



TOWNLEY GRAMMAR SCHOOL TRUST



From here it's possible

**CEO/HEADTEACHER
RECRUITMENT PACK**



Welcome to Townley Grammar School

Townley Grammar School Trust (empty MAT)

Post Title: **CEO/Headteacher**

Position Status: **Permanent**

Contractual Hours: **Full Time**

Salary: **Leadership Range [Outer London]**

L37 – L43; £129,457 – £147,866

Post Start Date:

1 September 2026 or earlier

Closing Date:

Midday Wednesday 11 February 2026

Interviews are expected to be held:

w/c 2 March 2026

The Trustees of Townley Grammar School Trust invite applications for the post of CEO and Headteacher at our outstanding, selective, girls' grammar school with a co-educational sixth form school (NOR: 1,674 with some 554 of these in the thriving Sixth Form).

The successful applicant will have the ability to fulfil the requirements of all the roles conventionally undertaken by a CEO/ Headteacher of an empty multi academy trust.

Townley Grammar School is an oversubscribed, high-achieving, coeducational selective school with Academy Status. It secured its Ofsted Outstanding judgement in February 2023.

We have a thriving Sixth Form and offer a wealth of extra-curricular activities. This school provides an exciting and enriching educational experience for students and staff.

Further details and an application form are available on the school website: www.townleygrammar.org.uk

Prospective applicants are welcome to visit the school by prior arrangement on Wednesday 28 January or Tuesday 3 February, 10.30am – 12.00. You will meet the Chair of Trustees and be taken on a tour. Please contact the Trust Adviser for this post, spuxty@townleygrammar.org.uk if you wish to visit. This will not form a part of the selection process.

Townley 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.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

The School adheres to KCSIE 2025 and will conduct on-line and social media searches prior to interview.



Letter from Chair of Trustees to applicants

Chair of Trustees: **Mr K Moody**

January 2026

Dear Applicant

Thank you for your interest in the appointment as CEO/Headteacher of Townley Grammar School.

Accompanying this letter you will find information about our School and about the expectations we, the whole School community, have of the new appointment. I hope the information helps you to understand what we are looking for and the process through which we hope to achieve it, and to assess whether you should take an application forward.

Standing above the detail of the accompanying materials, it is right that I say something more general about the School and its ethos. The successful candidate will be the fortunate inheritor of many years of excellence, industry and service given by successive headteachers and staff. This vacancy arises as a result of the previous CEO/Headteacher leaving in August 2025. An Interim CEO/ Headteacher is in post at this time, supported by an Interim Leadership Team.

Our School is a place where everyone is committed to making a positive difference to the lives of all, and especially to ensuring that our students excel in their learning, achieve their full potential, and are put firmly on the path to good citizenship. There is a circularity of high expectation: students' expectations of the School; the School's expectations of students; parents' and carers' expectations of both students and the School. We are committed to selective and state education. The new CEO/Headteacher will be expected to share these commitments.

Our intention is to make an appointment which builds on the success of those who have served, and serve, the School so well, and which drives the School through whatever opportunities and challenges are presented to educational provision in the forthcoming years. Our process is intended to ensure that all applicants, whether from within the School or beyond it, are given a full and fair opportunity to show their suitability for appointment.

We, the Trustees, wish to ensure that we make an appointment which secures such satisfaction for future cohorts of Townley Grammar School students.

I wish you well in your considerations.

Yours sincerely

Kevin Moody

Chair of Trustees



Townley Grammar School Background Information



Introduction

Townley Grammar School is a girl's selective school with Academy status (January 2012). It has a coeducational sixth form. The school opened in 1937 in the heart of Bexleyheath, within easy access of the capital and the southeast coast. Its buildings have been extended and added over time as the school expanded and they provide specialist facilities in all areas of the curriculum.

Our students achieve outstanding academic results.

In recent years the Trustees and Members established the Academy as Multi Academy Trust. At this time, the MAT is empty.

There is a link to our [prospectus](#) which can be found on the website www.townleygrammar.org.uk

Our vision and values and Priorities 2025-6

Our vision is of leading a learning community fostering academic, emotional and physical confidence. Creating inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes.

An education at Townley Grammar School is a privilege but also a great responsibility. Ultimately, we are judged not just by our qualifications but by our qualities. These, together with first-class academic qualifications, enable students at Townley to become responsible citizens with a social conscience, able to lead others and act as change agents for a better society.

Everyone should have the opportunity to be extraordinary and through our bold and inspiring curriculum, we enable our students to let their dreams power their futures. By fuelling the imagination of our students, we light a fire that will burn bright throughout their lives.



The School's aims and values are:

- To inspire and challenge our students through providing outstanding teaching, rich opportunities for learning and encouragement with support for each individual.
- To create a school community that fosters academic, emotional and physical confidence, where students develop the courage to take risks and the wisdom to learn from their mistakes.
- To encourage in pupils a sense of dignity, integrity, responsibility and self-esteem.
- To educate students to be mature, confident, articulate and caring individuals who grow into responsible citizens with a social conscience, able to lead others and act as change agents for a better society.
- To provide students with first-class academic qualifications and help them to acquire the attitudes, knowledge and skills to succeed within the world in which they will live.
- To encourage all pupils to have an open mind, a desire to be challenged and a respect for learning, each other and our environment.
- To develop students who are reflective and resourceful with a passion for learning.
- To use the power of creativity and performance to support our students in their emotional development and creative potential.
- To provide an outstanding education based on excellent and imaginative lessons, combining academic rigour with modern technology and creative techniques.
- To balance good order and discipline with the motivational power of praise and celebration.



Ofsted

The school was last inspected by Ofsted in February 2023. The report judged the school to be Outstanding in all areas, and noted that:

Pupils are very proud of their school. They feel highly valued and know that their voices are heard.

- New pupils are warmly welcomed to the school. This includes boys in the sixth form.
- Pupils participate in an impressive range of activities outside their studies, from the annual school production and the Duke of Edinburgh's Award scheme to a variety of sports and visits overseas to places such as India, Japan and Argentina. Trustees, leaders and staff are incredibly ambitious for pupils.
- All pupils study a wide range of subjects. Every pupil learns Latin, as well as at least one modern foreign language. Dance is a very popular subject among pupils. They described it as 'the beating heart of the school'.
- Pupils also benefit from a rich mathematics, science and engineering curriculum. They enjoy their learning immensely.
- Pupils' behaviour is exemplary. They take responsibility for their own behaviour, and staff rarely need to correct it. They are keen to start their learning in lessons.
- Pupils thrive in this environment of high academic challenge and comprehensive pastoral care.
- Leaders have designed a curriculum that is academically ambitious. It prepares pupils exceptionally well for the next stage of their education or the world of work.
- Subject leaders think in depth about the key knowledge pupils need to know and remember in their subject. They plan for pupils to build this knowledge step by step over time so that they are ready to study more complex ideas in the future.
- Teachers regularly check what pupils know and remember. They use a variety of techniques to look for gaps in pupils' knowledge or identify misconceptions.
- Sixth-form students are also keen to challenge themselves, with many choosing to do the extended project qualification. Leaders check that pupils can read accurately and fluently when they join the school.
- Leaders make sure that pupils with SEND receive the support needed to successfully access all learning
- Leaders have developed a unique and exemplary programme for personal development. They give careful thought to how best to meet their aim of developing pupils' independence, character and curiosity. Through the character and well-being programme, pupils are taught age-appropriate subject content about relationships and sex education. It is enhanced by the '21c' and 'EDGE' programmes where pupils are encouraged to develop their critical thinking skills, creativity and independence.



- The enrichment offer is extensive. Pupils participate regularly in sporting and creative activities such as music, dance and photography. They can also attend clubs to support their studies. Leaders check that all pupils are taking part in these opportunities.
- Pupils are prepared for their future careers and the world of work. Careers education starts in Year 7 and continues throughout the school. While most students in the sixth form go to university, leaders also introduce them to other options that are available.

Selective admission

Following a series of tests set by CEM and overseen by the Local Authority and the four local grammar schools, 'selective' education in the London Borough of Bexley is offered to the top 30% (approximately) of Bexley pupils transferring to secondary school at age 11+; similar opportunities are available to pupils from outside the borough who reach the same standard. The school's annual Year 7 intake comes from about 120 primary schools. There are also specific requirements for entry to the sixth form for both internal and external students; about 75% of our year 11 take up their TGS place in the sixth form and are joined by approximately 70 students from other schools. The current school roll is 1,674 with some 550 students in the sixth form.

Leadership

The current Senior Leadership Structure comprises the CEO/Headteacher, two Deputy Headteachers and five Assistant Headteachers. The two Deputies each lead a 'Learning Team' consisting of Assistant Headteachers, Curriculum Leaders, Learning Managers and key Associate Staff. Members of the Senior Leadership Team experience job rotation with the intention being to enhance professional expertise through first-hand experience of, and involvement in, as many aspects of school leadership over time as possible. They line-manage departments through Curriculum Leaders; pastoral year teams through Learning Managers; and also take responsibility for a range of specific areas of the school's leadership and operation such as DSL, staffing, oversight of the curriculum and timetable, Edtech and AI, Sixth Form and so on.



Further information

Please explore our [website](#) for further information about the character and operation of our school.

Your Application

To apply for this vacancy please download and complete the application form paying particular attention to indicate how you satisfy the criteria set out in the Person Specification.

Applications should be submitted via email to
spuxty@townleygrammar.org.uk

CVs will not be accepted. There will be acknowledgement of receipt.

References will be requested prior to interview for applicants shortlisted for interview/assessment.

Applicants invited to interview stage will be required to complete a Self-Disclosure form in line with Keeping Children Safe in Education (KCSIE) and to bring photo ID to the interview. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks in line with the requirements of KCSIE, will be completed following a provisional offer of appointment.

Townley Grammar School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

Please note that your application form will be photocopied for distribution to the Trustees selection Panel. Please use black ink if submitting handwritten forms.

- Complete the application form ensuring that all boxes are filled.
- In support of your application, please write a letter of application addressing the Person Specification using no more than 3 sides of A4 and font size 12.
- This needs to be addressed to the Chair of Trustees, Mr K Moody.
- You should take each of the essential and desirable criteria and say why and how you meet these, giving relevant examples.
- The application form and supporting statements should be marked Private and Confidential and sent by emailed to: Shirley Puxty
spuxty@townleygrammar.org.uk
- The closing date for applications is midday Wednesday 11 February 2026.
- All applications will be acknowledged by email.
- Should you have any questions, or need any further information, please contact Shirley Puxty as above.





School Location and Siteplan

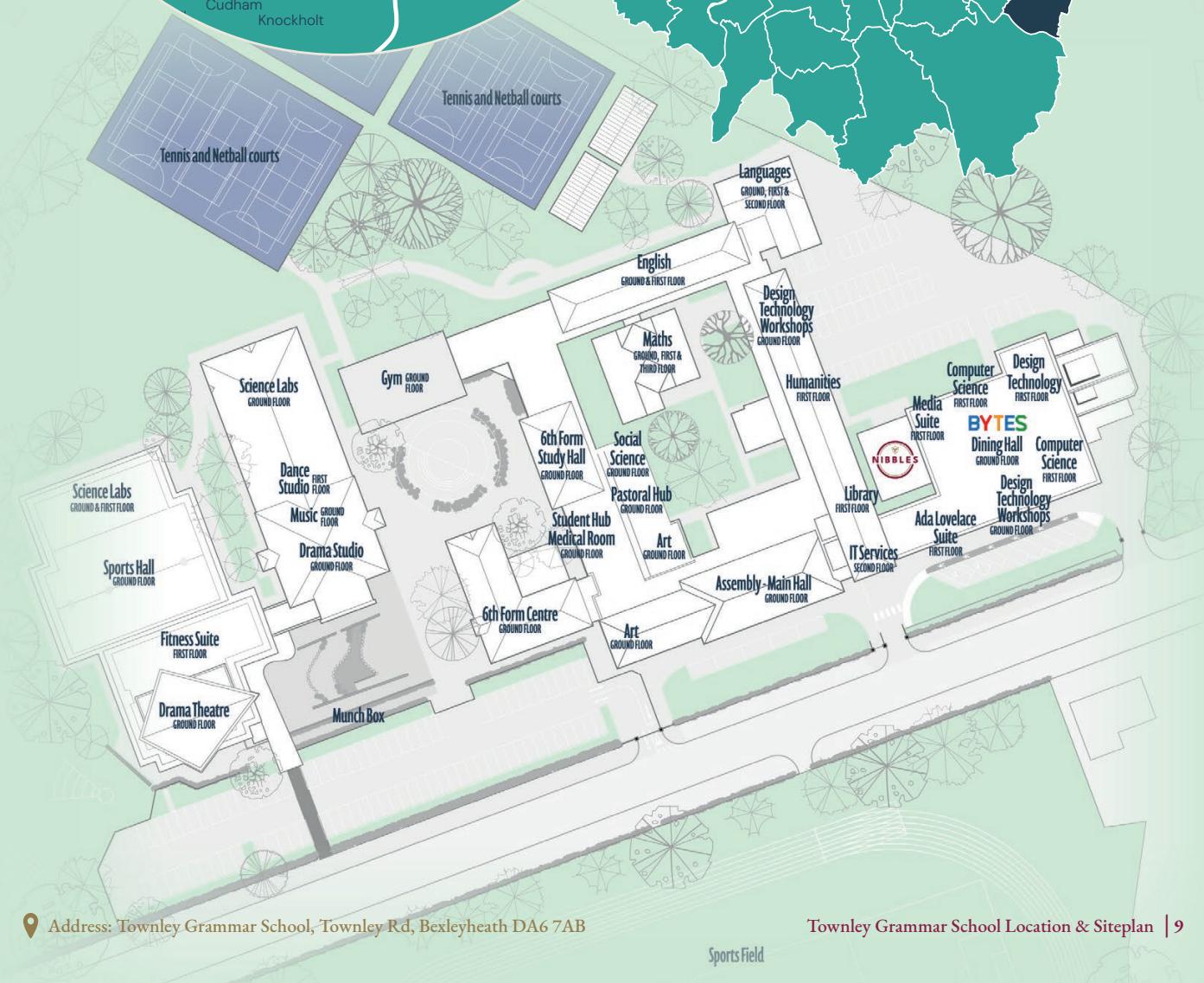
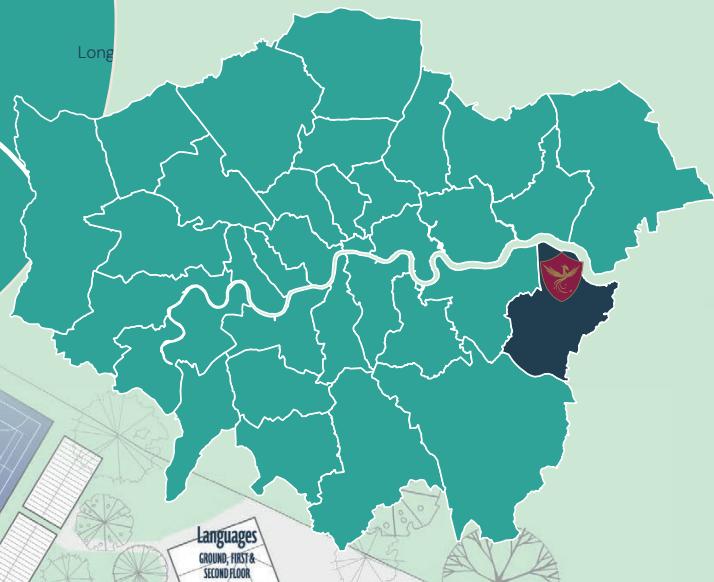


Townley Grammar School is Located in the London Borough of Bexley

The School is situated very close to Bexleyheath Town Centre and is well served by Public Transport, being on several bus routes.



There is also convenient access from Bexley and Bexleyheath Train Stations.





TOWNLEY

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GRAMMAR SCHOOL

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✉ Email: admin@townleygrammar.org.uk

☎ Tel: 020 8304 8311

🌐 Website: www.townleygrammar.org.uk

📍 Address: Townley Grammar School, Townley Rd, Bexleyheath DA6 7AB