



# BRAKENHALE SCHOOL



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

RECRUITMENT PACK



Brakenhale School,  
Rectory Lane,  
Bracknell,  
Berkshire  
RG12 7BA

Telephone: 01344 423041

Email: [HR@brakenhale.co.uk](mailto:HR@brakenhale.co.uk)

Dear Candidate

Thank you for your interest in the role of Deputy Headteacher at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction\*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

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 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.

Brakenhale 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 websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas, Headteacher

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with Fringe Leadership pay scale, points 18-22 (£80,134-£88,237).

## HOURS OF WORK

Full time

## PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

## 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

<b>Post:</b>	Deputy Headteacher (Inclusion)
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Behaviour, culture, SEND, attendance. safeguarding

## KEY FUNCTIONS

- To work in partnership with the Headteacher and other members of the Senior Leadership Team (SLT) to provide high level strategic leadership and operational direction for the school
- To lead, with other members of SLT, the setting, maintaining, monitoring and improving standards in the school
- To be accountable for the area of responsibility (as determined with the successful candidate)
- To be a driving force in supporting the school to be outstanding in every area
- To deputise for the Headteacher in their absence

## MAIN DUTIES AND RESPONSIBILITIES

- To act as a role model in leading all staff in their own excellent leadership, their delivery of high quality teaching and learning, their continuous professional development and their professional presence in the school
- To personally, consistently deliver high quality teaching that leads to excellent student progress and outcomes
- To contribute and lead on the implementation of the School Improvement Plan
- To lead, alongside the Headteacher, in the operational work of the school on a day to day basis
- To Line Manage Assistant Headteachers, and potentially Heads of Department, by providing regular support and challenge in a way which recognises good practice, supports their progress and results in a tangible impact on students learning, progress and outcomes
- To follow statutory guidance, GLT and school policies
- To attend, prepare documentation and present information to Governors Meetings and other meetings with stakeholders
- To be responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy
- To actively ensure the best presentation and reputation of Brakenhale School in the community

## **INCLUSION AND PASTORAL RESPONSIBILITIES**

- To oversee the strategic leadership and development of pastoral; SEND and behaviour systems, ensuring the highest standards of student behaviour and attitudes to learning
- To oversee culture and character development, including wider community links and enrichment

## **GENERAL**

- To participate fully in the school ethos and expectations
- To play a full part in the life of the school community, supporting our vision and encouraging and ensuring staff, pupils and students adhere to school expectations
- To carry out tasks as reasonably required by the Headteacher

## **KEY CONTACTS**

Daily involvement with teaching staff, senior team and the Headteacher. Regular contact with parents and families as well as other stakeholders.

## **OTHER JOB REQUIREMENTS**

The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date. As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the Teacher's Conditions of Employment

## **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
<b>Qualifications and training</b>		
Good Hons. Degree.	x	
Qualified Teacher Status.	x	
Relevant in-service training during the last two years	x	
Worked within a SLT for at least three years		x
Evidence of personal impact on individuals and teams that has resulted in improved performance and outcomes	x	
Successful experience of managing whole school change to bring about clear evidence of school improvement for all or groups of students	x	
A track record of successful whole school strategic planning across both the short term and the long term which has led to improved outcomes	x	
Proven track record of developing and producing lead documents focused on planning, monitoring and evaluating key areas within the school	x	
Experience of successfully dealing with sensitive, difficult circumstances and conversations	x	
Evidence of successfully leading and managing staff outside of your specific subject areas e.g. depts. and year groups	x	
Experience of successfully presenting initiatives at whole school level to both staff, parents, governors and the local community	x	
Qualified SENDCo		x
Higher Degree / further qualifications		x
<b>Professional Knowledge and Understanding</b>		
Holding a strong moral purpose for all to students to do their very best	x	
The drive and passion to be an outstanding teacher and leader at all times	x	
What constitutes “quality teaching first”	x	
The drive for continual improvement	x	

Holding high standards, high expectations and high aspirations for colleagues and students in all situations	x	
Sound educational philosophy consistent with the school's aims	x	
Empathy for colleagues and young people	x	
Knowledge of recent and planned developments in curriculum	x	
Current educational issues, including national policies and priorities	x	
An awareness of the wider community and its perceived challenges		x
<b>Personal attributes</b>		
Be a strong leader	x	
Have the capacity to drive change to bring about school improvement	x	
Is outcomes-focused	x	
Is a decision-maker	x	
Has the ability to build teams and positively influence and persuade colleagues	x	
Is a strong communicator, both in writing and verbally	x	
Is committed to inclusion	x	
Is approachable and empathetic	x	
Has honesty and integrity	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 13/10/2025. 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.

## VISITING THE SCHOOL

If you would like to arrange a visit prior to your application. Please email [shartley@brakenhale.co.uk](mailto:shartley@brakenhale.co.uk) Sarah Hartley (Head's PA).

## INTERVIEW PROCESS

Interviews will be held on 16/10/2025. 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 in January 2026. An Easter/ September start would be considered for the right candidate.



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[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



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