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Dear Applicant,

Thank you very much for showing an interest in the position of Joint Head of School at Bromstone Primary School. In this pack we hope to give you all the information that you need to know about the post and the application process, but further information is also available on the school website at: <https://www.bromstoneschool.com>

Bromstone Primary School is a two-form entry school located in Broadstairs, a small town within Thanet in the east of Kent. It is a well-established and valued part of the local community and has served the local area since it opened in the 1970's. This is a fantastic opportunity to lead the school in the next chapter of that journey, due to the retirement of the current postholder.

At Bromstone we are incredibly proud of all of our pupils and their progress and accomplishments. We value and support all of our pupils and their families wherever possible and we have a highly skilled, committed team of approximately 85 staff. Our staff are key to the success of the school and have worked tirelessly throughout the pandemic to ensure pupils are settled and happy.

Teaching staff at Bromstone are highly committed to their roles and the school and highly skilled in their approaches. We have a very low turnover of teaching staff at Bromstone and those that have left in recent years are generally relocating to different areas. We look to support all of our staff with high quality Continuing Professional Development and a large proportion of staff have achieved either NPQML, NPQSL or NPQH in the last three years.

Bromstone's mission statement is: Dreaming bigger than you can imagine, Believing you can be the best you can be and Achieving more than you ever thought possible, which is shortened to 'Dream, Believe, Achieve' for daily use. This is something that we keep at the heart of everything we do at school and is something that is frequently referenced and discussed with the pupils and staff.

Following a decade of working collaboratively with other local schools, Bromstone became a part of the Thanet Endeavour Learning Trust in October 2018, forming this Co-operative Trust with St Mildred's Primary Infant School and Garlinge Primary School and Nursery. The three schools also share an Executive Headteacher. In addition to this, we collaborate freely with other local schools and continue to have a productive relationship with the Local Authority.

During our most recent Ofsted inspection in March 2019, inspectors commented that, 'school leaders at all levels have high ambition for their pupils and staff. They are committed to improving the school continually. Staff share leaders' ambition and vision. All work hard to provide the best for pupils' and that, 'Parents and carers are overwhelmingly positive about the school and the support provided by staff'. We have continued to develop further since this inspection and we are currently developing and implementing a new curriculum which will invigorate and excite our pupils and provide them with the appropriate skills and knowledge for their futures.

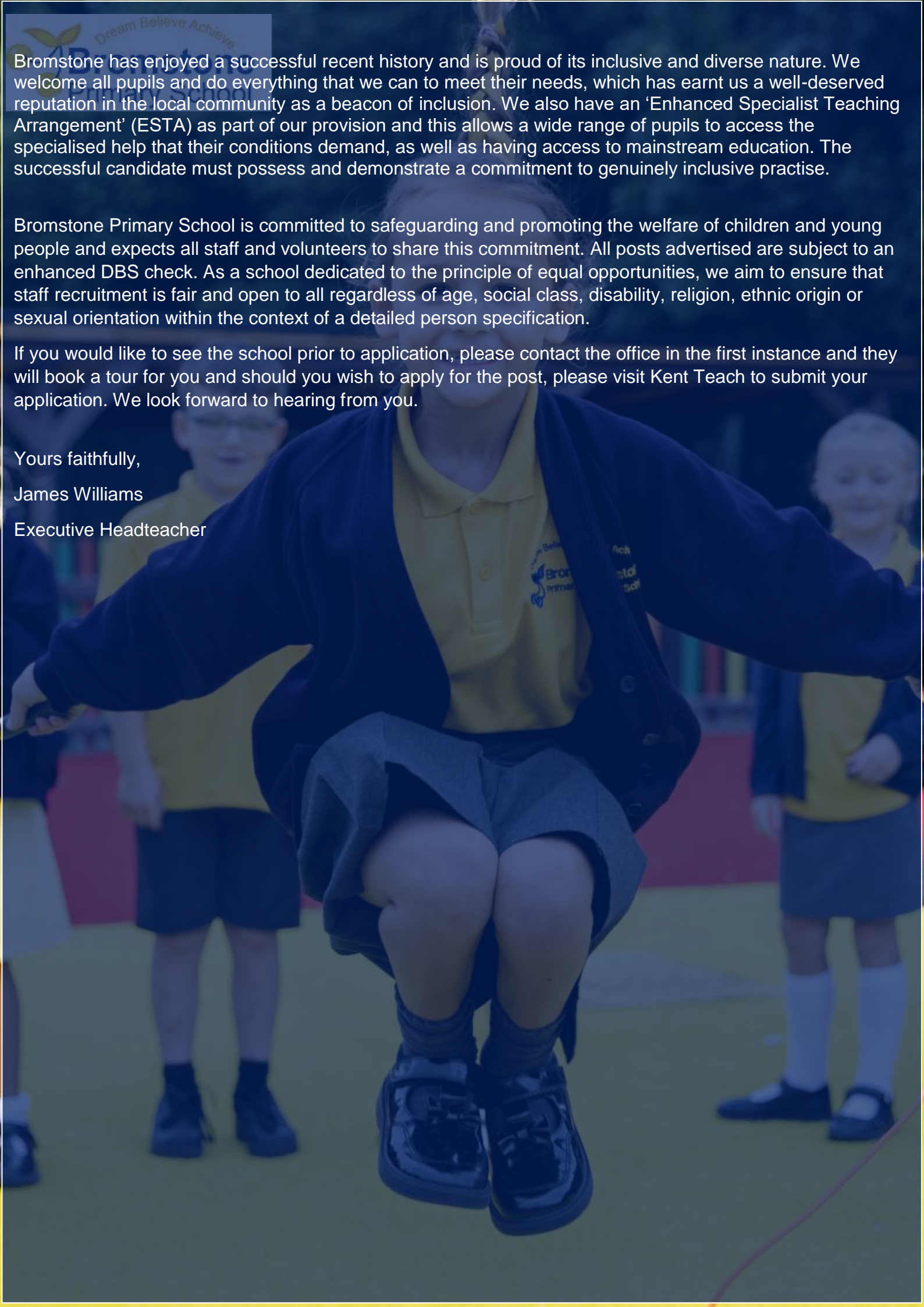
Our school Values are embedded at Bromstone. The children and adults actively "live" the values every day which provides a positive and respectful atmosphere throughout our school.

Bromstone has enjoyed a successful recent history and is proud of its inclusive and diverse nature. We welcome all pupils and do everything that we can to meet their needs, which has earned us a well-deserved reputation in the local community as a beacon of inclusion. We also have an 'Enhanced Specialist Teaching Arrangement' (ESTA) as part of our provision and this allows a wide range of pupils to access the specialised help that their conditions demand, as well as having access to mainstream education. The successful candidate must possess and demonstrate a commitment to genuinely inclusive practise.

Bromstone Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts advertised are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you would like to see the school prior to application, please contact the office in the first instance and they will book a tour for you and should you wish to apply for the post, please visit Kent Teach to submit your application. We look forward to hearing from you.

Yours faithfully,
James Williams
Executive Headteacher



Job Description

POST TITLE: Joint Head of School, Bromstone Primary School

LEVEL: Leadership Group L12 - L16

JOB PURPOSE AND ACCOUNTABILITY

The Joint Head of School is a lead professional. Together with the Executive Headteacher, they are the guardian of standards. They provide professional leadership and management for the school to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. They are accountable for a significant, specified responsibilities outlined in this job description which build and sustain high a level of school performance against current national measures.

The Headship Team in this Trust have a key role to play in the development and quality of provision in all schools through partnership working. The Heads of School will benefit from and contribute to further school and professional development opportunities through their proactive engagement in the Thanet Endeavour Learning Trust.

Teaching and Learning

- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Ensure a consistent and continuous approach to monitoring children's progress, using data and benchmarks to identify individual and group achievement.
- Ensure the implementation of effective intervention and support programmes, the impacts of which, are regularly reviewed and evaluated.
- Implement strategies that promote high standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice, promoting strategies to ensure that the highest standards of teaching and learning are maintained.
- Challenge under-performance at all levels.
- Ensure that teachers and other staff have consistently high expectations of what each pupil can achieve and are effectively prepared for their next phase of education and life.

Managing the School

- In partnership with the Executive Headteacher and Governors, recruit, retain and deploy staff in line with safeguarding procedures.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.
- Exemplify the application of agreed policies, priorities and expectations.
- Be a role model to others in order to motivate and create a shared culture and positive atmosphere.
- Contribute to rigorous self-evaluation.
- Be responsible for the main running of the school.
- In partnership with the Executive Headteacher and Business Managers manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

- Implement successful Performance Management processes with all staff.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive school.
- Advise the Executive Headteacher on the performance, competence and capacity of staff.
- Undertake responsibility for promoting and safeguarding the welfare of children.
- Welcome scrutiny from the governing body to evaluate the school improvement priorities and standards of achievement.
- Distribute leadership of key actions within the team, utilising skills and expertise of individual staff.

Securing Accountability

- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Secure improvement through appraisal, and take responsibility for the Performance Management of identified staff.
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Use a range of data sources to set realistic yet challenging targets for children, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and identify priorities for the school and wider Trust development plans.
- Ensure every individual child has access to high quality teaching and learning.
- Report the performance of the School to Parents, Carers, Governors and other key Stakeholders.
- Work with the governing body, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.

Strengthening the Community

- Support positive strategies for promoting equality and for challenging racial and other prejudice.
- Support the development of the school within the community, strengthen partnerships with other schools and services in the Trust and beyond.
- Evaluate and enhance the development of a curriculum which provides children with opportunities to enhance their learning within the wider community.
- Collaborate with other agencies to ensure children and community needs are met and to safeguard the welfare of children.
- Promote and model good relationships with parents, which are based on partnerships to support and improve.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Ensure the provision of learning experiences for pupils which are linked into and integrated with the wider community, including community based learning.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.

ADDITIONAL DUTIES

Play a full part in the life of the school community, to support and build the positive school ethos and provide a role model to all members of the school community;

Actively develop and promote school policies;

Sustain and show full commitment to own professional development;

Lead and actively promote the staff review and development process;

The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;

In common with all teachers, undertake any other duty as specified by School Teachers' Pay and Conditions of Service not included above.



Bromstone Primary School and St. Mildred's Infant School Federation

Person Specification

POST TITLE: Joint Head of School, Bromstone Primary School

LEVEL: Leadership Group L12 - L16

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none">• Qualified Teacher Status• Recognised degree or equivalent• Evidence of Continuing Professional Development relating to school leadership	<ul style="list-style-type: none">• NPQH or further professional qualification
Experience	<ul style="list-style-type: none">• Successful teaching and leadership experience within the EYFS/Primary age phase• Working successfully with parents, partner/Trust schools and the wider community	<ul style="list-style-type: none">• Experience of successful practice in a range of schools
Strategic Leadership	<ul style="list-style-type: none">• Ability to provide clear educational vision and direction• Ability to inspire and motivate all stakeholders• Successful experience of school self-evaluation and subsequent improvement planning• High level involvement in monitoring and evaluation procedures, leading to clear impact• Ability to work with in partnership with senior leaders, partner schools and governors• Ability to analyse and use pupil data on attainment and progress to raise standards• Secure knowledge of the Education inspection Framework	<ul style="list-style-type: none">• Strategic leadership experience across EYFS, KS1 and KS2
Leading Teaching and Learning	<ul style="list-style-type: none">• Successful experience of monitoring, evaluating and improving the quality of teaching and learning• Understanding the role and impact of assessment in children's learning• Secure knowledge of statutory requirements relating to curriculum and assessment• Experience of developing a curriculum that is fit for purpose	<ul style="list-style-type: none">• A clear understanding of successful inclusive practice

<p>Leading and Managing Staff</p>	<ul style="list-style-type: none"> • Ability to lead, manage and motivate across the school community • Ability to establish and develop positive working relationships • Experience of identifying the need for, and leading, In Service Training • Significant experience of taking a lead role in Performance management of staff • Experience of dealing with staff when performance gives cause for concern 	<ul style="list-style-type: none"> • Experience of working as part of a successful Governing Body
<p>Managing Resources</p>	<ul style="list-style-type: none"> • Successful experience of managing individual budgets • Ability to manage, monitor and review available resources, ensuring value for money • Experience of recruiting and deploying staff 	<ul style="list-style-type: none"> • Budgetary management at whole school level
<p>Personal Skills and Qualities</p>	<ul style="list-style-type: none"> • Ability to remain calm and react well to unplanned events and situations • Strong commitment to raising standards • High expectations of self and others • Ability to remain positive and enthusiastic, particularly when under pressure • Good communication skills • Empathy with children • Good sense of humour 	<ul style="list-style-type: none"> • Effective IT skills for teaching and management



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent Teach website and all electronic applications should be made via this route only.

The Shortlisting and Interview Process

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

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

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

Conditions of offer of employment

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant's offer of employment will be conditional upon a number of formalities including, but not restricted to the following:

- Verification to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check as well as additional checks that may be appropriate if you have worked or been a resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Regulation Agency for any teaching prohibition or restriction orders.

Information about the local area

Are you new to the area or thinking of relocating?

Bromstone Primary School is located in Broadstairs on the Isle of Thanet, Kent. Broadstairs boasts an impressive seven sand-filled beaches and bays. Head to Joss Bay to learn to surf, or rural Botany Bay to saunter amid towering chalk stacks. At the town's main beach, Viking Bay, discover children's rides, beach huts, surfing, a harbour and cliff-top promenade.

The town has a wealth of inviting cafes, restaurants and bars including two 1950's ice-cream parlours. Broadstairs was Charles Dickens' favourite holiday spot and the inspiration for many of his novels. Not far away lie the Georgian and Victorian resorts of Margate to the north and Ramsgate to the south. There's a retro feel to these harbour towns, miles of low chalk cliffs edge the peninsula, sheltering a string of secluded, unspoilt sandy bays. For the ultimate experience, you can cycle or hike on the Viking Coast Trail, along a stunning shoreline and through tranquil lanes.

Heading inland, the historic city of Canterbury is only 18 miles away, and the Garden of England surrounds it. Should you need to travel to London, you can be at St Pancras station (from Ramsgate Station) in just over an hour using the high-speed service.

