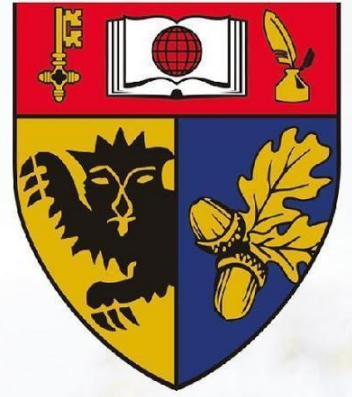




GREENSHAW
LEARNING TRUST



Headteacher Recruitment Pack

**ALWAYS
LEARNING**

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March 2023

Dear Candidate,

Thank you for your interest in the exciting and challenging role of Headteacher at Yate Academy.

Yate Academy is a highly successful, happy and welcoming all-inclusive 11-18 Academy with a thriving sixth form and a state-of-the-art building with exceptional facilities. It is an academy where we are as passionate about developing our staff as we are about developing our students. This is an exciting opportunity for an inspirational leader to motivate and influence the committed staff of Yate Academy and further contribute to the life chances of our young people in the school, and across the Trust.

The Greenshaw Learning Trust is a 'family' of like-minded schools that collaborate to provide mutual support, share excellent practice and continually learn from each other, whilst retaining and developing their own distinctive character.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

I enclose a recruitment pack and I look forward to receiving your application.

We welcome visits to the school prior to application – please contact Katherine Brown (kbrown@greenshawlearningtrust.co.uk) if you would like to arrange a visit.

Yours faithfully

Nicola Murley
Chair of Local Governing Body

Greenshaw Learning Trust – ‘Always Learning’

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. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which 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, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

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.

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 Local Government or 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

Headteacher Job Description

Main purpose of the role:

The Headteacher is responsible for managing the daily operation of the school, the supervision of all students and staff, and the school premises. They provide direction and leadership and are accountable for the financial and educational performance of the school.

The Headteacher will be line-managed by the Greenshaw Learning Trust (GLT) Director or Assistant Director of Secondary Education.

The successful candidate will:

- demonstrate a passion for education and a desire to improve the life chances of all students;
- have the ability to build a culture of continuous learning and development throughout the school community;
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning;
- assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower their staff to trust in their vision;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity; and
- have successful experience as a senior leader with a proven track record of success.
- be part of the leadership of the Greenshaw Learning Trust, working collaboratively with other Headteachers and members of the GLT Shared Service to deliver excellence across all GLT Schools.

Reporting to: Governing Body and GLT Director or Assistant Director of Secondary Education

Line Managed by: GLT Director or Assistant Director of Secondary Education

Salary: Headteacher Group 6 – points 27 – 31 (£83,956– £92,597)
(starting salary will be determined on appointment, subject to experience)

Headteacher responsibilities:

The Headteacher, working with the school's governing body and the GLT Director or Assistant Director of Secondary Education, will:

1. Lead strategically:

- i. Develop the strategic vision for the school, ensuring that it is clearly articulated, shared, understood and acted on effectively by all.
- ii. Ensure a positive ethos of challenge and support to maximise the life chances of all students and promote the development of staff.
- iii. Ensure that planning takes account of the vision and policies of the Greenshaw Learning Trust, the diversity of the school and its wider community and the values of openness, inclusivity and equality of opportunity.
- iv. Develop effective relationships and communications with parents and the local community that underpin a professional learning community that enables everyone in the school to achieve.
- v. Create an inspiring professional environment consistent with the values and aspirations of the school and the Greenshaw Learning Trust.
- vi. Work with, and in support of staff across the wider Trust and realising the benefits of school-to-school collaboration and the wider Trust.

2. Lead the school:

- i. Ensure that quality of learning is at the centre of the organisation and management of the school.
- ii. Ensure that the school's systems, organisation and processes are well considered, efficient, fit for purpose and uphold the Greenshaw Learning Trust principles of transparency, integrity and probity.
- iii. Develop and propose the school's annual budget consistent with the school's priorities and in line with the policies and decisions of the Greenshaw Learning Trust.
- iv. Monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the values of the school and the Greenshaw Learning Trust and propose priorities for expenditure.
- v. Produce, propose and implement agreed, evidence-based plans for the development of the school and its facilities in the light of changing requirements and priorities.
- vi. Ensure that systems and styles of communication within the school are effective and appropriate.
- vii. Use a process of self-review to set targets for personal development and to manage their own work-life balance.

3. Lead teaching and learning:

- i. Ensure that the school's curriculum is broad, balanced, diverse, flexible and offers opportunities for all students to be successful and engaged.
- ii. Set appropriate and challenging curriculum targets for all students.

- iii. Maintain and develop an effective system for monitoring and evaluating teaching and learning and for improving practice, drawing on relevant research evidence and robust data analysis.
- iv. Contribute to the wider teaching and learning developments across the Greenshaw Learning Trust.
- v. Create the conditions for creative, responsive and effective approaches to teaching and learning that enable students to become effective, enthusiastic and independent learners.
- vi. Maintain and develop an effective assessment, recording and reporting system that promotes and celebrates all forms of student achievement.
- vii. Promote a culture that encourages every student to become self-confident and to show respect for others.
- viii. Maintain and develop strategies to secure high standards of behaviour and attendance.
- ix. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in wider society.

4. Lead staff:

- i. Proactively develop among all school staff the effective professional relationships, good order and high morale and understanding of accountability that lead to the best possible student outcomes.
- ii. Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams.
- iii. Ensure that the systems for induction, performance management and professional development of school staff lead to the maintenance of high standards, to a professional learning culture for all staff and to the identification of the potential for leadership.
- iv. Lead in the recruitment and selection of all school staff.
- v. Manage the effective deployment of all staff within the school, recognising issues related to work-life balance.
- vi. Manage the work of the school leadership team, promoting autonomy and delegating appropriate tasks and ensuring the support needed for each member's development is in place.
- vii. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- viii. Support the work of the wider Trust through the strategic deployment of staff where appropriate.

5. Lead in the community:

- i. Represent and promote the school and the Greenshaw Learning Trust to its stakeholders and partners.
- ii. Maintain and develop an effective partnership with parents and carers to support students' achievements and personal development.

- iii. Collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student, and to promote positive strategies for challenging prejudice.

The Headteacher will carry out any reasonable task as directed by the governing body or the GLT Assistant Director or Director of Secondary Education.

Person specification – Headteacher

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> ● degree ● teaching qualification ● experience in senior leadership at Deputy Head or Headteacher level ● commitment to own self development 	<ul style="list-style-type: none"> ● higher qualification in education and/or management ● achieved NPQH ● curriculum and pastoral experience at senior management level
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> ● successful leadership at Deputy or Headteacher level ● developing and implementing strategies for raising achievement and achieving excellence for students, staff and themselves ● school development planning and evaluation ● data analysis and target setting ● using evidence-based information about effective learning and assessment for learning ● resource and financial management, monitoring and evaluation 	<ul style="list-style-type: none"> ● change management ● leading a school from one Ofsted category to another (e.g. Good to Outstanding)

Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:

	<ul style="list-style-type: none"> ● provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre ● work in partnership with the local governing body and the wider Trust in taking the school forward ● lead by example to inspire, motivate, influence and empower staff and students ● through personal commitment, maintain and develop the GLT ethos of diversity, inclusivity and equality of opportunity ● set priorities and agree and achieve ambitious goals and targets ● work collaboratively with others, delegating appropriately ● create an environment in which staff accept their responsibility for students' learning outcomes ● seek and act on feedback from others, including work colleagues and governors ● build and maintain effective relationships and communicate appropriately with governors, staff, students and parents ● develop, maintain and extend appropriate partnerships with the local council, other schools, children's services, parents and the local community ● demonstrate emotional resilience, empathy and flexibility when dealing with challenge 	<ul style="list-style-type: none"> ● work in partnership with colleagues across a multi academy trust or with external providers of support and advice
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Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:

	<ul style="list-style-type: none"> ● current educational issues, including national policies, priorities and legislation ● effective strategies for maintaining and developing high standards of attainment, behaviour and attendance ● principles and practice of educational ● inclusion, diversity and access ● developing choice and flexibility to meet the learning needs of every student ● managing staff, including recruitment and selection and professional development ● quality assurance systems, including school review, self-evaluation and performance management ● legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation 	
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The Recruitment Process

1. 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.

Please complete a personal statement of suitability of no more than 2 sides of A4. In the personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. Please include names of two senior leaders who are willing to support your application.

Applications must be received no later than 9am on **Tuesday 28th March 2023**. Applications received after this date and time will not be considered. We do not accept CV's.

2. Shortlisting

Shortlisting will be finalised on **Tuesday 28th March 2023**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

3. Interview Process

Interviews will be held on **Thursday 30th March 2023**. This interview will consist of a series of panel interviews with stakeholders and practical tasks related to the knowledge and abilities outlined in the Person Specification.

Applicants are advised to make a note of these dates.

4. Taking up post

The successful applicant will take up post on **1st September 2023**.

5. Additional Information

For a confidential conversation with the Director of Secondary Education or for further information, please contact Izzy Ambrose (iambrose@greenshawlearningtrust.co.uk)

6. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and barred list check.