



**BEDFORD**  
FREE SCHOOL

# WHY WORK FOR BEDFORD FREE SCHOOL

## ABOUT US

Joining Bedford Free School is a fantastic opportunity to transform thousands of pupils' lives and the town of Bedford itself.

This is a truly career-defining opportunity to make a real difference in an incredible school with a national reputation for excellence. You will work closely with the trust's education and leadership team to ensure Bedford Free School continues to be an excellent place for pupils to learn and for staff to work.

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

[www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell** on **01582 211 226** or [jpowell@advantageschools.co.uk](mailto:jpowell@advantageschools.co.uk)

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. We know how much work goes into an application and if you are to apply we are grateful. We do provide feedback on request.

## SAFEGUARDING

We believe in the safeguarding and welfare of children and expect all staff to share this view.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.



Dear Applicant,

Thank you for your interest in joining Bedford Free School.

BFS is a very successful school. In the last three years the measure has been available, pupils achieved progress 8 scores of 0.9, 0.99 and 1.11, placing us amongst the top 40 to 50 schools in the country. Our last Ofsted report, in January 2025, reaffirmed that we are outstanding in all categories.

But the successful candidate for this role must be very clear, as I am: we can be even better, and must be if we are to achieve our goal of ensuring that every one of our pupils achieves extraordinary things.



This is a unique and potentially career-defining opportunity. As Deputy Principal, you would have the chance to build on BFS's well-established foundations and have the backing to drive the school forward to even better outcomes (in the broadest sense of the word) for our pupils and families. It is also a chance to shape educational standards in Bedford (the Department for Education having recently announced the building of our brand-new sister school in the town) and more widely, through your contributions to our work as a lead school in the RISE attendance and behaviour hubs programme.

The successful candidate will be smart, determined, and knowledgeable, but above all must have the highest possible expectations for all pupils, believing that they can master a knowledge-rich, academic curriculum and have excellent conduct regardless of their social circumstances or any special educational needs they may have. These high expectations must extend to staff, and yourself, too: our Deputy Principal must model their belief that all pupils can achieve amazing outcomes through their words and actions and have the professional candour to support staff and hold them to account for the quality of their teaching and performance.

We want to appoint an outstanding individual who has the breadth of experience and expertise to shape the strategic direction of the school and get things done, successfully implementing the evidence-informed strategies which will see BFS become the best school in the country in the next few years.

Thank you again for your interest in leading at BFS. We encourage prospective candidates to come and visit the school to see it for themselves. I look forward to answering any questions you might have, and to receiving your application in due course.

## **WELCOME TO ADVANTAGE SCHOOLS AND BEDFORD FREE SCHOOL**

**Tom Wood, Principal**

As part of the Executive Leadership Team for Bedford Free school, it is a pleasure to introduce you to Advantage Schools.

Our new, merged trust truly puts pupils at the heart of everything we do; we aspire to be a top performing organisation, providing the best education we can in every classroom coupled with high-quality opportunities outside of the classroom for every pupil too.

Bedford Free School encapsulates this; the quality of education here is outstanding. We are equally proud of the strong sense of belonging fostered amongst our staff and pupils. Our pupils here are young leaders and role models, who contribute to the collegiate ethos with maturity.

If you are inspired to apply for this post, I look forward to meeting you at interview.

**Cathy Barr, Deputy CEO**



# VALUES



## INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our pupils and colleagues cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

### INTEGRITY

We provide a caring, nurturing environment where pupils and young adults feel happy, healthy and supported. With integrity at the heart of our values, our schools are safe and supportive environments where pupils develop courage, nurture strong ambition, and strive to be their very best.

We act honestly and transparently, advocating for pupils even when this is difficult.

Guided by our commitment to integrity, we absolutely invest in the growth of all our colleagues through high-quality recruitment and retention, providing excellent opportunities for clear and dynamic career progression.

### AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

### EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our cross-trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

# ABOUT BEDFORD FREE SCHOOL

**"We believe that, given the right circumstances, all children are capable of extraordinary things."**

This is the belief that underpins everything we do at Bedford Free School: the very high expectations of behaviour and academic achievement we have of our pupils; the relationships we build with parents and families; the conversations our staff have about curriculum, teaching and pupil progress; and the way we structure the school day to maximise opportunity for all pupils, but particularly the most disadvantaged.

## Bedford Free School is different

The culture of the school, underpinned by our values of **respect, honesty** and **high expectations**, is deliberately constructed and maintained every day by our dedicated and hard-working staff. We value routines and structure, and this leads to impeccable behaviour and an environment where teachers can teach, pupils can learn, and parents can be reassured that their children are safe and happy. For example, we begin each day with a morning address, where the whole school community comes together to reflect on our school values and what it means to "go the extra mile". Pupils transition with pace and purpose around the building with their subject equipment in hand, so no pupil is late and no lesson time is wasted. Every pupil carries an 'achievement card' as a record of their success throughout the day, and with which teachers consistently and effectively implement our behaviour policy. We structure the school day with support for our families and pupils foremost in our minds. We have an extended school day from 8.25 to 4pm and have academic interventions and space for supervised quiet work until 5.30pm. Teachers run 'electives' during the school day every Wednesday, so every pupil can participate in enrichment clubs.

## An academic, knowledge-rich curriculum

We offer an unashamedly academic and ambitious curriculum to every pupil, sharing with them knowledge which will change the way they see and live in the world, taught so that they remember it. Extra time every morning is dedicated to literacy and numeracy activities, and pupils have an additional half an hour of tutor-led group reading daily, and forty minutes of supervised prep time so they can start their homework or do independent study. We value teachers as experts in their subjects and ensure they are given time each week to discuss, plan and review their curriculum in departments. We ensure they are able to focus on these important things by avoiding unnecessary or burdensome tasks: lesson content is organised into booklets in most subjects, we do not expect books to be marked in a particular way, have no written reports, an extra week in the October half-term for planning and preparation, and detentions are run centrally by the senior leadership team.

## A BEACON OF EXCELLENCE IN THE HEART OF BEDFORD

### Other features of Bedford Free School:

- A culture of genuine warmth and positivity where pupils' success is celebrated all the time.
- We "sweat the details" on things like uniform, equipment, habits of attention and politeness.
- An open-door classroom culture where peer-to-peer feedback and support is expected and valued.
- Excellent teaching is supported by a framework of approaches codified in 'The Advantage Schools Playbook'.
- We speak to our pupils about their 'climb up the mountain of success', and almost all pupils actually climb a mountain when they visit Eryri in year 7.
- We have the overwhelming support of our parents who share our vision for educating their children.



### PERFORMANCE TABLES

<https://www.compare-school-performance.service.gov.uk/school/138228/bedford-free-school/secondary>

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

## CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



# INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues.

A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residential, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

***"Educating  
children,  
serving the  
community,  
achieving  
exceptional  
outcomes."***

**Stuart Lock  
Chief Executive**



# RECRUITMENT BOOKLET



BEDFORD  
FREE SCHOOL



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SEE MORE AT

[WWW.ADVANTAGESCHOOLS.CO.UK](http://WWW.ADVANTAGESCHOOLS.CO.UK)



## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Principal (Quality of Education)
<b>Reports to:</b>	Principal
<b>Salary range:</b>	Leadership 13-16 £70,248-£75,753

### CORE PURPOSE:

- To support the principal in the smooth running of the school.
- To deputise for the principal as and when required.
- To drive improvements to pupils' academic outcomes at KS3 and KS4 with an explicit focus on ensuring GCSE outcomes are consistently amongst the best in the country.
- Strategic leadership of curriculum, quality of teaching and learning and quality assurance.

### POST RESPONSIBILITIES:

- Lead all staff to maximise achievement for all pupils.
- Develop and monitor a world-class curriculum for all pupils based on their entitlement to access the knowledge taken for granted by members of 'the community of educated citizens'. Do so through leading on the school's participation in the Advantage Schools curriculum development project.
- Drive pedagogical excellence by researching, trialling, and embedding evidenced-based best practices that enhance curriculum delivery and long-term retention of core knowledge, and ensure high levels of pupil attentiveness, thought and participation.
- Lead the assistant principal responsible for professional learning to ensure that teaching is consistently of the highest standard, and that staff of all levels of experience engage in effective professional development.
- Lead on quality assurance of the curriculum, teaching and impact
- Lead on analysis and reporting of pupil progress data, ensuring that this informs effective interventions and strategic improvement planning at subject and whole school levels
- Oversee the production of the school timetable, working with the principal to ensure it guarantees pupils' curriculum entitlement whilst also maximising efficiency and cost effectiveness.
- Lead on reporting to parents.
- Lead the KS4 options process.

### FURTHER DUTIES AT BEDFORD FREE SCHOOL (BFS)

- Contribute to the strategic vision of Advantage Schools by working collaboratively with other senior leaders across the trust to align school improvement initiatives and be a model of cross-trust collaboration for all staff at BFS.
- Hold senior and middle leaders to account for the impact of their work, ensuring high standards in curriculum, teaching, learning, behaviour and school operations.
- Maximise progress and outcomes in Year 11 via rigorous analysis of data and action planning.
- Ensure positive and comprehensive parental engagement.
- Ensure every opportunity to minimise staff workload without an impact on standards is taken.

### LINE MANAGEMENT OF:

You will be asked to line manage senior leaders, a number of heads of department, and other middle leaders and support staff as required by the principal.

**LEADERSHIP DUTIES AT BEDFORD FREE SCHOOL:**

Senior leaders at Bedford Free School are highly visible and often lead by example. As we are a small school, the deputy principal will be operationally involved, at the direction of the principal, in a large number of varied duties to ensure that the school, its systems and routines run smoothly. This includes, but is not limited to:

- Delivering a Morning Address to the whole school on a weekly basis.
- Greeting pupils at the door and checking the uniform and equipment of every pupil before they enter the school.
- Monitoring the corridors during each transition to ensure a calm, purposeful transition.
- Regularly delivering assemblies and staff training sessions.
- Liaising with external agencies and services.
- Taking collaborative responsibility for implementing behaviour systems, including daily supervision of after school corrections, parent meetings, involvement in processes around suspensions and exclusions.

**SAFEGUARDING:**

To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with school procedures.

**EQUALITY & DIVERSITY**

To be responsible for promoting equality and diversity in line with school policies and procedures.

**HEALTH & SAFETY**

To be responsible for following health and safety requirements in line with school policies and procedures.

**TRAINING AND DEVELOPMENT**

To participate proactively in training and development including qualification development required in the job role.

**OTHER RESPONSIBILITIES:**

Play a full part in the life of the school community, both curricular and extra-curricular, to support its mission and ethos and to encourage and ensure staff and pupils follow this example.

To undertake as required other duties and responsibilities relevant to the job as directed by the principal.

# PERSON SPECIFICATION

Job Title: Deputy Principal (Quality of Education)

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of excellent teaching</li> <li>• Recent experience excelling as a senior leader delivering strong outcomes at GCSE</li> <li>• Evidence of implementing effectively over a sustained period</li> <li>• Evidence of significant responsibility for the work of others and impact</li> <li>• Experience of effective data analysis and improvement planning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of successful implementation of whole school quality assurance systems and strategies</li> <li>• Familiarity with timetabling processes and software (or a willingness to learn which is essential)</li> </ul>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Qualified Teacher status or recognised equivalent</li> <li>• GCSE grades at C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree or equivalent</li> <li>• NPQ or working towards</li> <li>• 2:1 degree or better</li> </ul>
<b>Skills / Knowledge &amp; Aptitude</b>	<ul style="list-style-type: none"> <li>• A clear vision of how to achieve educational excellence</li> <li>• An understanding of how to run a good school</li> <li>• A strong understanding of Curriculum &amp; Assessment</li> <li>• A strong understanding of what effective teaching is</li> <li>• Very high expectations of staff and pupils, including of pupil behaviour and effort</li> <li>• Outstanding communication skills to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively.</li> <li>• The ability to lead and inspire staff</li> <li>• The ability to deliver feedback candidly</li> <li>• An ability to form positive relationships with stakeholders</li> <li>• Setting of high standards for self, staff and students</li> <li>• Committed to hard work</li> <li>• Ability to see initiatives through to completion</li> <li>• An ability to respond effectively to challenging behaviour</li> <li>• Ability to meet strict deadlines whilst working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge of current educational issues and their implications for Bedford Free School and Advantage Schools</li> <li>• Able to articulate the argument in favour of a knowledge-based curriculum</li> <li>• Can make the case for specific subject content as an entitlement for all pupils</li> <li>• An understanding of the science of learning and its implications for effective teaching and learning</li> </ul>

	<ul style="list-style-type: none"> <li>Ability to manage time with significant competing pressures</li> <li>Alignment and commitment to the perspective, vision and values of Advantage Schools</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>Advanced understanding of safeguarding/child protection procedures and a responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li>Willingness to continuously update skills and knowledge</li> <li>Emotional resilience and a flexible approach accommodating changing priorities and working patterns</li> <li>Ability to work effectively with people from diverse backgrounds</li> <li>Awareness of health and safety requirements relevant to the job</li> </ul>	