



Acting Deputy Headteacher

ALWAYS LEARNING



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 **Acting Deputy Headteacher** at Robinswood Primary Academy in Matson, Gloucester. This an exciting opportunity to become an integral part of our senior leadership team for the remainder of the current academic year.

We're a two-form entry primary school with our own pre-school, catering for children aged 3-11. We have approximately 400 pupils across 14 classes.

At Robinswood Primary we have high expectations, and the needs of our pupils are at the heart of all we do. Our aim is to provide a caring and safe environment for our children to become confident, caring, resilient and curious; we encourage them to achieve the very best that they can across every area of school curriculum.

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 four schools: eleven 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.

Robinswood Primary 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 nramsey@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

Rebekah Millward Acting Headteacher



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 3,400 people and educates over 22,000 students. Further information about our schools can be found <u>here</u>.



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
- Car benefit scheme
- My Health discounts



Terms and Conditions

Line Managed by:	Acting Headteacher	
Line Management:	Certain members of the school's teaching & learning staff (Teachers and Teaching Partners)	
Contract:	Fixed term until the end of the current academic year	
Salary:	Salary calculated in line with Teacher Pay Scales – England, Leadership Pay Range, points 8 to 12	
Hours of Work:	Full time, 32.5 hours per week, Monday to Friday	
Place of Work:	Robinswood Primary Academy, Underhill Road, Gloucester, GL4 6HE	
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 Duties and Responsibilities

- To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the Headteacher.
- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, to deputise in the absence of the Headteacher, taking full responsibility for the school.
- To take full responsibility for leading and managing significant aspects of the school, particularly to oversee the quality of teaching and learning under the direction of the Headteacher.
- To take full responsibility for leading and managing the curriculum, Continuing Professional Development and supporting Safeguarding in the school.
- To take full responsibility for leading and managing the development of the Early Career Teachers (ECTs) in the school.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Leadership and Management

- To assist the Headteacher, Senior Leadership Team and Governors in keeping the vision and direction for the school under regular review and maintaining high expectations, with a clear focus on pupil attainment and progress.
- To play a significant role, with the Headteacher, Governors and other senior staff, in setting aims and objectives for the school and in formulating the School Development and Improvement Plan.
- To lead a core subject across the school.
- To take responsibility for developing and monitoring policy and practice as laid down in the school improvement plan, and in agreement with the Headteacher.
- To inspire, motivate and influence staff and pupils, taking a lead role in monitoring and evaluating all aspects of school life and in promoting the highest standards of teaching, learning, pupil discipline and children's safeguarding.
- To provide an excellent role model for pupils and for all members of staff in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer professional guidance and support to colleagues.
- To take a leading role in further developing the involvement of parents, carers and the community in the life of the school.
- To provide effective leadership and management to teams of staff, as agreed with the Headteacher.
- To make a significant contribution to the school's professional development programme, including coordinating training programmes, delivering CPD and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed and advised by the Headteacher.
- To oversee the provision and training opportunities for ECTs, carrying out termly reports on their progress and managing ECT mentors.
- To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure continuing improvement.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and by observing teaching.
- To provide guidance and support to other members of staff in order to continue to improve the quality of teaching and learning.



- To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils, with regard to ethnicity, gender, Special Educational Needs, disability, pupils learning English as an additional language, emotional needs and any other aspects which may affect learning.
- To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school, including taking responsibility for specific areas, as directed by the Headteacher.
- To assist the Headteacher with the implementation of the school's Performance Management Policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Headteacher.
- To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- To work closely with the Headteacher to ensure the effectiveness of the school's assessment and data analysis procedures.

Teaching and Learning

- To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
- Providing cover for absent colleagues or those released for professional development.
- To provide leadership and support for colleagues (teachers and other staff) to ensure good or better teaching and learning across the curriculum, including:
 - 1. Supporting subject leaders in developing their role, in particular in relation to raising standards.
 - 2. Supporting teams and individuals with short term planning.
 - 3. Supporting staff in the use of assessment information to inform teaching and learning.
 - 4. Inducting and supporting ECTs and less experienced teaching staff.
- Providing in-class support to staff through demonstration lessons, team teaching, observation and feedback
- To undertake a significant role in maintaining a high standard of pupil behaviour and discipline within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure effective relationships between school and home.

Other Duties and Responsibilities

- To work with the Headteacher to effectively promote the school in the wider community.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take school assemblies and support other staff with assemblies.
- To prepare and present reports, as required, to the Local Governing Body, Greenshaw Learning Trust and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- To undertake all other tasks commensurate with the role as required and directed by the Headteacher.



Key Organisational Objectives

The post holder will contribute to the school's objectives by:

- Ensuring compliance with Data Protection, Equalities, Safeguarding, Health and Safety and all other relevant legislation.
- Operating within the school's Equality Framework at all times.
- Ensuring the maintenance of a safe, caring and stimulating environment for all pupils and staff.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.

The post holder will carry out any reasonable task as directed by the local governing body, Headteacher or the GLT Director of Primary Education.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.



Person Specification

Essential	Desirable		
Training, qualifications and school experience:			
 Qualified Teacher status. Evidence of continuing professional development. Hold a recognised degree. 	 Further professional qualification. Higher qualification in education and/or Management. 		
Experience of educational leadership and management:			
 Ability to provide inspiration and strong leadership to teaching staff through being an outstanding leader of learning. Experience of leading a core subject. Experience of effective pastoral support for individuals, families and working with local agencies. Have an accurate understanding of using assessment to promote achievement. Ability to ensure that the whole range of pupils' needs are understood and provided for. Ability to lead by example in order to promote the school's vision and values for pupils, staff, governors and parents. Ability to work effectively with other Senior Leaders in school and across GLT. 	 Experience of behaviour management at senio management level. Knowledge of the support available to families to effectively safeguard children and families, such as Early Help. Experience of carrying out staff performance reviews and acting on any issues identified. 		
Personal and professional qualities and attributes:			
 Commitment to always learning including seeking feedback and development. Manage staff and to develop a strong team to enable them to work effectively to deliver whole school improvement. Be approachable and able to work sensitively and effectively with all staff and stakeholders. Contribute to the formulation, implementation and evaluation of objectives for the school development plan. Expertise in the use of monitoring and evaluation to improve the quality of teaching and learning and to raise standards. Hold team members to account for their areas of professional responsibility. Lead with strong knowledge of curriculum pedagogy. 	 Enthusiasm and competence in the use of IT (including the appropriate use of new and emerging technologies). Evidence of learning and development such as professional reading, research or additional qualifications. 		



Essential	Desirable		
Professional knowledge and understanding:			
 A passion for educating the whole child and for life-long learning. Have strong organisational and time management skills. Commitment to and understanding of equal opportunities across all aspects of the school. Approachable, with good rapport with children and adults. A willingness and ability to listen to others. An effective communicator both orally and in writing to a range of audiences. An effective team-builder. To have integrity, sensitivity, resilience and a sense of perspective. Determination to recognise and celebrate success in staff and pupils. 	A distributive leadership style.		



The Recruitment Process

1. Application

Visit our website to view our current vacancies here

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form 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 **11.59pm on Monday, 25th November 2024**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Tuesday, 26th November 2024**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on **Wednesday**, **4**th **December 2024**. Applicants may 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 Neil Ramsey, HR Manager, at nramsey@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.