



KINGSBURY HIGH SCHOOL

Spectemur Agendo



HEAD OF SCHOOL

Candidate Information Pack

March 2026

SPECTEMUR AGENDO



Introduction from the Headteacher

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Our most recent inspection report (February 2024) was glowing and it praised the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.



Alex Thomas, **Headteacher**

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County School, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow *The Kingsbury Way*: to respect themselves, others and the environment. In February 2026 the school achieved ‘Gold Sustaining’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people.



Student leadership is an important feature of our work and through the work of staff and young leaders the school is a Leadership Skills Foundation: Centre of Excellence.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life as we are of our exam results. Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. This is underpinned by key values: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

We have exciting plans ahead of us. Further to significant investment in the site over the last few years the DfE is investing (SRB) funds to develop a new block on the Upper School site - with remodelling of other parts of the buildings. The Governors are also working with leaders to set a clear strategy for the next 5 years to keep our school moving forward.

Appointing the right staff is a school leader’s most important task. A successful recruitment process is one where candidates are able to demonstrate their skills and qualities and also one which enables candidates to find out if it is the right school for them. I hope that you find the information in this pack useful and I look forward to meeting you.

About Kingsbury High School

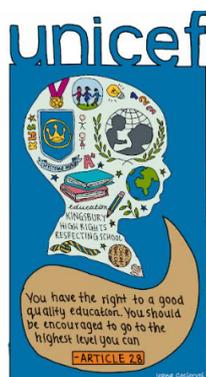
Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an Upper and Lower school and staff (and some classes) commute between them throughout the day.

We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (Special) School. There are positive relationships with other Brent Schools and those in neighbouring boroughs located close to KHS.



Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional language (over 70%); living in socially deprived households; and disadvantaged (Years 7-11: one third eligible for the pupil premium).

The majority of the roll is minority ethnic although there are no groups significantly more represented than others, a significant proportion is LAC/FSMs. Boys are in the majority in all year groups. Kingsbury has a stable roll of around 360 sixth formers. Student attainment on entry is below average for all year groups including the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.



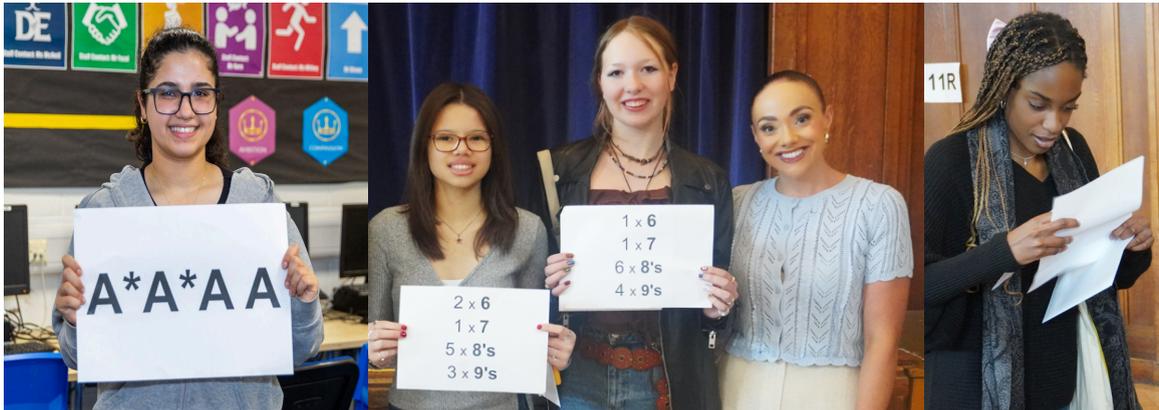
KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment and an onsite alternative provision: *Article 28*. Part of the Lower School site is shared with a local special provision, The Village School.

The school is in a stable financial position and is seeking to continue the development of facilities whilst actively considering its impact on the environment (there is a climate action plan in place).

Our Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 is consistently 'above average' and disadvantaged students' P8* is positive. The A-level and vocational ALPs grades are positive leading to strong progression to university (including Oxbridge, Russell Group and medicine).

(*SISRA collaboration data for the 2025 examination series)



About the role

The two Deputy Headteachers at KHS sit right at the heart of the leadership team working directly with the Headteacher. Given the size of our school and the responsibilities of the role, it is one that provides an excellent preparation for becoming a Headteacher in your own right, indeed the vacancy exists following the promotion of a colleague from this role to headship in September 2026.

Each Deputy acts as Head of School leading a site with around 1,000 students responsible for its day-to-day running and all aspects of provision in accordance with the values enshrined in the Kingsbury Way. They are accountable for progress and work directly with the Headteacher to determine the strategic direction for KHS. In addition, each Deputy has significant whole-school responsibilities including: Ofsted outcomes; student examination results; destinations; behaviour; and attendance. Specific other responsibilities will be agreed on appointment. One Deputy is the senior person in the Headteacher's absence.

We would be very pleased to discuss this position further with you and visits to the school prior to application are encouraged. For further information about KHS:



<https://www.kingsburyhigh.org.uk/>



@officialkingsburyhighlondon



Kingsbury High School

[The school no longer uses the platform known as X]

Our Chair of Governors

Dear Applicant,

We are delighted that you are interested in the position of Deputy Headteacher at our school.

Kingsbury High School is a large, inclusive and high-performing secondary school in Brent. As a Governing Board, we are proud to serve our diverse community, we are equally proud of the strength and dedication of our staff, and the breadth of opportunities available to our students. All groups of students, regardless of socio-economic background, achieve strong academic outcomes alongside a rich extra-curricular and personal development offer.

At the centre of our work is a clear and well-established ethos that drives the teaching and learning environment at our school. These values shape our ethos with a sense of purpose that encourages togetherness, warmth, openness and inclusivity. The Governing Body has an effective partnership with the Headteacher and the Senior Leadership Team and is ambitious for the future and committed to building on the school's many strengths.

In 2025 we celebrated 100 years since a secondary school was opened on our site. This important milestone provides both a moment of reflection and a springboard for the future, as we continue to develop the school to meet the opportunities and challenges of the 21st century. It is, therefore, an exciting time to join Kingsbury High School.

We are seeking to appoint an exceptional Deputy Headteacher who will play a key role in shaping the next phase of the school's development. This is a fantastic opportunity for a strategic and values-driven leader to contribute at senior level, working collaboratively to secure high standards and ensure the best possible outcomes for all students.

We warmly welcome your interest in this role and would encourage you to visit the school or arrange an information conversation to gain a deeper understanding of our community and ambitions.

We look forward to receiving your application.

Regards,

Agnes Fitzpatrick

Chair of Governors chairofgovernors@kingsburyhigh.org.uk

Our Commitment to Staff (Benefits)



Commitment:

The DfE Wellbeing Charter was adopted by Governors in 2022/23; and KHS holds the *Wellbeing Award for Schools*.

Work-life balance:

KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via time off timetable .

Communication:

Transparency and signposting is supported via the VSR and a weekly bulletin.

Support:

A coaching programme supports teacher development; Education Support (EAP) is available for all; training for leaders on wellbeing and mental health (via MIND) is provided; regular on-site clinics with pain-therapist; and other events such as pension workshops, menopause awareness and bra-fitting.



Staff Pantomime, December 2025

Human Resources:

An on-site Human Resources Team; Induction programme for all staff; and a supportive attitude towards personal issues - medical; child-related; personal.

Salary:

Although we are located on the border of the outer London boroughs Harrow and Barnet, KHS offers all teaching posts on the Inner London scale.

Feedback loop:

Your views as a member of staff are valued at faculty, team and individual level via *TES Pulse*; a Joint Consultative Committee with Governors and Professional associations meets termly; and consultations and working parties on policy are a regular feature of provision. The feedback is used to reduce workload and improve staff wellbeing wherever we can in an ongoing review process.

Free on-site parking	Staff Tea / Coffee	Monthly Staff Treats	New Starter Tea Party
Cycle-to-work Scheme	Electric Vehicle Salary Sacrifice Scheme	Local Government / Teachers Pension Scheme	Blue Light Card for Discounts/Cashback
Flu Jab Vouchers	Employee Assistance Program	Staff Social Events: Christmas lunch; Summer BBQ; badminton; zumba; cricket...	Commitment to Continued Professional Development
EV Chargers on both sites	Gym equipment on both sites		Improvements in physical environment

Our Ethos and Values: *The Kingsbury Way*

Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.



Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'!</i></p>

Kingsbury High School has, 'A strong commitment to children's rights and to RRSA from leaders at all levels tied into the vision and values of the school.'
Isobel Mitchell, UNICEF 'Gold' visit.



SPECTEMUR AGENDO

Job Description: Head of School

Reports to:	Headteacher
Salary Scale:	Leadership Scale (L23—L27 on the Inner London scale)
Contract:	Permanent/Full Time
Specific Responsibilities:	To be agreed on appointment

Please note that early applications are encouraged as we will be reviewing them as they come in. First stage interviews may take place virtually as suitable applications are received.

Job Purpose

In addition to the professional responsibilities common to all classroom teachers, Deputy Headteachers are members of the Senior Leadership Team and, as such, play a full part in the leadership of the school to ensure a clear sense of direction as well as delivering the smooth day to day operation of the school across both sites.

Line management

- Assistant Headteachers attached to the Upper/Lower School.
- Other members of the leadership team at assistant Headteacher or Associate Assistant Headteacher level.
- The Head of Faculty for a core subject English /Mathematics or Science.
- Common to all teachers: Teachers' job description
- To deliver the expectations of effective teaching and Teachers' Standards 2012

Leadership and management

- Acting as Head of School for: the Upper or Lower School
- Accountability for strategic leadership and operational management of aspects of the School Improvement & Development Plan and whole school areas of responsibility.
- Building capacity amongst staff to deliver and sustain the highest quality outcomes.
- Helping to lead self-evaluation processes on the Quality of Education and/or pastoral work, including monitoring the quality of the curriculum and teaching and learning and its impact on students.
- Supporting the assessment routines and data analysis of performance in the Quality of Education across the school
- Holding colleagues accountable in their roles at all levels, being accountable for the continuing effective work of all staff for whom the postholder is responsible including line management and appraisal.
- Leading, developing and enhancing the teaching practice of others.
- Deputising for the Headteacher and members of the Senior Leadership Team within the school and wider community and assisting other members of the SLT as appropriate.

- Championing staff wellbeing and actively working to improve it
- Refining the quality of professional development to ensure staff are continually supported to enhance their impact in the classroom.

Ethos and values

- Promoting and delivering *The Kingsbury Way* and contributing to our commitment to the UNICEF Rights of the Child.
- Leading whole school assemblies.
- Developing and promoting policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities.

Attitudes and Behaviour

- To ensure that the Lower/Upper School site has a calm and orderly environment
- To monitor the quality of pastoral support and teaching of social, emotional and behaviour curriculum and to devise systems which ensure continual improvement.
- Leading, with other members of the Senior Leadership Team, the behaviour management of the school.

Site Responsibilities

- To ensure that there are clear routines, expectations and protocols in place for students and staff in tutor time, PSHE, curriculum lessons and less structured times such as break and lunch.
- To ensure that the site is an environment within which students feel safe and in which there are robust approaches and policies to respond to any incidents of bullying, discrimination or sexual harassment, in person or online.
- Overseeing the induction of external students (including managed transfers and in-year admissions) and transition between Key Stages.
- To promote a positive attitude to learning for students and staff.

Governance, Finance and Resources

- Being accountable for the management of funding or budgets related to areas of responsibility.
- Ensuring compliance with the school's Health and Safety policy and the expectations of the General Data Protection Regulations (GDPR).
- Attending and contributing to the Full Governing Board and Committee meetings (with the status as observer), presenting as required by the Headteacher or Chair of the relevant Board/Committee.

Safeguarding

- Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Promoting an environment which recognises that, 'it could happen here'.

Equality

- Ensuring that all students including those with Special Educational Needs and disabilities, those eligible for the Pupil Premium and / or other barriers to learning have equality of opportunity.
- Ensuring all groups of students make excellent progress and are able to access the full curriculum, including disadvantaged students and those with SEND.

Other duties that might reasonably be required of a senior member of the leadership team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

This job description will be reviewed on a regular basis.

Person Specification: Head of School

Education and qualifications	E	D
A good honours degree	✓	
Qualified Teacher Status (QTS)	✓	
Relevant higher degree		✓
Relevant higher evidence of recent and relevant training and development at senior leadership level (such as an NPQ)		✓
Substantial experience of teaching, including in an 11-18/19 school	✓	
Qualities and knowledge	E	D
Career history demonstrates successful recent strategic leadership experience (likely to have been gained in an SLT role as a Deputy or Assistant Principal/Headteacher) in a multicultural school	✓	
In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues.	✓	
Experience and understanding of working with and presenting to the Governing Board / Trustee Board		✓
Proponent of the comprehensive philosophy of education, and practitioner of school leadership focused on providing high quality teaching and learning experiences to students of all abilities and backgrounds	✓	
Proven track record in leading, monitoring and managing staff building a successful team, delegating effectively and implementing managing change	✓	
Experience of managing a budget against School Development Plan priorities		✓
Knowledge and experience of Child Protection, Recruitment and Safeguarding procedures	✓	
Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems	✓	
Have high expectations and personal integrity with the ability to promote and deliver the values, culture, ethos of our school	✓	
Be astute and perceptive with strong analytical skills with the ability use sound judgement to anticipate and to resolve conflict and issues imaginatively	✓	

Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals	✓	
Be articulate with excellent interpersonal communication skills both verbally and in writing, to a variety of cultural and age groups	✓	
Be able to relate empathetically to parent/carers, staff, students, Governors, stakeholders and the wider community	✓	
Be visible to students, staff, parents and community groups, both in person physically and as a high profile role model, with an approach that demands excellence, confidence, trust and respect of school and wider community	✓	
Be aware of the challenges brought about by the demography of the school and its community and seek new opportunities to better equip our students for life outside and beyond school	✓	
Students and staff	E	D
Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice	✓	
Successful experience of positive behaviour management developing a student focused, inclusive and effective environment	✓	
Successful experience of curriculum development along with understanding of the issues associated with choice and flexibility needed to meet the personalised agenda from Year 7 through to the sixth form	✓	
Demand ambitious standards for all students, overcoming and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes	✓	
Successful experience of the implementation of effective procedures and an understanding of assessment for learning needs of students		✓
Evidence of achieving a safe, secure and healthy school environment	✓	
Demonstrates the importance of a work life balance for themselves and others	✓	
Systems and processes	E	D
A strong leader with evidence of being able to recognise high performance and underperformance through to resolution	✓	
Successful experience of effective strategic financial and management to achieve educational priorities and ensure efficiency and value for money		✓
Proven successful experience of school self-evaluation and accountability and the school improvement process		✓

Worked effectively with governance and other stakeholders.		✓
A commitment to and evidence of promoting diversity and opportunities within the curriculum and in employment practice	✓	
Proven ability to plan strategically with the expertise to deliver and communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel		✓
Distributes leadership forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making	✓	
The self-improving school system	E	D
Successful experience of securing and raising standards in an inclusive school and working with external agencies locally or nationally	✓	
Actively encourages research-led development by staff and innovation in teaching practices	✓	
Demonstrates commitment to continued learning and development for students, staff and parents, with self as a role-model	✓	

The skills and qualities we are seeking will be assessed via:

- The candidate's application form (via MNT), including the personal statement and career history
- The statements by the referees provided by each candidate
- A range of activities at interview stage including:
 - Staff and student panels
 - An interview with the Headteacher and Director of Finance & Resources
 - A taught lesson
 - A written task / in-tray exercise
 - An assessment of the candidate's ability to identify good practice in teaching and learning and suggest areas for improvement
 - A final interview panel with Governors and senior leaders*

*Please note that not all shortlisted candidates will be offered a final interview with Governors.

Safeguarding / Safer Recruitment

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any role which involves working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information and will require additional checks before an appointment can be confirmed. All employees are expected to understand and comply with School Child Protection and Safeguarding Policies and the Staff Code of Conduct.



Nikhil, Head Boy and Emira, Head Girl

You should provide details of referees including your current and previous employers, covering the last 5 years. Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk. As part of our Safer Recruitment Policy, a full employment history is required for this role together with a satisfactory written explanation of any gaps in employment. A basic DBS check will be undertaken as part of the pre-employment checks for successful candidates and this role requires an Enhanced DBS (this post is exempt from the Rehabilitation of Offenders Act,1974).

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.



Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Staff Code of Conduct and the most recent version of Keeping Children Safe in Education (KCSiE).

How To Apply

Kingsbury High School has partnered with *My New Term* to manage our staffing vacancies and onboarding. To apply for this, or any other role directly, we ask that you apply via the <https://mynewterm.com/> platform, by clicking the relevant job title on the Staff Vacancies page which is found using the 'Search by Employer' under 'FIND A JOB'. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications. If you are not registered to *My New Term* and need any assistance with using the website, please do not hesitate to contact the *My New Term* team via the live chat bubble on their job search page or you can contact our HR Team.

Please note that the formal shortlisting stage will take place soon after the advert closing date, however the school reserves the right to interview candidates prior to this. You will receive your application outcome (shortlisted or unsuccessful) through the MNT platform.

Salary Scale: Leadership Scale	(L23–L27, Inner London Scale)
Contract:	Permanent/Full Time
Specific Additional Responsibilities:	To be agreed on appointment
Deadline for Applications:	Friday 24th April 2026, 3:30pm
Interviews:	w/b Monday 27 April 2026
Proposed Start Date:	September 2026

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on: Email: khsvacancies@kingsburyhigh.org.uk Phone: 020 8206 3000

