



Headteacher

Royal Docks Academy

Recruitment Pack

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Welcome from the CEO

I never set about to start a Multi Academy Trust. That simply wasn't the plan – at least not at first.

The journey towards that end began back in 2010 at Burnt Mill Academy in Harlow. At that time, this was a secondary school in dire straits, with just 27 per cent of students achieved five or more A*-C grades for GCSE. To put it bluntly, it was a failing school. When I arrived in the Summer of 2010, I knew that turning the school around would depend more than anything else on this: having excellent teachers motivated by what their children could achieve. With that vision and focus in mind, we went about reversing the fortunes of the school and its students. Within a year, the GCSE results leapt to 55 per cent of students securing five or more A*-C grades – the best results in Harlow. By the time Ofsted visited in 2012, inspectors were genuinely wowed and we received an upgrade from Satisfactory to Outstanding.

Inspired by what we were seeing our students achieve, and with the gentle nudging of the Department for Education, we decided to embark on a mission to build a MAT for schools in need of a turnaround in the local area. We quickly welcomed four Harlow-based primary schools – Freshwaters Primary Academy, Cooks Spinney Primary Academy & Nursery, Roydon Primary Academy and Little Parndon Primary Academy – into the family. As we've grown, we've remained committed to our core purpose: to lift the ceiling off our children and inspire them to discover new possibilities.

We are driven by the ambition to be the best. We believe exceptional leaders create exceptional schools; they transform lives and shape the future of every student. This is what we are looking for in the next Headteacher of Royal Docks Academy – a talented senior leader who will be deeply aligned with our purpose. This is an incredible opportunity for impact, leading this diverse and inclusive school on the next stage of its improvement journey. If you have a proven track record as a senior leader, a commitment to the highest expectations for children, and are excited by what you read in this pack, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Royal Docks Academy and BMAT.

Helena Mills CBE

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, all located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Sir Frederick Gibberd College
- Roydon Primary Academy
- Little Parndon Primary Academy
- Cooks Spinney Primary Academy and Nursery
- Forest Hall School
- Magna Carta Primary Academy
- Royal Docks Academy
- STEM Academy
- Mark Hall Academy
- Freshwaters Primary Academy
- Epping St Johns Church of England School



About the Role

Royal Docks Academy is a diverse, mixed comprehensive school for pupils aged 11 to 16, with nearly 1,200 pupils on roll. The building is purpose-built and provides a wonderful place for young people to learn and staff to work in, achieving national architectural recognition for its design when it opened in 1999.

The school serves the vibrant community of Newham – the main host London borough for The Olympic Games in 2012 – and the school population is proudly multi-ethnic and multi-cultural. Royal Docks Academy joined BMAT in January 2018 and has since then been focused on building a positive environment for its pupils, that celebrates achievement, aspiration and a life-long passion for learning for all members of the community. Together with BMAT, the academy is committed to providing an exceptional education for young people in east London. Benefiting from a resource provision for 25 pupils with profound, severe and multiple learning difficulties (with a specialist PMLD staff team), an intervention programme for those who need it, and a challenging yet supportive curriculum, the school is a beacon of inclusivity in the area.

The new Headteacher will be responsible for ensuring that pupils at the school leave ready for a competitive world, with all pupils having made excellent progress. They will need to have relentlessly high expectations and an unwavering belief that every pupil can achieve great things if they behave and work hard in every lesson, every day. They will be ready to inspire the committed, dedicated and hardworking team of leaders, teachers and support staff at the academy.

The next leader of Royal Docks Academy needs to bring a track record of success, a clear understanding of what high-quality teaching and learning should look like, and be able to ensure that great outcomes are attained and excellent opportunities are provided for all pupils. Supported by central BMAT and school colleagues, the new Headteacher needs to be an inspirational and assured leader, with a flair for motivating others. This will be essential to help the school through the next part of its improvement journey.

The ideal candidate to become the new leader of Royal Docks Academy could be a current Headteacher, but they could also be a Deputy Headteacher or Vice Principal who is looking to step up for the next stage of their career. They will be given every opportunity to collaborate with the other leaders across BMAT, with exemplary support offered throughout the career.

Candidate Charter

We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our commitment to you:

Transparency We will treat you with respect, honesty, and fairness.

Protecting your privacy We will ensure your information is secure and handled sensitively.

Understanding You will be given everything you need to make informed decisions.

Showcasing talent We will provide a good opportunity for you to share your skills, experience, and potential.

Feedback We will provide constructive feedback professionally and promptly.

Listening We welcome feedback, and we'll act on what you must share.

Inclusivity Our hiring decisions align with our commitment to create a high-quality diverse workforce.

We will:

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.
- Prepare yourself for the interview and let us know how we can support you.

Job Description

Job title	Headteacher, Royal Docks Academy
Reports to	Chief Executive Officer (CEO)
Payscale	Leadership Scale, Points 28 to 33
Location	Royal Docks Academy, London E16 3HS
Terms	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the CEO
Contract	Permanent, Full Time

PURPOSE OF THE JOB

- The Headteacher will provide strategic and operational leadership to secure the highest standards of education, delivering effective teaching and learning, a balanced and inclusive curriculum, and outstanding care, support, and enrichment for all pupils.
- The postholder will establish and oversee systems, processes, and policies that enable the Academy to operate efficiently and meet its aims.
- The postholder will drive a culture where every young person, regardless of need or background, thrives.
- They will identify barriers to school effectiveness, develop and implement improvement strategies suited to the Academy's context, and rigorously monitor progress to ensure that school priorities are achieved and sustained.

LIAISON WITH

- The post-holder will be expected to network and liaise with the other Head Teachers and Heads of School, Education and Operation Executive Leadership Teams, BMAT staff, Teaching / Associate Staff, External Agencies, Pupils, Parents and Governors.
- The post-holder will be expected to network and liaise across a range of external providers, schools, community and coordinator networks to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

SPECIFIC RESPONSIBILITIES

Strategic Leadership and Vision

- Provide meaningful contribution to the Academy's strategic direction, shaping its future trajectory and enabling all staff to add value to whole-school improvement.
- Champion the Academy's aims, values, and ethos, ensuring cohesive and transparent communication with students, staff, parents, the Local Governing Body (LGB), BMAT leaders, and external stakeholders.
- Lead and coordinate the work of the Education Executive Team, CEO, and LGB in driving forward strategic aims, improvement priorities, and organisational development.

Teaching, Learning and Curriculum Excellence

- Lead and coordinate staff in the design, implementation, and evaluation of learning programmes, pedagogical approaches, and schemes of work that underpin continuous improvement.
- Drive the development and delivery of the Academy's teaching and learning priorities, ensuring robust assessment processes, personalised learning pathways, and enriched curriculum opportunities.
- Maintain high-level oversight of teaching quality, ensuring alignment with national standards and BMAT expectations.
- Collaborate with colleagues across BMAT to secure outstanding practice and consistency of teaching across departments and key stages.

Quality Assurance and School Improvement

- Lead and coordinate relevant sections of the School Evaluation Form (SEF) and School Improvement Plan (SIP) to ensure sustained school improvement and high-impact outcomes.
- Ensure that the PMLD unit is fully represented within the School Evaluation Form (SEF) and School Improvement Plan (SIP), with performance indicators monitored at Executive Team level.
- Develop, implement, and monitor robust quality-assurance frameworks for KS3 and KS4 assessment at Royal Docks Academy, ensuring compliance with statutory requirements.
- Use evidence-based evaluation to refine assessment practices and strengthen feedback, marking, and progress monitoring systems.
- Drive strategic alignment between mainstream and specialist provision so that inclusion remains a whole-school responsibility, not solely the remit of the PMLD team.
- Monitor key performance indicators, reporting progress and risks to the Education Executive Team and CEO.

People Leadership and Workforce Development

- Lead the recruitment, induction, and ongoing development of high-performing staff, cultivating a culture of professional excellence, accountability, and collective efficacy.
- Ensure all staff are effectively line managed, coached, and performance managed, with aspirational but achievable goals.
- Ensure all staff, including mainstream colleagues, develop the capability and confidence to work inclusively with students with complex needs, through cross-school CPD and culture-building.
- Oversee appraisal, CPD, and school-review processes to secure continuous professional learning and high morale across the workforce.
- Promote high expectations for behaviour, conduct, and discipline within the school community.

Data, Reporting and Performance Management

- Ensure effective use of assessment, recording, and reporting systems, maximising the impact of technology and data analytics to raise attainment
- Set ambitious student targets and track progress at individual, cohort, and whole-school level, ensuring timely intervention and appropriate challenge.
- Provide regular, data-informed reports to the Education Executive Team and CEO.

Finance, Compliance and Operations

- Hold responsibility for the Academy's financial budgets, ensuring resources are deployed efficiently and that value for money is achieved.
- Provide executive oversight of safeguarding, health, intimate care, and multi-agency collaboration within the PMLD unit, ensuring policy compliance and high levels of assurance.
- Ensure compliance with statutory responsibilities, including Data Protection and Freedom of Information.
- Maintain robust safeguarding and child protection practices, ensuring they remain a consistent Academy priority.

Equality, Diversity and Inclusion

- Promote BMAT's commitment to equality, equity, and inclusion, ensuring a vibrant culture that celebrates diversity and strengthens community cohesion.
- Proactively challenge discriminatory behaviours and ensure all stakeholders experience a culture of respect and belonging.

Key Outcomes

- Improved consistency and quality of KS3 and KS4 assessment at Royal Docks Academy.
- Enhanced staff capability and confidence in delivering high-impact assessment practices.
- Demonstrable improvements in student progress and attainment across key stages.
- Strengthened leadership capacity and a cohesive whole-school culture aligned with BMAT values.

Confidentiality

- Ensure that statutory responsibilities are maintained, e.g., Data Protection, Freedom of Information, etc.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO of BMAT Schools to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification

The Headteacher will combine a record of successful strategic leadership and sustainable school improvement with imagination, flair, and determination to succeed. The Headteacher will be an exceptional leader with the energy, rigour, and authority to represent the group effectively at the most senior levels in education. They will demonstrate the following experience, skills, knowledge, and personal attributes:

Essential
Desirable

QUALIFICATIONS		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development	✓	
Postgraduate qualification in education or leadership (e.g. NPQSL, NPQEL, or equivalent)		✓
EXPERIENCE		
Substantive Secondary School Middle or Leadership Experience	✓	
Expertise in curriculum and assessment development, particularly at KS3 and KS4	✓	
Demonstrable track record of improving student outcomes through effective assessment strategies	✓	
Challenging and supporting senior teams to optimise attainment and progress of students	✓	
Experience with digital assessment tools and technologies	✓	
Experience line managing or providing strategic oversight to leaders responsible for SEND or specialist provision		✓
Experience of working within a MAT structure		✓
TEACHING & LEARNING		
Deep understanding of national curriculum requirements and assessment frameworks for KS3 and KS4	✓	
Authentic leadership of teaching and learning that generates outstanding outcomes	✓	
Ability to deliver exceptional outcomes in a broad and rigorous curriculum framework	✓	

STRATEGY AND LEADERSHIP		
Ability to articulate and deliver a compelling strategic vision that secures high standards, equity of access and a culture of inclusion	✓	
Skilled in leading and holding senior leaders to account, including those responsible for SEND and PMLD provision	✓	
Excellent leadership and interpersonal skills, with the ability to inspire and influence others	✓	
Ability to provide operational support whilst ensuring progress to agreed strategic outcomes	✓	
Understanding of school improvement	✓	
Rigorous and efficient use of data to inform teaching and learning	✓	
The ability to motivate school/academy leaders but also hold them to account for outcomes with proven ability to lead and manage change across multiple settings	✓	
Strong analytical skills with the ability to interpret complex data sets and translate findings into actionable insights	✓	
Exceptional written and verbal communication skills, including the ability to present complex information clearly and effectively	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
RELATIONSHIPS WITH STAKEHOLDERS		
Skillful management and understanding of how to inspire and secure strong relationships with stakeholders at all levels including school/academy leaders, LGBs, parents and external partners	✓	
PERSONAL QUALITIES		
Well-developed interpersonal and organisational skills	✓	
Models a deeply held commitment to inclusion, equity and the wellbeing of all pupils, including those with profound and multiple learning disabilities	✓	
Strategic thinker with a proactive and innovative approach.	✓	
Resilient and adaptable, with the ability to manage competing priorities effectively	✓	
Commitment to the Trust's vision and values, with a passion for improving educational outcomes	✓	
Strong collaborative ethos and a commitment to building capacity within teams	✓	
Demonstrate personal and professional integrity, including modelling the BMAT values and vision	✓	
Flexible and able to manage deadlines, prioritising appropriately	✓	
Evidence of commitment to and understanding of collective responsibility	✓	

How to Apply

If you are a dedicated and driven senior leader, then we would be delighted to hear from you. To arrange a confidential conversation about the role, please contact our recruitment partners at Propelo on **01273 222 877** or email: **bmat@propelo.co.uk**.

For more information about the role and details of how to apply, please visit:
<https://bmat.our-careers.co.uk>.

We look forward to hearing from you.

Closing date for applications: Thursday 29th January 2026, 10am

Interviews: Tuesday 10th February and Wednesday 11th February, 2026

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)

