous advocacy and a deep sense of moral responsibility, enabling children to thrive academically, socially, spiritually, and emotionally—within a culture of Community, Courage, and Compassion.

If you would like to join our team please arrange a visit to the school. We are committed to safeguarding and promoting the welfare of children and all appointments to Our Community Multi Academy Trust are conditional on an enhanced DBS clearance.

## **Job Information**

We are looking to appoint an enthusiastic and committed Head Of School.

We are looking for a dedicated individual who will develop fantastic ideas to enhance the learning for all the children in our care. It is important you have high expectations and can inspire all children to achieve. You will be part of an enthusiastic and dynamic team which works closely together to provide an engaging and exciting curriculum in order to make a difference to the children, the wider school and community at large. Please have a look at our website to see what we are all about.

We are able to offer you an exciting professional opportunity which is supported by parents, members of the Local Monitoring Council (LMC) and the local community. The Head of School will work closely with the Executive Head Teacher to move the school forwards.

You will be able to offer:

- Dynamic leadership to a successful school.
- A proven track record of successful whole school leadership and management
- Expertise to continue to develop the highest standards of teaching and learning.
- A commitment to promoting and developing the inclusive ethos and values of the school including maintaining strong partnerships with parents, governors and the community.
- The skills, vision and determination required to secure further improvement for our effective school.
- Excellent communication and interpersonal skills.

Applicants are warmly invited to come and look around the school too. Please contact the school office to arrange this.

# Advert

Job Title: Head of School

Grade: L1-L5

Salary: £51,773 to £57,137

Closing date: 28 April, Interviews: 8 May

This is a permanent position subject to a six month probation

This is a fabulous opportunity for a dedicated and organised person to join the school team at Bredgar Church Of England Primary School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced Head Of School to join the school's successful and supportive team. This role may be suitable for senior leaders or experienced teachers who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

Bredgar is one of ten schools within Our Community Multi Academy Trust. We are a mixed age class primary with 106 of pupils on our roll.

Our Community Multi Academy Trust believe that our people are our biggest asset.

## We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will be able to offer:

- Dynamic leadership to a successful school.
- A proven track record of successful whole school leadership and management
- Expertise to continue to develop the highest standards of teaching and learning.
- A commitment to promoting and developing the inclusive ethos and values of the school including maintaining strong partnerships with parents, governors and the community.
- The skills, vision and determination required to secure further improvement for our effective school.
- Excellent communication and interpersonal skills.

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Please apply via Kent Teach. For further information about the role, please contact Scott Guy via telephone on 01622 884359, or [ehtpm@ocmat.org.uk](mailto:ehtpm@ocmat.org.uk).

# Job Description

**Job Title:** Head of School, Bredgar Church of England Primary School

**Start Date:** 01 September 2026

**Salary:** L1-L5

**Closing date:** 28 April 2026

**Interviews:** Friday 8 May 2026

*Note: This is a generic job description for the post. Specific responsibilities will be allocated depending upon the areas of expertise of the successful candidate.*

## **Purpose of Job:**

- To provide day to day management for Bredgar Church of England Primary School
- To ensure continual improvement and high quality, engaging and fulfilling education for all pupils and further development in standards of teaching, learning and achievement, in accordance with statutory requirements.
- To uphold the vision of the school and Trust showing a commitment to OCMAT leadership principles.

**Responsible to:** Executive Headteacher

## **Responsible for:**

- Leadership and management of all staff;
- School Management (day to day running of the schools);
- Working to the professional duties set out in the School Teachers' Pay and Conditions Document, to:
  - Work with the Executive Headteacher in the strategic planning, development and promotion of the school;
  - Provide leadership at the highest level for all aspects of school life;
  - Attend and work with the Executive Headteacher to prepare for Local Monitoring Council Meetings;
  - Be responsible for the day to day running of the school on an operational level including timetabling, monitoring, attendance and behaviour;
  - Regularly update and consult the Executive Headteacher on the day to day running of the school and ;
  - Have an overview of the curriculum, including promoting the development of teaching and learning and the development of schemes of work, teaching materials,
  - methods of teaching and assessment;
  - Regularly monitor the quality of teaching and learning in Bredgar and use the monitoring to inform ongoing school development priorities.
  - Provide guidance and advice to pupils and their parents on educational matters;
  - Be responsible for tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential;
  - Ensure all statutory requirements for assessment, recording and reporting are met;
  - Represent the Executive Headteacher in meetings;
  - Be responsible for performance, appraisal and assessment of staff and ensure all staff have access to quality training and specifically to have performance appraisal responsibility for all staff;
  - Assist the Executive Headteacher in the selection and appointment of staff;
  - Plan and involve professional development opportunities for all staff, including opportunities for collaboration both within and beyond the trust;

- Have responsibility and commitment for safeguarding and promoting the welfare of pupils at Bredgar, including ensuring the requirements of the Single Central Register are fulfilled and absence is regularly monitored, and issues addressed.
- Support Bredgar Church of England Primary School in meeting any legal requirements for the curriculum e.g. for Collective Worship. This includes engagement and liaison with the Diocese of Canterbury.
- Comply with Health and Safety Policies and undertake risk assessments as appropriate.

Undertake other duties as may reasonably be assigned by the Executive Headteacher, recognising that the duties of this post may vary from time to time without changing the general character of the post

# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## **The Inclusive Leader:**

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## **The Compassionate Leader:**

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

**The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders****The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

# The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

# The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
 c/o Lynsted & Norton Primary School  
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