



**OAKBANK  
SCHOOL**

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**RECRUITMENT PACK**

Proud to be part of the  
**GREENSHAW**  
LEARNING TRUST

Hyde End Lane,  
Ryeish Green,  
Reading, RG7 1ER

Telephone: 01189 883616

Dear candidate



Thank you for your interest in the role of Assistant Headteacher, Behaviour, Culture and Ethos at Oakbank School. 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.

Oakbank School is committed to a journey of transformation, where staff, students and parents are determined to improve the quality and experience of education for its community. We believe that every child deserves to not only access the full curriculum, but should thrive in their curriculums, developing academically, personally and holistically as a result of passionate and adaptive teaching, resulting in committed learning that secures successful outcomes. Our current phase of school improvement features our entire team working together at pace to offer greater stability, more innovation and creativity. The aim is for greater consistency for all students, enabling them to manage their learning and themselves more effectively.

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 have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Oakbank 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Tara Jeffrey. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Jonathan Heap, Interim Headteacher, Assistant Director of Secondary  
Education GLT

## **ABOUT OUR SCHOOL**

At Oakbank School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Oakbank School a better chance of success than if they attended any other school in the country.

### **Our mission**

An ambitious school in which students are provided with exceptional opportunities that equip them with the skills, knowledge, and personal attributes to thrive in school, and beyond.

### **Our values**

Our core values permeate all that we do. In our achievement-orientated culture, teaching and learning is our highest priority. We want our students to be healthy and have a great life. We are deeply committed to opening the hearts and minds of our future-focused young people.

Our core values are 'work hard, be kind'.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with the Leadership pay scale, points 11-15 (£66,368 - £73,105).

## HOURS OF WORK

Full-time, 32.5 hours per week, 52.143 weeks per year.

## PLACE OF WORK

Oakbank School, Hyde End Lane, Ryeish Green, Reading, RG7 1ER.

## PENSION SCHEME

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.

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999

## 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.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Post:</b>           | Assistant Headteacher, Behaviour, Culture and Ethos |
| <b>Responsible to:</b> | Headteacher / Deputy Headteacher                    |

## ROLE OVERVIEW

This leadership position is open to dynamic, inspiring and outstanding leaders who have a proven track record in delivering excellent attainment and achievement. The role requires strategic thinking and an ability to lead from the front whilst offering challenge and support to all stakeholders.

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
- 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 challenged themselves to think differently about how best to align their leadership to the needs of the school
- Have the ability to empower and motivate staff
- Maintain and develop the schools ethos of diversity, inclusivity and equality of opportunity
- Have successful experience as a senior or middle leader with a proven track record of success

Key purpose – with the Headteacher and Leadership Team:

- Share responsibility for school policies, decision-making and strategic planning
- Develop an ethos of extremely high expectations of staff and students
- Take full accountability for key areas of the school's work
- Manage staff and resources
- Monitor progress towards the achievement of the schools aims and objectives
- Be a highly visible presence around the school and model expectations of staff and students
- Have a strategic overview for a designated area of school improvement

## MAIN DUTIES AND RESPONSIBILITIES

- To contribute to the strategic leadership and development of pastoral and behaviour systems, ensuring the highest standards of student behaviour and attitudes to learning.
- To provide effective line management and leadership of identified team leaders responsible for behaviour.
- Work closely with staff responsible for support of vulnerable students, including those with responsibility for attendance, safeguarding, LAC students, and pupils with SEND.
- To have a comprehensive understanding of the interventions across the school to support behaviour and self-regulation, and understand their effectiveness.
- To lead aspects of the School Improvement Plan and Self Evaluation relating to behaviour and attitudes.
- To model outstanding practice in the classroom, including teaching, planning and feedback.

## **LEADERSHIP AND MANAGEMENT**

- Share the responsibility for the leadership of the school and contribute to the decision making processes of school leadership.
- To take a lead in the maintaining of high standards of behaviour and dress.
- To have a visible presence in corridors and ensure care for the environment and the fabric of the building, including assisting with lunch-time supervision and gate duty.
- To espouse and actively promote the ethos and policies of the School.
- To communicate and consult with governors, staff, students, parents and members of the wider school community.
- Managing staff and resources, including adding to the capacity of the existing senior team (chairing PSPs, leading readmission meetings, supporting day to day needs).

## **GENERAL RESPONSIBILITIES**

- To work with colleagues in the Greenshaw Learning Trust to support the sharing and development of excellent practice.
- To teach in the region of 10 periods a week.
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher in accordance with the relevant Pay and Conditions document.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- 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 duties and responsibilities in this job description are not restrictive and you 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.

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and training</b>  |           |           |
| Hold an appropriate teaching certificate and Qualified Teacher Status   | x         |           |
| Hold a recognised degree (or equivalent) with a good classification in a relevant subject                               | x         |           |
| Evidence of Continuing professional development   | x         |           |
| Postgraduate level qualification or recognised alternative  |           | x         |
| <b>Skills and experience</b>  |           |           |
| Leadership of a team of colleagues  | x         |           |
| Direct responsibility for the achievement and conduct of a year group of pupils or equivalent pupil grouping            | x         |           |
| An understanding of how to improve pupil and staff performance and evidence of making an impact in this area            | x         |           |
| Liaison with other agencies beyond school (for example social services, CAMHS or other similar)                         | x         |           |
| Direct oversight of others and responsibility for their performance management  |           | x         |
| An understanding of the principles and practice of strategic planning   | x         |           |
| An understanding of how to review operational performance   | x         |           |
| Excellent communication skills  | x         |           |
| Demonstrate a commitment to following the school's principles of teaching, learning and assessment                      | x         |           |
| Have an effective approach to behaviour management, setting the highest standards and behavioural expectations          | x         |           |
| The ability to influence others, make a persuasive case and positively leading change                                   | x         |           |
| Willing to take responsibility for professional learning and fully engage in the school's Professional Growth Programme | x         |           |
| Ability to communicate effectively, both orally and in writing, with students, parents and colleagues                   | x         |           |



| <b>Additional requirements</b>  |   |  |
|---|---|--|
| Have high professional standards and expectations   | x |  |
| Demonstrate a commitment to the role of tutor as a central figure in the life of a student and their parents/guardians  | x |  |
| Ability to appropriately deal with confidential information   | x |  |
| Demonstrate a commitment to comprehensive education and to the active promotion of equal opportunity  | x |  |
| Desire to enhance and develop skills and knowledge through CPD  | x |  |
| Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential | x |  |
| Recognition of the importance of personal responsibility for Health and Safety  | x |  |
| Commitment to the school's ethos, aims and its whole community  | x |  |
| Committed to the safeguarding of children   | x |  |



# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Sunday 19th October 2025** Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on **Wednesday 22nd October 2025** Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

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



**GREENSHAW**  
LEARNING TRUST



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