



WIDDEN PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Widden Primary School,
Sinope Street,
Gloucester, GL1 4AW

Telephone: 01452 520571

Email: admin@widdenprimary.co.uk



Dear candidate

Thank you for your interest in the role of Deputy Headteacher (maternity cover) at Widden Primary 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.

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 job's portal.

Widden Primary 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, Jade Douglas: jdouglas@widdenprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely,

Kirstin Couto, Headteacher



ABOUT OUR SCHOOL

At Widden Primary 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 Widden Primary School a better chance of success than if they attended any other school in the country.

Aspire, believe and succeed run through all aspects of school life.

Every child makes progress from their personal starting point academically, socially and emotionally.

At Widden, we aim to provide a broad and balanced curriculum full of rich experiences that will ignite children's interest and develop their love of learning. We celebrate all children's achievements both inside and outside of school and aim to develop good citizens who contribute positively to their community. Children engage in sporting competitions, plays, music events, visits etc. We celebrate their successes and encourage them to believe in themselves and grow confidence in a safe and nurturing environment.

Our school values

Aspire: At Widden, we empower all children and staff to reach their fullest potential by inspiring innovation, fostering growth, and creating a future driven by purpose and possibility. We aspire to nurture confident, curious and compassionate learners who achieve their best, embrace diversity and shape a brighter future for themselves and their communities.

Believe: At Widden, we believe in everyone. We aim to provide a wealth of experiences and a knowledge rich curriculum to ensure that every child believes in their worth, strives for excellence and grows with courage, creativity and compassion - ready to shape a better world.

Succeed: At Widden, it is our duty to ensure that every child succeeds. We empower every individual to succeed by unlocking potential, fostering innovation and creating pathways to a better future.

TERMS AND CONDITIONS

CONTRACT

Fixed term (Maternity Cover) from 2nd November 2026 until 31st August 2027

SALARY

Salary calculated in line with the Teachers Pay and Conditions, England and Wales pay scale, Leadership Pay Range LS11 - LS15 (£66,368 - £73,105) per annum FTE

HOURS OF WORK

Full-time (1.0 FTE), 32.5 hours per week, Monday to Friday

PLACE OF WORK

Widden Primary School, Sinope Street, Gloucester, GL1 4AW.

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.

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

Post:	Deputy Headteacher
Responsible to:	Headteacher
Responsible for:	Class Teachers/TP's (shared)

ROLE OVERVIEW

Widden Primary School is looking for a dedicated Deputy Headteacher with proven outstanding practice to work in our school team. As a Deputy Headteacher, you will be a significant part of the Senior Leadership Team. You will be expected to lead the school, setting exceptionally high standards for staff and students, and ensure they are met. You will be expected to contribute widely to all areas of the school. You will need to be positive, optimistic and committed with a strong belief that all pupils are capable of excellent conduct and outcomes, and have a track record of success.

The role will help to develop your capacity and knowledge, utilising your skills and understanding of our context whilst providing you with support and guidance to be the very best leader.

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 carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Leadership & 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 Writing 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 Early Career Teachers, 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 & Learning

- To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required from time to time: Taking full responsibility for teaching a class
- 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 Early Career Teachers 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.

Behaviour & Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol and procedures.

Team working

- Participate in any relevant meetings and professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection of and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understanding the roles they are expected to fulfil.
- Take part, as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Staff Development

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Perform any reasonable duties as requested by the Headteacher.

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.

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 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
Qualifications and training		
Level 6 Relevant qualification or equivalent.	x	
Qualified Teacher Status	x	
Further professional qualification		x
Higher qualification in education and/or management		x
Evidence of continuing professional development	x	
Skills and experience		
Ability to provide inspiration and strong leadership to teaching staff through being an outstanding leader of learning	x	
Experience leading aspects of English and/or maths	x	
Have an accurate understanding of using assessment to promote achievement	x	
Experience of effective pastoral support for individuals, families and working with local agencies	x	
Knowledge of the support available to families to effectively safeguard children and families, such as Early Help		x
Ability to ensure that the whole range of pupils' needs are understood and provided for	x	
Experience of carrying out staff performance reviews and acting on any issues identified		x
Ability to lead by example in order to promote the school's vision and values for pupils, staff, governors and parents	x	
Ability to work effectively with other Senior Leaders in school and across Greenshaw Learning Trust	x	
commitment to always learning including seeking feedback and development	x	
manage staff and to develop a strong team to enable them to work effectively to deliver whole school improvement	x	
Evidence of learning and development such as professional reading, research or additional qualifications		x

Enthusiasm and competence in the use of IT (including the appropriate use of new and emerging technologies)		x
Contribute to the formulation, implementation and evaluation of objectives for the school development plan	x	
Expertise in the use of monitoring and evaluation to improve the quality of teaching and learning and to raise standards	x	
Hold team members to account for their areas of professional responsibility	x	
Lead with strong knowledge of curriculum pedagogy	x	
Personal attributes		
Approachable, with good rapport with children and adults	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
A passion for educating the whole child and for life-long learning	x	
Have strong organisational and time management skills	x	
A willingness and ability to listen to others	x	
An effective communicator both orally and in writing to a range of audiences	x	
An effective team-builder	x	
To have integrity, sensitivity, resilience and a sense of perspective	x	
Determination to recognise and celebrate success in staff and pupils	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 24th June 2026**. 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 **1st July 2026**. 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 on **2nd November 2026**.



**GREENSHAW
LEARNING TRUST**



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