



**GREENSHAW**  
LEARNING TRUST



# Assistant Headteacher Recruitment Pack

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Dear Candidate,

November 2023

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 Blaise High School 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 and this is a chance to be part of something very special. Blaise High School has made significant and rapid progress since becoming a part of Greenshaw Learning Trust. The successful applicant for this role will play a major part in taking the school to the next level and supporting it in becoming a school in the top 1% nationally. This role will support your career development and equip you for a future Headship within the Trust.

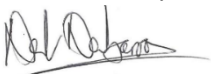
The successful applicant will be fiercely passionate about the improving of life chances for our children and committed to continuing to develop the foundations we have already built here at Blaise High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations and are adamant that no child will have their education stolen by poor behaviour in lessons. The successful applicant will have a clear understanding of this and the importance of this culture in providing the conditions in which high quality, expert teaching can take place for the good of the children in the community. We believe that there is no ceiling on the potential achievement and progress of this school and these children, and we want leaders who embody this in their day to day work.

We want to be clear that working in senior leadership at Blaise High School takes dedication, resilience and tenacity. The successful applicant must be willing to work hard, day in and day out to serve the young people and staff of our school in ensuring that all students are able to climb their own personal mountain to the very best universities in the country, or careers of their choosing. The successful candidate will also be prepared to work closely and collaboratively with colleagues, holding the best interests of students first and foremost in any decisions.

As well as their whole school remit, all Senior Leaders contribute to the wider leadership of all aspects of daily life at school. This includes taking full part in our priorities for Teaching and Learning, Student Outcomes and Character Education. The precise remit of this role will be decided based on the strengths of the successful candidate and the needs of the school.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences meet the requirements of this job description and person specification. I would welcome an informal conversation with any potential candidate; please contact my PA Jade Bristow via email: [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk). I strongly encourage interested candidates to visit the school and see it in action.

Yours faithfully,



**Nat Nabarro** - Headteacher

## Blaise High School - About Us

We are very clear on our core values and beliefs in the primary areas of our school and we are then deliberate in how we enact these in our school.

### Curriculum

We teach a knowledge rich curriculum, not a knowledge heavy curriculum. Our resources are centrally planned, allowing our teachers to **intellectually prepare**, not spend time making PowerPoints. We focus on the teaching of **powerful knowledge**, enabling students to move out of their lived experiences, and access the best universities or careers of their choosing. Our curriculum sequencing is underpinned by our knowledge organisers. These form the backbone of our curriculum and homework.

### Behaviour

The SLT own behaviour at this school. Teachers use a set of micro scripts to implement a centrally administered policy. SLT and non - teaching staff run the referral room, detentions and all parent contact regarding behaviour. Teachers at Blaise High School are able to teach in a **disruption free environment**. Every classroom is consistent and staff have the complete support of SLT when challenging behaviour. We emphasise personal responsibility on behalf of children when we discuss their behaviour.

### Character Development

We believe outcomes are the most important function of a school, however we are also committed to the development of children's characters. We do this through explicit teaching of our values; 'Aspiration, Integrity and Pride' We have a series of mantras which we use to give children practical steps in being successful, for example 'Work Hard. Be Kind' Our character programme equips every child with the necessary character to achieve excellent outcomes and to succeed at one of the country's very best Universities or careers of their choosing.

### Teaching

We teach in a traditional style. At Blaise High School teachers are the experts in the room. Our lessons utilise an **I, We, You** structure and there are visualisers in every classroom to enable effective guided practice. All of our staff take part in weekly, 15 minute CPD that is generally based on techniques from Teach Like A Champion. This is supplemented by fortnightly practice sessions, and regular departmental intellectual preparation opportunities. We keep the main thing, the main thing and focus on enabling teachers to teach great lessons.

## **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

<b>Line Managed by:</b>	Deputy Headteacher
<b>Line Management:</b>	Department Areas
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary calculated in line with Leadership pay scale, points L11 -L15 (£60,488 - £66, 628)
<b>Hours of Work:</b>	Monday to Friday – Full Time
<b>Place of Work:</b>	Blaise High School, Station Road, Henbury, Bristol, BS10 7QH
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	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.
<b>Holiday Entitlement:</b>	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	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

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.

### **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 successful candidate will lead on Teaching and Learning across the school

### **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.
- be fanatical about teaching and learning, up to date with the latest research, and relentless in their quest for excellence in teaching across the school.

### **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
- Line manage department areas.
- 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;

### **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 Deputy 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**

- 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 and multi - academy trust 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

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
<b>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</b>			
	1. degree 2. teaching qualification 3. commitment to own self development	4. higher qualification in education and/or management 5. experience in senior leadership 6. curriculum and pastoral experience at senior management level	<ul style="list-style-type: none"> <li>• application form</li> <li>• qualification</li> <li>• certificates</li> </ul>
<b>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</b>			
	1. developing and implementing strategies for raising achievement and achieving excellence for students, staff and self-school development planning and evaluation 2. data analysis and target setting; 3. using evidence-based information about effective learning and assessment for learning 4. identifying and implementing effective strategies for improving teaching and curriculum understanding and effectiveness 5. provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre. 6. work in partnership with the Leadership Team to take the school forward. 7. lead by example and aim to inspire, motivate, influence	20. 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)  21. work in partnership with an academy trust or other outside providers of support and advice.	<ul style="list-style-type: none"> <li>• statement of suitability</li> <li>• selection process</li> <li>• references</li> </ul>

	<p>and empower staff and students through personal.</p> <ol style="list-style-type: none"> <li>8. commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity.</li> <li>9. set priorities and agree and achieve ambitious goals and targets.</li> <li>10. work collaboratively with others, delegating appropriately.</li> <li>11. create an environment in which staff accept their responsibility for students' learning outcomes.</li> <li>12. seek and act on, feedback from others, including colleagues and governors.</li> <li>13. build and maintain effective relationships and communicate appropriately with governors, staff, students and parents.</li> <li>14. demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenges.</li> <li>15. whole school teaching and learning, and curriculum development</li> <li>16. curriculum developments and design in all key stages</li> <li>17. current educational issues, including national policies, priorities and legislation • effective strategies for maintaining and developing high standards of attainment, behaviour and attendance</li> <li>18. principles and practice of educational inclusion, diversity and access</li> <li>19. developing choice and flexibility to meet the learning needs of every student</li> </ol>		<ul style="list-style-type: none"> <li>● statement of suitability</li> <li>● selection process</li> <li>● references</li> </ul>
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## 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 midday on Friday 1<sup>st</sup> December 2023. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisting will be finalised shortly after this date. Shortlisted applicants will be invited by telephone or email to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached and your email is correct. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held on Thursday 7<sup>th</sup> December 2023. 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 but will consider February, Easter or September for the right candidate.

### 6. Additional information

For further information or if you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk) to arrange a suitable time.

### 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.