



GREENSHAW
LEARNING TRUST



JOHN MADEJSKI
ACADEMY



**Assistant
Headteacher**
Recruitment Pack

**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 **Assistant Headteacher** at John Madejski Academy.

This is a unique and exciting opportunity for an inspirational and aspirational individual to join John Madejski Academy and further contribute to the life chances of our young people in the school, and across the Trust.

The School is on a rapid trajectory of 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 further development opportunities within the School and within our Trust. We are based in Reading in Berkshire, a culturally rich and bustling area of the country providing good access to Oxford and London. 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. This school will be one of the best schools in the country in the near future, and this is an incredible opportunity to join us on the start of our improvement journey.

John Madejski Academy joined the Greenshaw Learning Trust on 1st January 2025. We are proud to be one of the newest 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 be kind and we believe that there is no ceiling on what children can achieve in the right conditions.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen 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.

John Madejski 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. 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. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Jonathan Heap
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive 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 3,700 people and educates over 23,500 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
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- 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:	Deputy Headteacher
Contract:	Permanent
Salary:	Salary calculated in line with the Leadership pay scale, points 11-15. (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:	32.5 hours per week, 52.143 weeks per year.
Place of Work:	John Madejski Academy, Reading
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

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 leaver 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 schools 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

Duties and responsibilities:

Leadership:

- Support the Headteacher and Leadership Team in the day to day management of the school
- Communicate the schools 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

Managing staff:

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

Modelling best practice for teachers:

- Demonstrate excellent performance against parts one and two of the teachers 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

Systems and processes:

- Ensure that the schools 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 and underperformance, supporting staff to improve and expecting excellent practice
- Work with the governing body 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 Assistant Headteacher will be part of the schools appraisal scheme. The Headteacher will set agreed targets for the year. The Headteacher 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.

The Assistant Headteacher will carry out any reasonable task as directed by the Headteacher, Deputy Headteacher, or local governing body. This may include working across other local GLT schools when necessary.

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:		
	<ul style="list-style-type: none"> • Degree • Teaching qualification (Qualified Teaching Status) • Commitment to own self development 	<ul style="list-style-type: none"> • Higher qualification in education and/or management • Experience in senior leadership • Curriculum and pastoral experience at senior management level
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Develop and implement strategies for maintaining high standards of behaviour and attendance. • School development planning and evaluation • Use of data analysis to analyse pastoral trends • Using evidence based information about effective behaviour and attendance • Successful leadership • Liaising with external agencies to support students 	<ul style="list-style-type: none"> • Change management • Being part of a team that has led 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:		
	<ul style="list-style-type: none"> • 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 • Commitment to maintaining and developing 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 • Seen 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 a challenge 	<ul style="list-style-type: none"> • Work in partnership with a multi academy trust or other outside providers of support and advice

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 **21st April 2025**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **22nd April 2025**. 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 **w/c 28th April 2025**. 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 on **1st September 2025**.

6. Additional information

For further information, please contact amay@parkhouseschool.org.

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.