GREENSHAW
LEARNING TRUST



Headteacher

Recruitment Pack

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GREENSHAW LEARNING TRUST

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Dear Candidate

Thank you for your interest in the role of Headteacher at Brakenhale School. This is an exciting opportunity for a suitable individual to join our community and lead, motivate and inspire all our stakeholders at The Brakenhale School and ensure that our vision of increasing the life chances for our students continues, both within our school, and across Greenshaw Learning Trust.

The Brakenhale School is an 11 to 19 mixed comprehensive school situated on the southern side of Bracknell town centre. Our campus has created a fantastic environment in which our students can learn and flourish. Our core belief is 'Aim High, Be Kind and Take Responsibility' and it underpins everything that we do. This commitment to high standards and outstanding teaching has led us to become the school of choice for parents in Bracknell Forest and being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust in 2016 and was subsequently graded 'Good' with outstanding features at its last Ofsted inspection in 2019. We are proud members 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 our own distinctive character.

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.

Brakenhale School 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 by email on lsilkhale@brakenhale.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 or Assistant Director of Secondary Education
Line Management:	Senior Leadership Team
Contract:	Permanent
Salary:	Salary calculated in line with **Headteacher Group 7** Fringe pay scale, points **32 - 36 (£102,376 - £112,774)** (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:	Full Time
Place of Work:	Brakenhale School, Rectory Lane, Bracknell, RG12 7BA
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

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 and 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 experience as a senior leader with a proven track record of success.
- work collaboratively with other Headteachers and members of the Shared Service to deliver excellence.

Headteacher responsibilities:

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 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 • experience in senior leadership • commitment to own self development • successful leadership • 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	• higher qualification in education and/or management • achieved NPQH • curriculum and pastoral experience at senior management level • 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:		
	• 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 in partnership with colleagues across a multi academy trust or with external providers of support and advice

	• 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	
Professional Knowledge and Understanding: 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 • 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	

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 **Thursday 25th January at 9am.** Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Friday 26th January.** 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 30th January.** 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 Izzy Ambrose, Director of Secondary Education
(iambrose@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.