GREENSHAW
LEARNING TRUST



Senior School Improvement Lead

Maternity Cover

Recruitment Pack

ALWAYS
LEARNING

GREENSHAW LEARNING TRUST

Contents

- Candidate Letter
- Introduction - Greenshaw Learning Trust (GLT)
- GLT Mission Statement
- GLT Employee Benefits
- Terms and Conditions
- Main Responsibilities and Duties
- Job Description
- Person Specification
- The Recruitment Process

Dear Candidate

Thank you for your interest in the role of Senior School Improvement Lead (Maternity Cover) at Greenshaw Learning Trust. This is a fixed term contract of 12 months and the candidate would be expected to be able to travel to any GLT school but will be supporting our South East secondary schools primarily.

Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

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.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk . We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

I Ambrose

Izzy Ambrose
Director of Secondary Education

Greenshaw Learning Trust – 'Always Learning'

GLT is one of the highest performing multi academy trusts in the country 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 are all 'Always Learning'.

Each school in GLT is led by its own leadership team and a 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, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. 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 GLT 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 (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Director of Education or Assistant Director of Education (Secondary)
Line Management:	School Improvement Lead (s)
Contract:	Fixed Term - 12 months
Salary:	Salary calculated in line with Leadership pay scale, points 17 - 22 **England - £69,970 - £79,112** **Fringe - £71,285 - £80,419** **Outer London - £73,718 - £82,852** (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)
Hours of Work:	Term time only, full time or part time
Place of Work:	The candidate would be expected to be able to travel to any GLT school but will be supporting our South East secondary schools primarily.
Medical Examination:	The appointment is 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.
Holiday Entitlement:	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

To support the Director of Education and the Assistant Directors and to perform a leading role in raising standards, challenging performance, supporting improvement and school effectiveness to ensure that all students attending a Greenshaw Learning Trust school achieve their full potential.

This is either a part-time or full-time maternity cover position.

The post holder will be required to travel to all GLT schools

Main Duties and Responsibilities:

- Have the ability to deputise for a Headteacher in a GLT school if required.
- Support the Director of Education and Assistant Director with Raising Standards and the development of Teaching and Learning across the Trust, in particular supporting our South-East schools.
- Coordinate and lead our GLT networks and professional development programmes across our secondary schools.
- Complete additional projects across all secondary schools as requested by headteachers.
- Support the Assistant Director responsible for Quality of Education with the completion and coordination of the School Improvement Directory pages on the GLT intranet.
- Support with Trust outreach and School Improvement work where necessary
- Coordinate and lead the Trust-wide literacy strategy
- Actively promote the GLT culture of high expectations by supporting school leadership teams to improve standards across all schools.
- Provide additional, in-school, leadership and learning support when required.
- Support the Director and Assistant Director with SEF Review Days at schools across the GLT schools.
- Line manage members of the subject specific or wider School Improvement Team, as directed by the Director of Education or Assistant Directors.
- Lead and drive significant GLT projects depending on skill set.
- Leading GLT 'Every day is open day' tours

Support the Director of Education and Assistant Directors (Secondary) with raising standards by:

- Supporting headteachers to improve examination outcomes, in particular in our South-East schools.
- Supporting schools to secure or maintain a minimum Ofsted good rating with an ongoing aim of outstanding by quality assuring all GLT secondary schools regarding Ofsted preparation and readiness.
- To be available and on site supporting our schools during Ofsted inspections as directed by the Director of Secondary Education.
- Supporting school evaluation and school improvement planning to raise standards in all secondary schools in GLT.
- Supporting secondary schools with developing and implementing interventions and strategies to rapidly improve student progress.

- To support schools in ensuring students with SEND have their needs met so that they can achieve excellent outcomes.
- To support schools in developing and implementing the strategies to ensure children who are in receipt of FSM and PP make excellent progress.
- Supporting schools with data analysis to assist in prioritising and action planning.

Support the Director of Education and Assistant Directors (Secondary) with developing Teaching and Learning by:

- Providing support and guidance to the Teaching and Learning Leaders within schools to implement and evaluate their teaching and learning strategy.
- Coordinating and leading professional development programmes across GLT secondary schools (ECTs, Good to Great, LP, ML, SL and Developing Headteachers)
- Promote school to school collaboration; facilitating partnerships and networking in departments to share and promote best practice.
- Supporting Early Career Teachers across GLT secondary schools
- Supporting schools to ensure the Teaching and Learning supports students with SEND so those students are able to know more and remember more of the curriculum.
- Line management of Subject Specialist School Improvement Leads

Support the Director of Education and Assistant Director with the development of Curriculum and Assessment by:

- Coordinating and leading the GLT subject networks
- Responsible for line management of subject school improvement leaders
- Working across GLT to ensure the development of a world class curriculum.
- Supporting schools to ensure all students, including SEND and PP are entitled to all aspects of the curriculum.
- Support the Director and Assistant Directors in ensuring high quality literacy and numeracy catch up interventions are embedded and having impact.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

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 Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	• degree • teaching qualification • demonstrable experience in senior leadership role • commitment to own self development. • curriculum and/or pastoral experience at senior management level	• Headteacher or deputy headteacher experience
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	• Recent and successful experience as a senior leader within a school setting or within the school improvement service with demonstrable examples of raised standards and attainment • Experience of using and supporting others to use key data sources • Extensive experience of carrying out lesson observations. • Improving teaching and learning in a school or across multiple schools • Experience of data analysis and target setting; using evidence-based information about effective learning and assessment for learning	• Experience in change management • Experience of providing effective challenge resulting in improved results • Experience of analysing data and supporting in SEF process and development of SIPs
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	• Current educational issues, including national policies, priorities and legislation • Demonstrable understanding of effective strategies for maintaining and developing high standards of	• Developing choice and flexibility to meet the learning needs of every student.

	attainment, behaviour and attendance. ● Principles and practice of educational inclusion, diversity, and access	

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 https://www.greenshawlearningtrust.co.uk/join-us/staff. 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 **9.00am on Thursday 11th January 2024.** Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Friday 12th January 2024.** Shortlisted applicants will be invited by telephone to attend an interview. 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.

3. Interview Process

Interviews will be held on **Tuesday 16th January 2024.** Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

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

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact recruitment@greenshawlearningtrust.co.uk .

7. 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 applicant will be subject to an Enhanced DBS and barred list check.