



Brentwood County High School  
**Headteacher**



We warmly invite you to take the next step in your career  
by applying for this exciting opportunity within  
**Osborne Co-operative Academy Trust**



# Osborne

Co-operative Academy Trust

## Headteacher – Brentwood County High School

Osborne Co-operative Academy Trust and governors are seeking to appoint an experienced, dynamic and inspirational Headteacher, who shares the Trust's co-operative and inclusive ethos. The Headteacher will work in partnership with the Trust Assistant CEO and wider Trust leadership to continue the school's journey of improvement and will demonstrate a commitment to the Trust's Forward Plan and vision for the academic success and personal development of every student.

We are looking for someone that is approachable, with excellent communication skills who can effectively build relationships and partnerships throughout their school and across the Trust.

We are seeking an ambitious leader with a proven track record of driving school improvement, who will work collaboratively with our forward-thinking and innovative Leadership Team to build upon the strong foundations already in place at Brentwood County High School.

Following our "Good" Ofsted rating in June 2022, demand for places in Year 7 and Year 12 has continued to grow. In February 2024, we proudly unveiled the final phase of our £27 million DfE heritage building project. This development combines cutting-edge learning environments—including state-of-the-art science, sport, technology, and art facilities—with the preserved charm and character of our original school buildings, which date back over a century.

Brentwood County High School is firmly rooted in serving their community. We are proud to be an inclusive co-educational comprehensive school where we recognise that success for young people is built on firm foundations of trust, respect, care and hard work. Brentwood County High School a great place to teach and learn. Our pupils are motivated and highly engaged by a dynamic learning environment, with a wide range of leadership and enrichment activities help to encourage a spirit of co-operation, aspiration and joy for pupils.

Our Trust cares about its staff, and you will find the team to be a warm, welcoming and hardworking group, with staff wellbeing and professional development high on our agenda. As a Trust, we recognise the value of and seek to achieve a diverse workforce. We welcome applications from all backgrounds; for more information, please refer to our recruitment and selection policy statement ([www.osborne.coop/working-with-us](http://www.osborne.coop/working-with-us)).

If you would like to meet the team and take a tour of the school, please contact our HR Director, Louise Guy ([l.guy@osborne.coop](mailto:l.guy@osborne.coop)).

If you are ready for the next step in your career and you feel that your skill set makes you a good fit for this very exciting opportunity, then we look forward to receiving your application.

**A global community of values-driven individuals who, together, flourish.**



**Sharon Jenner NPQEL**  
Assistant CEO  
Osborne Co-operative Academy Trust



A global community of values-driven individuals who, together, flourish.

## Our Trust Aspirations

Embrace Values	Create Opportunities	Own Impact
<i>We are guided by our co-operative values in everything we do.</i>	<i>We create chances for all.</i>	<i>We are responsible for what we do and we are evaluated on our impact.</i>
<ul style="list-style-type: none"> <li>• Our trust listens to pupils, parents, and staff and use their feedback to further improve our impact.</li> <li>• Our trust values the diversity of the communities that we serve by enriching knowledge, fostering understanding and broadening experiences so that everyone belongs and thrives.</li> </ul>	<ul style="list-style-type: none"> <li>• Our pupils exceed national expectations through clearly articulated, ambitious, shared and adapted curriculum which is underpinned by our co-operative values.</li> <li>• Our trust retains and attracts high-quality staff through training opportunities, a shared understanding and commitment to quality teaching, along with clear career pathways.</li> <li>• Our trust’s commitment to mental wellbeing supports and engages every member of our community as partners in education.</li> </ul>	<ul style="list-style-type: none"> <li>• Our Governance and Leadership drive improvements and hold all parts of our organisation accountable to the highest standards, ensuring secured outcomes, environmental sustainability and financial viability.</li> <li>• Our growth strategy is clear and well-articulated, demonstrating our aspirations for growth and a detailed plan to achieve them.</li> </ul>

Self-help | Self-responsibility | Democracy | Equality | Equity | Solidarity

Honesty – Openness – Social Responsibility – Caring for Others

Our Headteachers are integral to a collaborative leadership team across the Trust, working together to cultivate optimistic, resilient learners and to empower and value staff. They are supported by a dedicated central team of professionals specialising in Finance, Human Resources, IT, Marketing, Estates, and Governance.



## Why Osborne Co-operative Academy Trust

-  Knowledgeable and dynamic Trust with supportive governors, with a robust understanding of education
-  Motivated and polite pupils, who have a strong voice in the school with diversity champions and student parliament
-  Staff are aided by extensive and wide-ranging in-house support and coaching, by dedicated and helpful colleagues
-  Our people are at the heart of our success. We have developed a strong culture of co-operation and best practice, with professional development and career planning at its centre. We invest in all of our staff with support, coaching and mentoring.

[www.osborne.coop](http://www.osborne.coop)



At Brentwood County High School, we take immense pride in being an inclusive school rooted in the cooperative values, where every student is nurtured and supported to flourish on their educational journey.

We firmly believe in the power of education to transform lives, and we hold high expectations for all our students during their 7-year journey. Our dedicated team of educators and staff are committed to providing a safe, stimulating, and supportive environment that enables each student to reach their full potential.

We were recognised as a good school by Ofsted in June 2022. This achievement is a testament to the hard work and dedication of our entire school community, including our exceptional students, talented staff, and supportive parents. However, the school has not stood still and continuously strives to embed further school improvement. We have worked in partnership with other trust schools through the School's Partnership, a peer review programme for schools within our trust and beyond. Collaboration across our schools supports school improvement and workload.

We have developed our bespoke ACE teaching and learning framework with a dedicated commitment

to improving outcomes and opportunities for our students, and the continuous support and professional development of our highly valued staff.

At Brentwood County High School, our cooperative values are the foundation of everything we do. They are ingrained in our everyday life and shape our interactions, decisions, and policies. We believe in empowering our students to take ownership of their learning, fostering an inclusive and respectful community, and promoting democratic principles that encourage active participation and leadership.

We strive to create an environment where each individual feels valued, respected, and supported. Through our inclusive practices, we celebrate diversity and champion equality and equity. We firmly believe that every individual in our community has unique strengths and talents, and it is our responsibility to help them discover and develop these gifts.





## The benefits of working with us

We understand that our employees are our greatest asset. We are dedicated to providing our staff with benefits that include a professional development process and continued professional development opportunities both within the school and across the Trust, access to online training and supporting the NPQs through the Apprenticeship Levy as well as competitive salaries, generous annual leave, two-week autumn half term, recognition of continuous service and fully subsidized access to the Employee Assistance Programme. We also offer a relocation package of up to £8,000 for new employees renting or buying a property.

We also recognise the importance of work-life balance and offer flexible working arrangements, including part-time and job-sharing options as well as internal opportunities to support employees to have better working lives. Our commitment to our employees' wellbeing extends to offering individual support and counselling services through our Employee Assistance Programme and a supportive work environment that fosters teamwork, open communication, and recognition for a job well done. We believe that by investing in our employees' professional and personal growth, we are investing in the future of our pupils and our community as a whole.

*“ Brentwood County High School is like a community. The support and career development they have offered me is second to none. There is no other trust like it. I can't do my job without their help. I love it! ”*

**Helen Neale, Safeguarding & Well-being Manager  
Brentwood County High School**



## Our Co-operative Values

At Brentwood County High School, we live our Co-operative values daily, showing how we help people to help themselves. To take responsibility and ownership for our actions, to strive to give our members a voice in the way we run our organisation. Members will have equal rights and benefits, all members will be treated justly, fairly, and aim to support each other.

-  **Self-Help**
-  **Self-Responsibility**
-  **Democracy**
-  **Equality**
-  **Equity**
-  **Solidarity**

*“ Our Trust values aren't just a set of words; you will see and feel these values in our schools. Collaboration and peer review are integral parts of our school improvement strategy as we strive to fulfil the potential of all our students. ”*

**Andrew Hook, Trust Interim Headteacher**



“Pupils have high aspirations for themselves and each other. They know that learning and doing well are important. Pupils work hard to achieve high levels of success. Lessons are calm and purposeful.”

“Pupils are proud of their school. They appreciate and benefit from the many positive changes that have taken place in recent years.”

Official Ofsted  
Good Provider

**Proud to be**  
**GOOD**

“The school is a caring environment where pupils’ well-being is a top priority. If pupils feel worried about any aspect of their lives, they know that staff are willing and able to help. Bullying is not common.”

“Pupils understand and live up to the trust’s core values. For example, they readily demonstrate ‘self-help’ when facing difficult tasks in lessons. Pupils have also shown admirable resilience in learning in the face of the challenges presented by the school’s large building project. Many pupils proudly take up positions of responsibility. Students in the sixth form make many positive contributions to school life such as reading with younger pupils.”



# Job Description

<b>Post:</b>	Headteacher
<b>Group Size:</b>	7
<b>Salary:</b>	Leadership Range 28 to 34
<b>Responsible To:</b>	Assistant Chief Executive Officer

## Core Purpose

The Headteacher will be responsible for the successful strategic development of the school; provide the vision and effective leadership that will ensure high quality education for all its students and excellent standards of learning and achievement.

The Headteacher will work in partnership with the Trust Assistant Chief Executive Officer and wider Trust team to continue the school's journey of improvement and demonstrate a commitment to the Trust's Aspirations.

The Headteacher will lead, develop and support the direction, vision, the Co-operative values and priorities of the school. They will develop, implement and evaluate the school's policies, practices and procedures, ensure accurate school self-evaluation to inform school improvement planning and have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school.

*The job description should be read in conjunction with the contractual requirements and responsibilities of Headteachers, as set out in the School Teachers' Pay and Conditions Document, and the Headteachers' Standards.*





# Job Description Continued...

## Main Duties and Responsibilities

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching and learning across all subjects and phases that meets the needs of all students through the continuing development of a broad, balanced and stimulating curriculum.
- Ensure teaching is underpinned by subject expertise.
- Ensure teaching staff have effective professional development to deliver learning that meets the expectations of our ACE framework – ensure that teaching is adapted, creative and engaging.
- Effectively use formative and summative assessment to inform strategy and decisions including school improvement.
- Ensure that curriculum leaders have relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all students are taught to read.
- Encourage a wide range of extra-curricular trips and activities that support and enhance a broad and balanced curriculum.
- Provide a safe and healthy environment in which students' wellbeing and welfare are nurtured.
- Accountable to the Trust for the school's educational performance.

## School Culture and Behaviour

- Actively lead, contribute to and promote the overall ethos and values of the school and the wider Trust co-operative values.
- Create and promote a culture where students experience a positive and enriching school life.
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour and attendance from students, built on rules and routines that are understood by staff, students and parents, underpinned by the schools' agreed values in their response to the needs of vulnerable and disadvantaged students.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Embed the trauma perceptive practice (US approach) across all areas of the school.
- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the Trust and school's agreed vision and values.
- Ensure the Trust's cooperative values are embedded throughout all aspects of the school.





# Job Description Continued...

## Leading and managing the school

- Take overall operational responsibility for the leadership, internal organisation, management and safe day to day running of the school and alert the Assistant CEO/ CEO of any potential breaches of statutory responsibility, including Health and Safety and Safeguarding.
- Oversee recruitment and selection of staff to meet the short and longer-term needs of the school and its students.
- Ensure that all staff feel valued through the effective implementation of the performance development processes.
- Proactively address underperformance at all levels and ensure effective corrective action and follow-up.
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of an ongoing duty of care.
- Manage and organise accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety requirements and provides a positive learning environment that promotes the highest achievements.
- Work in collaboration with the Finance and HR Directors to effectively manage the school's financial and human resource functions.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure that school policies and practices take account of national and local circumstances and meet the Trust's expectations.
- Exercise the school's duty of care regarding staff welfare.

## Continuous school improvement

Headteachers:

- 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 suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

## Additional and special educational needs and disabilities (SEND)

- Promote a culture and practices that enables all students to access the curriculum.
- Have ambitious expectations for all students with SEND.
- 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.



# Job Description Continued...

## Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Engage and fully collaborate with all Trust initiatives of school improvement.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs of all staff as part of a wider Trust focus.

## Governance, accountability and working in partnership

- Understand and welcome the role of effective governance as part of the Trust scheme of delegation.
- Work with the Trust's finance team to advise the Governing Body on the formulation of the annual budget in order to ensure that the school secures its objectives.
- Plan, manage and monitor the curriculum within the agreed budget; setting appropriate priorities for expenditure, allocating funds and ensuring effective administrative control.
- Ensure that all staff 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.
- Promote, encourage and support initiative and team working, both within the school and more widely with other schools across the Trust and with external organisations.

## Communications and Partnerships

- Develop and maintain an effective partnership with parents and carers and be the senior point of contact for parents and carers who may need to discuss concerns about their child's education.
- Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Develop and encourage good relations between the school and the local community Forge constructive relationships beyond the school, working in partnership with Trust Headteachers, parents, careers and the local community.
- Commit their 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 pupils.

## Other Duties and Responsibilities

- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealing with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
- Duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the CEO and/or the Trust Senior Leadership Team.



# Job Description Continued...

## **Compliance**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) Certificate will be required for all posts.

The Headteacher under the guidance of the Governors and the Trust's Executive Team, will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact with, in accordance with the Trust and other relevant safeguarding policies.

## **Additional Information**

All staff are required to participate in training and other learning activities and in the Trust Professional Development Process as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

## **Supervision/Job Context**

The post holder is line managed by the Assistant Chief Executive Officer and works closely with the other Trust Headteachers and wider Trust team.

## **Contacts**

The post holder will work with the Senior Leadership Team, staff, students, parents, governors, other Trust staff including the CEO, Deputy CEO, Assistant CEO, Central Services Team; as well as the Finance and HR Directors, and key community stakeholders.



# Person Specification

Requirement	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Qualified teacher status and appropriate degree level qualification;</li><li>• Evidence of continuing professional development.</li></ul>	<ul style="list-style-type: none"><li>• <b>NPQH</b> (or alternative suitable academic and professional qualifications)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience across the secondary age range;</li><li>• Proven record of successful classroom teaching;</li><li>• Proven record of successful experience as a Headteacher or Deputy Headteacher;</li><li>• Competent ICT skills and knowledge.</li></ul>	<ul style="list-style-type: none"><li>• <b>Experience in other key stages</b></li><li>• <b>Liaison with external agencies</b></li></ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"><li>• Proven leadership and management skills;</li><li>• Understand the Co-operative values and work effectively as part of the Trust;</li><li>• A clear vision of excellence in secondary education;</li><li>• A proven ability to raise educational standards and a commitment to high standards of achievement;</li><li>• Understanding of school improvement planning and subsequent budget planning;</li><li>• Understanding of the strategic role of the Local Governing Body and ability to work effectively with Governors;</li><li>• Ability to delegate, monitor and evaluate information;</li><li>• Evidence of good working relationships with parents and the wider school community;</li><li>• Highly visible in and around the school;</li><li>• Experience of Professional Development of both teaching and support staff;</li><li>• Commitment to the continuing professional development of all staff;</li><li>• Ability to lead by example and inspire others to achieve positive results;</li><li>• Ability to initiate and manage change sensitively in pursuit of strategic objectives;</li><li>• A commitment to the protection and safeguarding of young people and an up-to-date knowledge of Child Protection procedures;</li><li>• Knowledge of current Health and Safety Regulations.</li></ul>	<ul style="list-style-type: none"><li>• <b>Experience of project management and dealing with finance and premises issues</b></li></ul>



# Person Specification

Requirement	Essential	Desirable
<b>Knowledge and Skills/Teaching and Learning</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation;</li><li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these;</li><li>• Commitment to inclusion and equality of access to educational provision for all pupils;</li><li>• An understanding of consistent approaches to behavior management;</li><li>• Clear understanding of what is effective teaching and learning;</li><li>• A high regard for the personal achievement of each student.</li></ul>	<ul style="list-style-type: none"><li>• <b>Innovative and creative approach to teaching and learning</b></li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills;</li><li>• Engage effectively with staff, pupils and the community;</li><li>• Desire to promote respect between pupils, staff, parents and governors;</li><li>• A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines;</li><li>• Ability to recognise and utilise staff strengths;</li><li>• Ability to build, support, motivate and work as part of a high performing team;</li><li>• Ability to inspire pupils;</li><li>• Resilient, hardworking and calm in a crisis;</li><li>• Lead by example in extra-curricular activities.</li></ul>	<ul style="list-style-type: none"><li>• <b>Experience of working in a Co-operative environment</b></li></ul>



**Osborne**

Co-operative Academy Trust

## How to apply

If you're excited by this opportunity and would like to find out more, please don't hesitate to reach out for an informal discussion. You can contact Sharon Jenner, Assistant CEO for Osborne Co-operative Academy Trust, at [s.jenner@osborne.coop](mailto:s.jenner@osborne.coop)

Alternatively, our HR Director, Louise Guy, is also available to assist you. You can email her at [l.guy@osborne.coop](mailto:l.guy@osborne.coop) or call our dedicated recruitment helpline on **01375 648936**.

We'd be delighted to hear from you!

- 
-  **Closing date:** **Monday 13<sup>th</sup> January 2025 – Midday**
  -  **Shortlisting:** **Tuesday 14<sup>th</sup> January 2025**
  -  **Interviews:** **Wednesday 22<sup>nd</sup> & Thursday 23<sup>rd</sup> January 2025**

---

Please complete your application form via My New Term:

<https://mynewterm.com/jobs/145474/EDV-2024-BCHS-90796>



# Osborne

Co-operative Academy Trust

[www.osborne.coop](http://www.osborne.coop)