GREENSHAW LEARNING TRUST

GLOUCESTER ACADEMY



Assistant Headteacher

Recruitment Pack

ALWAYS LEARNING

Introduction

Thank you for your interest in our Assistant Headteacher post.

This is a unique and exciting opportunity for an inspirational and aspirational leader to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Trust. The Academy is on a rapid trajectory of sustained improvement that will be sustained over many years, it is a chance to be part of something very special.

It will support career development and equip you for a further promotion within the Academy and within our trust. We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds, close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

The Greenshaw Learning Trust is 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 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.

The Gloucester Academy website www.gloucesteracademy.com will also provide further information on the school.

Gloucester Academy 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.

Vision

The vision for Gloucester Academy is simple 'Every child to climb the mountain to the best University or Profession'. This will be supported through disruption free learning and clear expectations of working hard and being kind.

Work life balance is central to this vision for our students and staff. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke CPD in a short weekly session i.e. Teach Like a Champion foci each session.

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 personal 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. We love showing visitors around our school. Please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Yours faithfully



Phillipa Lewis

Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute

effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

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:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description – Assistant Headteacher

Main purpose of the role:

This leadership position is open to dynamic, inspiring, and outstanding leaders who have a proven track record of 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 role is defined by the skills and attributes of the candidate we employ and is therefore not restricted to any one area of school leadership

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 challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower and motivate staff;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity;
- have successful experience as a senior or middle leader with a proven track record of success.

Reporting to: Assistant Headteacher
Salary: Leadership Pay Range, L11 to L15

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 school's aims and objectives
- Be a highly visible presence around the school and model expectations of staff and students;
- Have a strategic overview of Curriculum, Teaching and Learning

Duties and responsibilities

1. **Leadership**

Under the direction of the Headteacher and as part of the Leadership Team:

- Support the Headteacher and Leadership Team in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

2. Managing staff

Under the direction of the Headteacher and as part of the Leadership Team:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance

- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

3. Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards and the Greenshaw Principles of Teaching
- Contribute to the development of our MAT by sharing effective practice, working in partnership with other schools and promoting innovation

4. Systems and processes

Under the direction of the Headteacher and as part of the Leadership Team:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and extremely high expectations of exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and expecting excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other job requirements

The teacher will be part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Safeguarding

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

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

Person specification – Assistant 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	Evidence
Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:			
	• degree • teaching qualification • commitment to own self development	• higher qualification in education and/or management • experience in senior leadership • curriculum and pastoral experience at senior management level	• application form • qualification certificates
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:			
	• developing and implementing strategies for raising achievement and achieving excellence for students, staff and self • school development planning and evaluation • data analysis and target setting; • using evidence-based information about effective learning and assessment for learning • identifying and implementing effective strategies for improving teaching and curriculum understanding and effectiveness	• successful leadership • change management • being part of a team that has led a school from one Ofsted category to another (e.g. Good to Outstanding)	• statement of suitability • selection process • references

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 Leadership Team to take the school forward ● lead by example and aim to inspire, motivate, influence and empower staff and students through personal ● commitment, maintain and develop our 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 colleagues and governors ● build and maintain effective relationships and communicate appropriately with governors, staff, students and parents ● demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge	● work in partnership with an academy trust or other outside providers of support and advice	● statement of suitability ● selection process ● references

Professional Knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:

	• whole school teaching and learning, and curriculum development • curriculum developments and design in all key stages • 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		• statement of suitability • selection process • references

The Recruitment Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.gloucesteracademy.co.uk or apply via Eteach.

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.

The School reserves the right to interview candidates prior to the closing date therefore early application is recommended.

Applications must be received no later than midday on **Monday 28th November.** Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised the following day.

3. Interviews

The selection process will consist of a series of interviews and discussions with stakeholders and candidates may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

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

6. Taking up post

The successful candidate will take up post in either Easter or September of 2023.

Should you require any additional information, please contact Imogen Maguire-HR Manager, imaguire@gloucesteracademy.co.uk

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