



CANDIDATE PACK

Assistant Headteacher



Start date:
ASAP

Location:
Old Homesdale
Road, Bromley
BR2 9LJ



About Us

Bromley Beacon Academy (BBA) is a member of London South East Academies Trust, a MAT consisting of schools which are a mix of special, alternative and main stream provisions. BBA converted to academy status in February 2016 and is designated as a Social Emotional Mental Health (SEMH) school, located on three sites in the London Borough of Bromley, namely, Midfield (BTAM -KS1), Orpington (BBAO - KS2&3) and Bromley (BBAB - KS4&5) of Bexley.

At the Bromley campus (BBAB), we cater for 14-19 year olds with a focus on embedding core skills in addition to vocational qualifications including, Music, Food Studies, Construction and Motor Bike.

**BROMLEY
BEACON
ACADEMY**





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



Bromley Beacon Academy strives to develop pupils who are responsible and respectful with a strong moral purpose. SMSC supports this development so that our pupils become life-long learners, who play constructive roles as citizens in our diverse and multi-cultural society.

Values

Relationship

Integrity

honesty

Trust

Teamwork

BROMLEY
BEACON
ACADEMY



Job Description

Job title: Assistant Headteacher

Salary: L9 to L12 on the Outer London Payscale

Contractual Hours: 25 Hours

Position Status: Permanent

Reporting to: Headteacher

Bromley Beacon Academy is an all through Social, Emotional and Mental Health School (SEMH) in Bromley, offering a specialist educational provision to pupils in Key Stages 1 to 5 who have an EHCP or Statement for SEMH as their primary need. The school converted to an academy in February 2016 and joined London South East Academies Trust. London South East Academies Trust, part of the Elevare Group, is a thriving multi-academy Trust consisting of schools offering special, mainstream and alternative provision.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.



About our Vacancy:

We are seeking an ambitious, inspirational and experienced leader to support the Headteacher and Deputy Headteacher in driving school improvement, promoting high standards of teaching and learning, and ensuring every pupil can achieve their full potential.

This is an exciting opportunity for a qualified teacher with proven leadership experience to make a significant impact across the school. The successful candidate will lead on teaching and learning, staff development, assessment, curriculum implementation, and pupil achievement, while maintaining a 60% teaching commitment and modelling excellent classroom practice.

We are looking for a leader who:

- Has a passion for improving outcomes for all pupils, particularly those with additional needs.
- Can inspire, motivate and develop staff to deliver outstanding teaching.
- Has experience of leading school improvement and using data to drive progress.
- Demonstrates excellent communication, organisational and interpersonal skills.
- Is committed to safeguarding, inclusion and maintaining high expectations for behaviour and achievement.

If you are an enthusiastic and dedicated school leader ready to take the next step in your career, we would love to hear from you.

Job Description

Main purpose of the role

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- Ensure consistently high-quality teaching and learning across the school, fostering a culture of excellence and maintaining ambitious expectations for student achievement and outcomes.

The Assistant Headteacher will also have a timetabled teaching commitment of 60%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The Assistant 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

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold 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
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, Curriculum and Assessment

- Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:
- Deliver effective high-quality teaching as required in accordance with the requirements of the School Teachers' Pay and Conditions document.
- Lead on the monitoring and evaluation of the quality of teaching and learning including analysis of performance data and subsequent action planning.
- Lead staff training and coaching programmes to improve pedagogical practice, curriculum delivery, and pupil achievement.
- Ensure that professional development is aligned with school priorities, supporting staff to continually improve the quality of teaching and learning.
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership and accountability for teaching and outcomes, 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 all pupils are taught to read

Additional and Special Educational Needs and Disabilities (SEND)

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Promote a culture and practices that allow 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.

Organisational Management and School Improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- 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 school improvement strategies are effectively implemented

Staff Management and Professional Development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, Accountability and Working in Partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure 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

Assessment

The Assistant Headteacher will:

- Lead on the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- Plan and implement interventions for those pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

General Requirements:

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

Person Specification

Education and Qualifications	Essential	Desireable
Qualified teacher status	√	
Honours Degree	√	
Professional development in preparation for a leadership role	√	
Experience	Essential	Desireable
Leadership and management experience in a school	√	
Teaching experience (Minimum of 3 years teaching experience)	√	
Involvement in school self-evaluation and development planning	√	
Line-management experience	√	
Demonstrable experience of successful line management and staff development	√	

Person Specification

Skills and Knowledge	Essential	Desireable
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	√	
Understanding of school finances	√	
Effective communication and interpersonal skills	√	
Ability to communicate a vision and inspire others	√	
Ability to build effective working relationships	√	
Knowledge of key stage 3,4 and 5 curriculum and assessment	√	
Personal Qualities	Essential	Desireable
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	√	

Ability to work under pressure and prioritise effectively	√	
Ambitious for the school and self	√	
Commitment to maintaining confidentiality at all times	√	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	√	

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

