



PARK HILL JUNIOR SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Park Hill Junior School,
Stanhope Road,
Croydon, CR0 5NS

Telephone: 0208 686 8623

Email: office@parkhilljunior.co.uk



**PARK HILL
JUNIOR
SCHOOL**

Dear Candidate

Thank you for your interest in the role of Headteacher at Park Hill Junior School, a thriving and popular school in Croydon. This role is an exciting opportunity to lead a unique and highly performing learning community that comprises 12 mainstream classes (Year 3 to Year 6). Our new Headteacher will have a proven track record of high expectations with developing teaching and learning, and the curriculum to raise standards, alongside prioritising strong relationships with staff and families to foster a nurturing learning environment where every child thrives. 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 jobs portal.

Park Hill Junior 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, Katie Moores: kmoores@parkhilljunior.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Liz Easaw

Director of Primary Education

ABOUT OUR SCHOOL

Park Hill Junior School is a vibrant three-form entry school for children aged 7 to 11. With a capacity of 360 pupils, we pride ourselves on providing a nurturing and holistic learning environment.

Our excellent teaching and ambitious curriculum are designed to empower each child with the skills, knowledge, and confidence they need to thrive. We're passionate about creating a curriculum that reflects the rich diversity of our community, inspiring our students to become curious, lifelong learners and responsible citizens.

At Park Hill Junior School, our values are based on our five Learning Behaviours, which encourage children to:

- be Respectful
- be Resilient
- be Resourceful
- be Reflective
- develop positive Relationships

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with Headteachers Group 3 pay scale, points L16 - L20 (£76,112 - £83,426)

HOURS OF WORK

Full Time

PLACE OF WORK

Park Hill Junior School, Stanhope Road, Croydon, CR0 5NS.

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:	Headteacher
Responsible to:	Director of Primary Education
Responsible for:	Senior Leadership Team

ROLE OVERVIEW

The Headteacher is responsible for leading the daily operation of the school, the supervision of all children and staff, and the school premises. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration, and accountability. The Headteacher will work collaboratively with the Director of Primary Education.

Greenshaw Learning Trust Headteachers work together as a leadership team, all aiming for the best for every student. An Assistant Director of Education will offer support and guidance, and Headteachers are expected to help lead the Trust, improving professional development for everyone. This is achieved through a supportive environment built on trust, open communication, and shared responsibility for success. The Trust has a set of principles that guide this collaborative approach.

MAIN DUTIES AND RESPONSIBILITIES

- demonstrate a passion for education and a desire to improve the life chances of all children.
- build a culture of continuous learning and development throughout the school community.
- 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.
- empower their staff to trust in their vision.
- maintain and develop the school's ethos of diversity, inclusivity, and equality of opportunity.
- demonstrable successful experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher.
- work collaboratively with the GLT Director of Education - Primary, other Headteachers and members of the Trust Shared Service to deliver excellence.

LEADING STRATEGICALLY

- develop the strategic vision for our successful school, ensuring that it is clearly articulated, shared, understood, and acted on effectively by all.

- provide advice and support to the governing body in developing the school's policies and formulating the budget, ensuring that all statutory requirements are met, and lead the implementation of those policies.
- build on the current positive ethos of challenge and support to maximise the life chances of all children and promote the development of staff.
- ensure that strategic planning aligns with the vision and policies of the Trust, the diversity of the school and wider communities, and the school's values of openness, inclusivity, and equality of opportunity.
- work collaboratively with the Park Hill Primary School staff, Senior Leadership Team, and Governing Body, and with the Executive Officers and Trustees of the Trust.
- work with, and in support of, staff across the wider Trust to realise the benefits of school-to-school collaboration and contribute to the development and success of the Trust.
- maintain effective relationships with the Local Authority, local schools, and all other Trust schools.

LEADING THE SCHOOL

- ensure that quality of learning is at the centre of the organisation, leadership and management of the school.
- seek to ensure that the school's systems, organisation, and processes are well considered, efficient, fit for purpose and uphold the Trust's principles of transparency, integrity, and probity.
- develop and propose the school's annual budget consistent with the school's priorities and in line with the policies of the Trust.
- monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the values of the school and the Trust and propose priorities for expenditure.
- produce, propose, and implement agreed, evidence-based plans for the development of the school and its facilities in the light of changing requirements and priorities.
- ensure that systems and styles of communication within the school are effective and appropriate.
- use a process of self-review to set targets for personal development and to manage own work-life balance.

LEADING TEACHING AND LEARNING

- ensure that the school's curriculum is broad, balanced, diverse, flexible and offers opportunities for all children to be successful and engaged.
- set appropriate and challenging curriculum targets for all children.
- maintain and develop an effective system for monitoring and evaluating teaching and learning and for improving practice drawing on relevant research evidence and robust data analysis.
- contribute to the wider teaching and learning developments across the Trust.

- create the conditions for creative, responsive, and effective approaches to teaching and learning which enable children to become effective, enthusiastic, and independent learners.
- ensure effective leadership of provision for vulnerable children including those with SEND, LAC and disadvantaged children.
- maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of achievement.
- promote a culture that encourages every child to become self-confident and to show respect for others.
- maintain and develop strategies to secure high standards of behaviour and attendance.
- provide a safe, calm, and well-ordered environment for all children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider society.

LEADING STAFF

- proactively develop among all staff the effective professional relationships, the good order and high morale and the understanding of accountability that lead to the best possible children's outcomes.
- create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams.
- ensure that the systems for induction, performance management and professional development lead to the maintenance of high standards, to a professional learning culture for all staff and to the identification of the potential for leadership.
- lead in the recruitment and selection of all school staff.
- manage the effective deployment of all staff within the school, recognising issues related to work-life balance.
- manage the work of the school leadership team, promoting autonomy and delegating appropriate tasks and ensuring the support needed for each member's development is in place.
- identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

LEADING IN THE COMMUNITY

- represent and promote the school and the Trust to its stakeholders and partners.
- maintain and develop an effective partnership with parents and carers to support children's achievements and personal development.
- collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every child and to promote positive strategies for challenging prejudice.

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		
Degree.	x	
Qualified Teacher Status.	x	
Higher qualification in education and/or management		x
achieved NPQH		x
Skills and experience		
demonstrable successful experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher within the primary phase	x	
experience of the benefit of working within a Multi Academy Trust		x
developing and implementing strategies for raising attainment and achieving excellence for pupils, staff, and themselves	x	
school development planning and evaluation	x	
data analysis and target setting	x	
resource and financial management, monitoring and evaluation	x	
change management		x
leading a school from one Ofsted category to another (e.g., RI to Good or Good to Outstanding)		x
Personal attributes		
provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre	x	
work in partnership with the governing body and the wider Trust in taking the school forward	x	
lead by example to inspire, motivate, influence, and empower staff and students	x	
through personal commitment, maintain and develop the GLT ethos of diversity, inclusivity, and equality of opportunity	x	

work collaboratively with others, delegating appropriately	x	
ability to build and maintain effective relationships and communicate appropriately with governors, staff, students, and parents	x	
demonstrate emotional resilience, empathy and flexibility when dealing with challenge	x	
committed to the safeguarding of children	x	
Professional Knowledge and Understanding		
current educational issues, including national policies, priorities, and legislation	x	
effective strategies for maintaining and developing high standards of attainment, behaviour and attendance	x	
principles and practice of educational inclusion, diversity, and access	x	
developing choice and flexibility to meet the learning needs of every student	x	
managing staff, including recruitment and selection and professional development	x	
quality assurance systems, including school review, self-evaluation, and performance management	x	
legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation	x	
the differences of being a school within an academy trust compared to being stand-alone.		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 23rd June 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.

INTERVIEW PROCESS

Interviews will be held on **Thursday, 3rd July 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 on 1st September 2025 or 1st January 2026.



**GREENSHAW
LEARNING TRUST**



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Sutton SM1 4AF



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