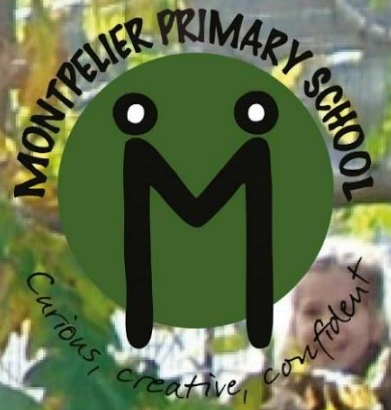




GREENSHAW
LEARNING TRUST



**Assistant
Headteacher
(INTERNAL)**

Recruitment Pack

**ALWAYS
LEARNING**

Introduction

Dear Candidate

Thank you for your interest in the post of Assistant Headteacher at Montpelier Primary School.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

We are the largest primary school in Plymouth and one of the largest in the South West. Our school family is friendly, innovative and forward thinking. Pupils' learning behaviours are strong and our staff are highly motivated and experienced.

Our school was rated as 'Good' at its last inspection in September 2019 and we were delighted with the recognition we received from the team.

- Montpelier School is a caring environment in which to learn and play.
- They (the pupils) feel happy, safe and well looked after.
- Positive relationships promote pupils' love of learning.
- Teachers have high expectations for what pupils can achieve.
- Leaders' ambition is for all pupils to excel and achieve highly.
- Staff support, encourage and challenge pupils to do well.
- Leaders know the needs and vulnerabilities of their pupils well.
- The school supports all pupils to become resilient, well-rounded learners.
- Pupils try hard and persevere with their learning.
- Pupils are polite and considerate. They behave well.

On a personal note, your professional development is important. Whatever stage you are at, we will develop your skills, expertise and knowledge so you can achieve your goals. I hope you will consider this position and to look further at our website, our Facebook page and also watch the video of our school tour. If you would like an informal discussion, then please get in touch by telephone (01752) 216160 or email admin@mpsplymouth.net

Yours sincerely

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Terms and Conditions

Line Managed by: Headteacher and Governing Body

Line Management: Heads of Year, Subject Leaders, Class teachers and support staff

Contract: Permanent

Salary: L5 – L11

Hours of Work: Full time

Start Date: September 2021

Place of Work: The successful post holder will be based at Montpelier Primary School.

Medical Examination: Appointments are subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at: <https://www.teacherspensions.co.uk>

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers' Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Main responsibilities and duties:

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy.
 - Under the overall direction of the headteacher play a major role:
 - ☐ In formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved.
 - ☐ Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
 - ☐ Proactively manage staff and resources.
 - Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteacher.
 - Carry out the professional duties of a teacher as required.
 - Take a leading responsibility for child protection issues as the Designated Safeguarding Lead.
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
-

Duties and responsibilities

Shaping the future

- Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school.
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Lead by example to motivate and work with others.
- In partnership with the headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Have excellent curriculum knowledge and be able to take a lead on this across the school.
- Work with the headteacher to raise standards through staff performance management.
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Lead the development and delivery of training and support for staff.

- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school and those being trained within the school as appropriate.
- Participate in the selection and appointment of teaching and support staff as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- Lead the annual appraisal process for all identified support and teaching staff.

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met.
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- As appropriate and under the leadership of the headteacher, undertake activities related to personnel and HR issues.
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Contribute to the day-to-day effective organisation and running of the school.
- To undertake any professional duties, reasonably delegated by the headteacher.

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance.
- Contribute to the reporting of the school's performance to the school's community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

- Assist the headship team in developing the policies and practice, which promote inclusion, equality, British values and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

Assistant Headteacher		
Qualifications	Essential	Desirable
Qualified Teacher Status	X	
Degree	X	
Professional development in preparation for a leadership role		X

	Essential	Desirable
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to coach and develop teaching and learning • Ability to understand, analyse and make effective use of a wide range of data • Ability to provide a safe environment to ensure the physical and psychological safety of children • Good knowledge and understanding of current educational thinking • Ability to achieve results • A working knowledge of the Teaching Standards, both delivering them in their own practice and supporting their development in the practice of others 	<ul style="list-style-type: none"> • Evidence of self-motivated development, beyond CPD provided within school • Experience of coaching others to develop their teaching practice
Teaching	<ul style="list-style-type: none"> • Highly successful teacher with experience across a variety of year groups • Proven track record in contributing to raising levels of students' achievement • Experience of supporting a student within their class • Experience of reporting and assessment practices 	<ul style="list-style-type: none"> • Successful experience of developing children's behaviour for learning • Experience of leading whole school Teaching and Learning CPD within school and/or wider settings • Experience of LA moderation practices
Leadership and Management	<ul style="list-style-type: none"> • Effective senior leadership experience • Effective strategic leadership skills • A good understanding of self-evaluation and how this contributes to improvement planning. • Proven track record in contributing to whole school/key stage team 	<ul style="list-style-type: none"> • An understanding of national initiatives and the consequences of these for senior leaders in schools. • Extended Safeguarding training or experience • Experience of leading performance management with teaching staff

	<p>improvement and raising achievement</p> <ul style="list-style-type: none"> ● Evidence of developing staff skills and capability. ● Willingness to be held accountable through performance management and hold others to account to ensure consistency and high standards. ● Ability to lead change at a whole school level. ● The ability to lead and motivate staff and students. ● Experience of leading CPD for colleagues or teams within school and/or wider settings ● Strong communication skills ● Experience of leading performance management with support staff 	<ul style="list-style-type: none"> ● Experience of working alongside school governors
Personal Qualities and Professional Abilities	<ul style="list-style-type: none"> ● Deal sensitively with people and help to resolve problems ● Proven skills as a team builder and team player ● Ability to think creatively ● Ability to implement effective change and to see it through, ensuring outcomes are achieved ● Ability to relate to pupils in a positive and constructive way with a strong presence around the school ● Commitment to ongoing professional learning ● High levels of positivity and the ability to generate this in others ● Ability to inspire and support staff and command their professional respect ● High levels of aspirations for themselves, pupils and the wider school family 	<ul style="list-style-type: none"> ● Experience of challenging leaders above them when needed to 'lead up'
Equal Opportunities	<ul style="list-style-type: none"> ● Commitment to equality of opportunity. ● Commitment to race and gender equality and social inclusion ● Understanding of the need to promote positive role models 	<ul style="list-style-type: none"> ● Experience of implementing strategies for social inclusion

The Recruitment Process

- **Application**

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than midnight on **Monday 19th April 2021**. Applications received after this date and time will not be considered.

- **Shortlisting**

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

- **Interview Process**

The interview is scheduled for **Thursday 22nd April 2021** and may consist of a virtual Interview via Google Hangout. Applicants will be then be asked to undertake a lesson observation and a further shortlisting process may then take place. Shortlisted applicants will be invited to a final interview.

- **Feedback**

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

- **Taking up post**

The successful applicant will take up post as from September 2021.

- **Additional information**

For further information, please contact the Plymouth HR team via email: hr@sdcc.net