

Bristol
Grammar
School



Life

Changes

Candidate Information Pack

Head of BGS Infant and Junior School

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

WHY WORK AT BRISTOL GRAMMAR SCHOOL?

ENTHUSIASTIC, ENERGETIC
AND FRIENDLY COLLEAGUES

PERSONAL AND
PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES

SABBATICAL OPPORTUNITIES, STUDY
SUPPORT AND CPD INVESTMENT

MOTIVATED AND
INSPIRING
P U P I L S

EXCELLENT
WORKING
ENVIRONMENT
AND FACILITIES

EMPLOYEE
ASSISTANCE
PROGRAMME

STAFF INDUCTION
PROGRAMME

& BUDDY SYSTEM

CYCLE TO
WORK
SCHEME

DEDICATED SUPPORT FUNCTIONS
INCLUDING FINANCE, ADMISSIONS
& MARKETING, IT, HR AND FACILITIES

LUNCH PROVIDED
EVERY DAY IN TERM TIME

FREE USE OF LIBRARY AND SPORTS FACILITIES

INFORMATION AND CONSULTATION OF
EMPLOYEES (ICE) COMMITTEE FOR STAFF
CONSULTATION AND COMMUNICATION

CONCESSIONARY SCHOOL FEES

ACCESS TO A PENSION SCHEME
(INCLUDING TPS FOR TEACHERS)
AND LIFE ASSURANCE, AND
ACCESS TO PERSONAL HEALTH CASH PLAN

**FAMILY
FRIENDLY
POLICIES**

INITIATIVES
TO SUPPORT
STAFF AND
PROMOTE STAFF
WELLBEING

REGULAR STAFF SPORTS AND SOCIAL EVENTS

Introduction to BGS Infant and Junior School

From the Head of Bristol Grammar School

November 2024

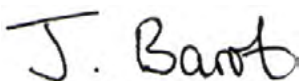
Thank you for your interest in applying to be the next Head of BGS Infant and Junior School. The post arises as the current outstanding post holder, Heidi Hughes, has decided, after two headships, to look for opportunities beyond the education sector. This candidate information pack gives further details of BGS, and outlines the qualities we seek in the next Head of our Infant and Junior School. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who are under-represented in our staff body.

BGS is a thriving independent day school, taking girls and boys from Reception through to Sixth Form. Over recent years, we have further strengthened our already impressive academic, pastoral and co-curricular provision, resulting in “Excellent” ratings across all areas in our last ISI inspection, outstanding examination success, and accolades for all aspects of our education, as detailed elsewhere in this pack. Despite strong competition from local state and independent schools, BGS is full, with waiting lists in a number of year-groups. The financial strength that accompanies this success has allowed the School to continue to invest in resources and infrastructure, the highlight being the recent opening of the 1532 Performing Arts Centre.

BGS Junior School was founded in 1900 on the relatively new Tyndall’s Park Campus (to which the school had relocated in 1879). It moved into what was originally the BGS Headmaster’s dwelling in 1940. The Infant School is a more recent development, opening in January 2010, with its Reception year coming online in September that same year. Around 340 pupils are now educated in the Infant and Junior School, with major entry points in Reception and Years 3 and 5. The overwhelming majority of our Year 6 pupils move into the BGS Senior School for Year 7 and in fact, by this time, a number of their lessons are taught by Senior School teachers in Senior School teaching spaces. Infant and Junior pupils are an important and integral part of the BGS family – they eat lunch in the evocative and historic Great Hall, they attend Breakfast Club with the Sixth Form in their Common Room, and they are helped with their reading by older pupils. Their play areas are contiguous with the Senior School campus, and all BGS pupils, from ages 4–18 share the same sports and performance facilities.

Having a large number of children with us from a very young age right the way through to adulthood is an enormous privilege and one which provides us with huge opportunity – and responsibility – for developing the creative, confident, caring and courageous young adults of tomorrow. The Head of BGS Infant and Junior School plays a pivotal part in this moulding of minds, and contributes more widely as an important and valued member of the BGS Senior Leadership Team. BGS Infant and Junior School enjoys a fantastic local and national reputation, and the school is in a wonderful position from which to look to the future with its next Head. I am excited about what is to come, and I look forward to reading your application.

Yours sincerely,



Mr J M Barot
Head of BGS



Life-changing learning, friendships, and adventure

Welcome to Bristol Grammar School, a school where children aged 4 to 18 find a world of opportunity, the chance to discover their potential, and the encouragement and confidence they need to succeed.

BGS received its Royal Charter in 1532 and has played a central role in the educational life of Bristol ever since.

We value our warm, vibrant and positive learning community, a place where pupils become accountable for themselves, responsible for others and empowered to have a voice and a role in the many activities and endeavours that make our school such a unique and exciting place.

School Community

BGS is a large and thriving school, with around 1,400 pupils aged from 4 to 18. While each phase of the school has its own unique identity, each is very much part of the whole; sharing activities across all phases is a real strength. Many teachers work across the phases; older pupils regularly work with younger pupils and are encouraged to act as leaders and role models for those in younger years.

There are over 300 staff members across the school, with approximately 160 teaching staff and 140 support staff. There is a strong sense of community within the staff body, with regular



Bristol Grammar School

social and sporting events organised. Support staff are fully involved in the broad range of co-curricular activities and trips offered, and all members of staff are represented within the Information and Consultation of Employees (ICE) Committee.

Infant & Junior School Structure

The Infant School has two classes per year-group, each of a maximum of 18 pupils, giving a total of 108 pupils.

In the Junior School, Year 3 and 4 each have two classes of 24, rising to three classes of 22 in Years 5 and 6, giving a total of 228 pupils.

These 336 pupils are supported by 50 members of staff in the Infant and Junior team. A Senior Leadership Team of five oversees and directs BGS Infant and Junior School and there are 25 teachers, supported by 18 Educational Support workers. Administrative support comes from two members of support staff based in the Junior School Office.



Pastoral Care

Warm pastoral care is key to our pupils' enjoyment of BGS, their holistic development, and their success. Knowing each child as an individual and promoting a culture in which children share their concerns, and staff members listen and support, lies at the heart of our practice. In addition, meaningful partnership with parents and guardians ensures a triangulation of care around each child.

Form Tutors provide continuity of this care throughout a pupil's journey at BGS. All form tutors are full time members of staff. All classes from Reception to Year 4 have a TA assigned to support with pastoral care. Both the Infant and Junior School have Assistant Heads responsible for the safeguarding and pastoral needs of pupils. They are specifically supported by a groups of ELSA trained TAs, two counsellors and our school nursing team.

Additionally the School has an Assistant Head with specific responsibility for pupils' mental health and wellbeing, who works across the whole school.

Co-Curricular

Games and co-curricular activities flourish and are an integral part of education at BGS. In the Junior School a whole afternoon each week is given over to our Activities programme, where pupils can chose a new challenge or a favourite hobby. From the Infants upwards, there is also a wide range of clubs for pupils to get involved in, either at lunchtime or at the end of the school day.



The Creative and Performing Arts are an integral part of school life at BGS. Children in the Infants and Juniors are provided with regular opportunities to perform. From Year 1 upwards, musicians can take part in Teatime concerts, all the Infant children take part in a Christmas and Summer performance and the annual Junior School Performing Arts Day and MADD Evening celebrate Music, Art, Drama and Dance across the school. A highlight every

Bristol Grammar School

year is the Year 6 leavers' Summer play in which every member of Year 6 performs. In the Senior School, alongside whole School productions and performances, the vigorous House system provides valuable extra opportunities for an enormous range of sporting, social and cultural activities, as well as for individual pastoral support.

Children take part in Games fixtures from Year 3 upwards. BGS prides itself in encouraging involvement and achievement in sports at all levels of ability, and we are delighted that so many of our pupils choose to be involved with sporting fixtures and competitions.



Academic

At BGS our ambition is to be exceptional in every facet of our provision. To that end, every academic department focuses on providing an exceptional learning experience for every pupil, ably led by our outstanding, subject-specialist staff.

Children joining BGS in Reception follow the Early Years Foundation Stage (EYFS) curriculum and work towards the Early Learning Goals in each area of learning. Children learn through planned, purposeful play and a balance of adult-led and child-led activities. As well as focussing on the key skills of literacy and numeracy, children also begin to learn a Modern Language and Art and Design. In Year 1, English, Mathematics, Science, Computing, PSHE, History, Geography, Religious Studies, a Modern Language, Music, Drama, and Art are all on the curriculum, with Design & Technology added in Year 2. Throughout the Infant School, children also participate in PE, Swimming, Dance, Games and Forest School, all of which are taken by subject specialists.

As children move through the school (or join in Years 3 or 5) they cover all aspects of the National Curriculum, and much more. Lessons are taught by

Form Tutors or subject specialists with a number of teachers working across all phases of the school. The curriculum includes English, Mathematics, Science, ICT, History, Geography, Religious Studies, French, PE and Games, Music, Dance, Drama, Art and Design Technology, plus a weekly PSHE lesson, taken by the Form Tutor. During Years 5 and 6, children have Food Technology, Textiles and Science lessons in the Senior School as part of the preparation for the next stage of their education. The vast majority of Year 6 pupils proceed automatically into Year 7 in the Senior School at BGS.



In Year 9 pupils choose a personalised curriculum around some core subjects, from a very wide selection of subjects which they may choose to continue to GCSE. At the end of Year 11 pupils typically take between 9 and 11 GCSEs.

In the Sixth Form, pupils will choose from a broad range of almost 30 subjects as part of a '3+' A level offering, supplemented by an inspiring range of elective courses.

From Year 8 onwards, careers advice and support is provided by our Future Pathways programme. Form Tutors and subject teachers work with the Head of Future Pathways to ensure that every pupil has the information to make considered choices at each point in their school lives, including consideration of the growing opportunities to follow paths other than university.

Those students who choose to go on to university after BGS proceed to a wide range of faculties

at leading UK institutions, including Oxford and Cambridge, with increasing interest in, and take up of, places at universities in the United States and Europe.

All teachers are issued with a laptop and an iPad to appropriately enhance their pupils' learning experiences, and pupils from Years 3–Upper Sixth are issued with an iPad. Learning is supported by impressive IT facilities and infrastructure; never has this been more apparent than in the sector-leading remote learning that has taken place during the pandemic.

Results and reports

Our most recent Educational Quality Inspection was carried out in May 2023. ISI inspectors ranked Bristol Grammar School as 'Excellent' in both areas: the quality of pupils' academic and other achievements, and the quality of pupils' personal development.

The report, which can be downloaded from the [BGS website](#) states that "Individuality is encouraged, diversity is accepted and celebrated. Pupils are well behaved, mature for their age, support each other, respect their environment and embrace extra responsibility."

BGS Infants EYFS has been awarded the prestigious Bristol Standard every year since 2015; the 2023 submission was shared as good practice across the city.

We are also proud of the excellent academic results achieved by our pupils year after year. Full details of results by subject can be accessed on the [School's website](#).



Scholarships and Bursaries

The school offers financial assistance towards the fees and other costs of able pupils seeking to join BGS Juniors or the Senior School, whose families have limited means. The Governors share a deep and long-lasting commitment to increasing this provision even further over the years to come. At present, around 10% of pupils in the Senior School receive significant financial assistance to attend BGS, it is our ambition to increase this to 1 in 4 pupils.

There is also a range of scholarships offered for Senior School entry, covering both academic ability and specific talents in Sport or the Creative and Performing Arts. BGS enjoys a local and national reputation for its academic achievements and the demand for places is strongly competitive.



Recent Developments

The school has an ongoing development and refurbishment programme which has most recently seen the creation of a new science lab, and the refurbishment of the English block, main library and Infant play areas.

In 2016 we opened the 1532 Performing Arts Centre, providing greatly enhanced facilities for Drama, Music and Dance. As part of this development, the facilities for History and Philosophy & Religion were also updated.

In 2017 a new 3G sports pitch was opened at the school's sports grounds in nearby Failand, part of the ongoing programme of improvements and enhancement to this impressive facility.



The BGS Mission, Aims and Values

Mission

To provide an exceptional and rounded education to those who might benefit from it, regardless of their background and financial means.

Aims

- To nurture, challenge and celebrate each individual
- To develop an excitement for learning which goes beyond school
- To promote physical and mental wellbeing, and the development of good character
- To make a BGS education available to all those who might benefit from it
- To be a diverse and representative community, and one which serves Bristol and beyond
- To ensure that the school continues to flourish for generations to come

Values

- **Kindness:** being kind to others and oneself, and showing compassion, support, respect, selflessness and humility
- **Integrity:** being honest with others and oneself, and doing what is right, even when it is not easy
- **Rigour:** striving to fulfil our immense potential, and facing difficulty with courage and resourcefulness

Role Specification for Head of BGS Infant and Junior School

Line Manager: Head of Bristol Grammar School

Start Date: September 2025

The Role

The Head of BGS Infant and Junior School has full, delegated responsibility for the leadership and management of the Infant and Junior (I&J) School. They are responsible for ensuring that I&J helps the school to deliver its Mission to provide an exceptional and rounded education to those who might benefit from it regardless of background and means, and for upholding and exemplifying the BGS values of kindness, integrity and rigour in all they do.

The duties and responsibilities listed below give a strong flavour of what the role will entail; this list is intended to be neither prescriptive nor exhaustive.

Duties and Responsibilities

Strategic Leadership

The appointee will:

- provide outstanding and visionary leadership to continue to develop the strong national reputation of BGS Infants and Juniors as a leading co-educational day school;
- recognise and leverage the unique opportunities our children have as part of a 4- 18 through-school;
- ensure that strategy and direction are responsive to developments in the local market and wider education sector and to the Governors' desire for BGS to play a wider role within the educational sphere; and
- aim for targeted continuous improvement through rigorous self-evaluation and a clear development plan.

Educational and Pastoral Leadership

The appointee will ensure that the school:

- inspires a true love of learning and the pursuit of excellence, fostering intellectual independence, promoting kindness, confidence and a sense of adventure among our students;
- builds and maintains a secure, caring, welcoming, stimulating and challenging learning environment;
- constantly challenges the curriculum and its delivery to maintain its relevance, inclusivity and enjoyment;
- monitors the performance and progress of every child, ensuring that individual needs are being met;
- develops and upholds the highest standards of pastoral care throughout the Infant and Junior School;
- provides for pupils' social, emotional and personal development to complement their academic development;
- promotes outstanding co-curricular provision to provide broad-ranging intellectual, physical and cultural opportunities for all children;
- prepares children for the next stages in their education including transitions from Infants to Juniors and Juniors to Seniors;
- encourages in our pupils a mature sense of responsibility from an early age, forming well-rounded young people who respect others and are able to use their talents and leadership potential in the service of others; and
- fulfils all its statutory and compliance duties, including those around EYFS.

People Leadership

The appointee will:

- lead and support the Infant and Junior Leadership Team individually and collectively;
- be uncompromising in the appointment of, and expectations of, all staff so that the highest standards are established and maintained;
- promote a culture of personal development and ensure that all staff are properly supported with excellent training, review and professional development systems, including active engagement in staff appraisal;
- facilitate excellent communication throughout the School community, in particular ensuring that all staff are fully informed of, and engaged with, the vision, strategic direction and performance of the School; and
- promote a positive school culture with equity, dignity and fairness for all staff.

Business Management

The appointee will:

- ensure that all arrangements are in place for compliance with regards to safeguarding, school inspections, GDPR and other relevant regulatory requirements;
- lead the pupil recruitment strategy and ensure appropriate admissions levels at all entry points;
- ensure that the School seeks to achieve and maintain parity in the numbers of boys and girls;
- foster an environment which recognises the importance of delivering an excellent service;
- set an annual budget and review the range, quality and quantity of resources, in order to develop the quality of learning and teaching in the School while securing value for money; and
- oversee the daily operation of the School Office.

Liaison

The appointee will:

- work closely with the Head of BGS and other members of the Core and Senior Leadership Teams, ensuring a mutual understanding of all phases of the School and a meaningful involvement in their collective success;
- in association with relevant BGS colleagues, make a substantial contribution to the creation, review and dissemination of School policies in the Staff Handbook;
- provide regular reports to the Governing Body at full Board and relevant sub-committee meetings; and
- develop positive relationships and maintain a strong sense of community, instilling trust and loyalty to the School from the parent body through daily interactions, regular communication, parent forums, and attendance at events.

External Engagement

The appointee will:

- be a visible presence in, and a high-profile ambassador for, the School, embodying and communicating its vision and values on the local and national stages;
- develop educational and wider links with the schools and other institutions in the city; and
- engage the whole School community in forging links beyond the School gates.

Leadership by example

The appointee will:

- be an inspiring and convincing role model for all pupils and staff;
- ensure that the best interests of pupils are at the heart of all decision making.
- prepare and deliver high quality lessons, assemblies and reports;

- acknowledge responsibilities and celebrate achievements for both individuals and teams – within both the staff and pupil bodies;
- model learning for life by reflecting on their own practice, setting personal targets and taking responsibility for personal development; and
- manage their own workload and that of others, to allow for a healthy and happy working environment.

Candidate Specification and Personal Attributes

The school is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications are encouraged from all individuals, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage/civil partnership status. We welcome applications from all sectors of society as we aspire to attract staff that match the social and cultural diversity of the Bristol community.

This candidate specification lists qualities, skills, experiences and attributes that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion.

We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Candidate Specification

Several years’ experience of senior leadership in a school
Experience as a head, deputy head or assistant head
Educated to at least undergraduate degree level
Significant teaching experience
Ability to work collaboratively within a dynamic core and senior leadership team
Experience of staff management with a commitment to continuous professional development, performance management and the ability to develop a strongly motivated and highly effective staff body in order to achieve excellent outcomes for children and young people
Excellent strategic planning skills with the capacity to translate vision into clear, coherent plans
Experience of building and leading collaborative and committed teams of people
Understanding of the importance of marketing, public relations and excellence in service delivery and how these may be used to promote the interests of the School
Experience of working in a Primary school, including EYFS provision
Experience in budget management
Knowledge of the regulatory framework for independent day schools and its associated requirements including those related to safeguarding
Personal experience of the interactions between educational establishments and wider local and national institutions and communities
Good understanding of the key trends and changes in the broader education sector
Ability to make use of information and communications technologies effectively with a well-developed understanding of their uses as an important tool for learning across the curriculum

Personal Attributes

Strong interpersonal skills with a high level of emotional intelligence and humanity
Well-developed listening skills
Excellent communication skills (both written and oral) with the confidence and assurance to communicate with a variety of audiences
Demonstrate the highest standards of personal integrity and of professional judgement
Demonstrate exceptional commitment, ability, energy and resilience
Be motivated, enthusiastic and passionately committed to the pursuit of educational excellence
Resilience, a sense of perspective, and a sense of fun, as part of a strong and united leadership team
An ability to communicate well with children and young people and to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline• Understanding of safeguarding and promoting the welfare of young people.

Remuneration and Benefits

Salary and Benefits	Highly competitive package commensurate with the seniority of the post and the experience of the successful candidate.
Pension	The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. The School also offers an alternative defined contribution pension scheme (APTIS).
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	BGS encourages its staff to use public transport, cycling and walking where possible, in order to protect the immediate environment. BGS is part of the Cycle to work Scheme. Car parking space is limited in the centre of Bristol and at BGS. If a parking space is required this should be discussed at interview.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups, especially black or Asian teachers who are currently under-represented in our community of teaching staff.

Application details

To apply please [visit our website](#), leadership employment opportunities section. On the role specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is **Sunday 01 December**.

This will be a two-stage interview process with the first stage a remote interview and the second stage on-site.

First stage will be remote longlist interviews, these will take place on **Thursday 05 December**.

Second stage shortlist interviews will take place on-site on **Wednesday 11 December**.

If you would like an informal discussion with the Head, Jaideep Barot, prior to applying please contact the Head's PA, Cath Davies, on: cdavies@bgs.bristol.sch.uk

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration

in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

Why come to Bristol?

'In Bristol you can enjoy urban living at its civilised best'

The Sunday Times, Best Places to Live in the Southwest: March 2021

Bristol is a wonderful place to live. In fact it regularly appears in *The Sunday Times's* 'Best Places to Live' lists, often claiming the top spot in the region or even the UK. It has also previously been named the best place to study, one of the top-five most inspiring cities, and even one of the top-ten cities in the world. It is a small city that feels like a big city, with the added benefit of fantastic countryside and beaches on its doorstep. And – if you should want to head elsewhere – Bristol is well connected by rail, road and air to London, Birmingham, the rest of the country and abroad.

Bristol may lack the picture postcard prettiness of neighbour Bath but this is part of its charm. Beyond the dual carriageways and 1960s and '70s concrete architecture, there are still plenty of fine buildings and open spaces to discover. The buildings of Bristol Grammar School itself represent a trip through architectural history, from the original Victorian Great Hall to 2016's 1532 Performing Arts Centre.

With a wide range of venues, there is an extraordinary variety of culture available: plays at the Bristol Old Vic or the Hippodrome, exhibitions at the Arnolfini, eclectic cinema viewing at the

Watershed and the Everyman and concerts in St George's. Bristol is of course the home of Banksy, Wallace and Gromit, and bands such as Massive Attack, Portishead and Roni Size.

The entrepreneurial spirit is alive and well here, cultivating a host of independent shops – the Gloucester Road claims to be the UK's longest drag of independent outlets – restaurants, cafés and bars. In 2019, Bristol was named 'Best Food or Beverage Destination of the Year' at the Food Trekking Awards and there are restaurants to suit all tastes and budgets, from fine dining to street food. Try the shipping containers of Wapping Wharf, or one of the Michelin Guide's many recommendations with five Bib Gourmands and a Michelin Green Star among them

Bristol is also a fantastic city for families. There are plenty of parks and green spaces to explore: the famous Downs, the Blaise Estate, Snuff Mills, Ashton Court, Leigh Woods, the list goes on. You can enjoy attractions such as the SS Great Britain, Brunel's Suspension Bridge, Aerospace Bristol, the M-Shed and We the Curious, take a ferry across the historic harbour, enjoy the world famous Balloon Fiesta, the Harbour Festival or spend the day at the Bristol Zoo Project. There is also at least one excellent school here too!

