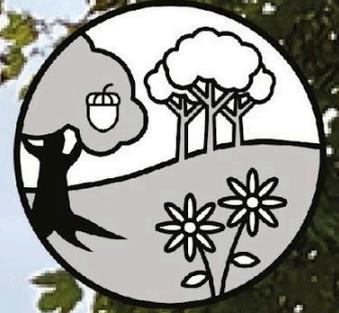




GREENSHAW
LEARNING TRUST



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 Headteacher at Wood Field Primary School. This role is an exciting opportunity to lead a unique learning community that comprises 21 mainstream classes (Year R to Year 6) and a large 9 class highly specialised base for children with autism. Our new Headteacher will be high performing and experienced to lead exciting developments in provision and the site to adapt to the changing needs in our community. Our children share what they love about Wood Field and the type of Headteacher they are looking for in [this video](#).

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 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 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.

Wood Field 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 websites provide a clear picture of our aspirations and our vision; however, we welcome prospective applicants to visit Wood Field to learn more about the school. Please contact Kim Heinpuu (kheinpuu@woodfieldprimary.com) to seek further information or plan a visit. 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

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 3,700 people and educates nearly 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:	Director / Assistant Director of Primary Education
Line Management:	Senior Leadership Team
Contract:	Permanent
Salary:	Salary calculated in line with Headteachers Group 5 pay scale, points L25 - L29 (£93,779 - £103,013) . (starting salary and pay points will be aligned with relevant regional Leadership pay scale on appointment, dependent on the location of the postholder).
Hours of Work:	Full time
Place of Work:	Wood Field Primary School, Stanley Park Road, Carshalton SM5 3HW
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

Main purpose of the role:

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.

The successful candidate will:

- demonstrate a passion for inclusive education and a desire to improve the life chances of all children.
- build a culture of continuous learning and development throughout the school community across the full diversity of roles.
- 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, GLT Assistant Director of SEND and Specialist Provision, other Headteachers and members of the Trust Shared Service to deliver excellence.

Headteacher responsibilities:

1. **Leading strategically** - the Headteacher, working with the governing body and the GLT Director of Education - Primary, will:
 - i. develop the strategic vision for our successful school, ensuring that it is clearly articulated, shared, understood, and acted on effectively by all.
 - ii. 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.
 - iii. build on the current positive ethos of challenge and support to maximise the life chances of all children and promote the development of staff.
 - iv. 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.
 - v. work collaboratively with the Wood Field Primary School staff, Senior Leadership Team, and Governing Body, and with the Executive Officers and Trustees of the Trust.
 - vi. 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.
 - vii. maintain effective relationships with the Local Authority, local schools, and all other Trust schools.

2. **Leading the school** - the Headteacher, working with the governing body and the GLT Director of Education - Primary, will:
 - i. ensure that quality of learning is at the centre of the organisation, leadership and management of the school.
 - ii. 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.
 - iii. develop and propose the school's annual budget consistent with the school's priorities and in line with the policies of the Trust.
 - iv. 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.
 - v. 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.
 - vi. ensure that systems and styles of communication within the school are effective and appropriate.
 - vii. use a process of self-review to set targets for personal development and to manage own work-life balance.

3. **Leading teaching and learning** - the Headteacher, working with the governing body and the GLT Director of Education - Primary, will:
 - i. ensure that the school's curriculum is broad, balanced, diverse, flexible and offers opportunities for all children to be successful and engaged.
 - ii. set appropriate and challenging curriculum targets for all children.
 - iii. 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.
 - iv. contribute to the wider teaching and learning developments across the Trust.
 - v. create the conditions for creative, responsive, and effective approaches to teaching and learning which enable children to become effective, enthusiastic, and independent learners.
 - vi. ensure effective leadership of provision for vulnerable children including those with SEND, LAC and disadvantaged children.
 - vii. maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of achievement.
 - viii. promote a culture that encourages every child to become self-confident and to show respect for others.
 - ix. maintain and develop strategies to secure high standards of behaviour and attendance.
 - x. 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.

4. **Leading staff** - the Headteacher, working with the governing body and the GLT Director of Education - Primary, will:
 - i. 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.
 - ii. create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams.

- iii. 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.
 - iv. lead in the recruitment and selection of all school staff.
 - v. manage the effective deployment of all staff within the school, recognising issues related to work-life balance.
 - vi. 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.
 - vii. identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
5. **Leading in the community** - the Headteacher, working with the governing body and the GLT Director of Education - Primary, will:
- i. represent and promote the school and the Trust to its stakeholders and partners.
 - ii. maintain and develop an effective partnership with parents and carers to support children's achievements and personal development.
 - iii. 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.
6. The Headteacher will carry out any reasonable task as directed by the GLT Director of Education - Primary.

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 School 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 demonstrable successful experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher within the primary phase commitment to own self development 	<ul style="list-style-type: none"> higher qualification in education, SEN/inclusion and/or management SENCO qualification achieved NPQH experience of the benefit of working within a Multi Academy Trust
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> developing and implementing strategies for raising attainment, securing progress against ambitious targets for all pupils and achieving excellence for pupils, staff, and themselves school development planning and evaluation data analysis and target setting. using evidence-based information about effective learning and assessment for learning resource and financial management, monitoring and evaluation experience of managing large teams including a diversity of roles and experience developing whole-school embedded approaches to contextual safeguarding and implementing clear systems and processes informed by dynamic risk assessments so that children can thrive in their learning 	<ul style="list-style-type: none"> experienced Headteacher experience as a SENCO, inclusion leader or leadership role in a specialist provision change management leading a school from one Ofsted category to another (e.g., RI to Good or 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 and an ambitious curriculum for all at its centre equity-based approach to school leadership with a clear vision to achieve ambition for all pupils, including pupils with SEND 	<ul style="list-style-type: none"> work in partnership with colleagues across a multi academy trust or with external providers of support and advice

	<ul style="list-style-type: none"> • work in partnership with the governing body and the wider Trust in taking the school forward • lead by example to inspire, motivate, influence, and empower staff and students • through personal commitment, maintain and develop the GLT ethos of diversity, inclusivity, and equality of opportunity • proactively develop, maintain, and extend appropriate partnerships with the local council, other schools, children’s services, parents, and the local community • 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 • seek and act on feedback from others, including work colleagues and governors • build and maintain effective relationships and communicate appropriately with governors, staff, students, and parents • demonstrate emotional resilience, empathy and flexibility when dealing with challenge 	<ul style="list-style-type: none"> • understanding of the 'Preparation for Adulthood from the Earliest Years' framework and its significance for pupils with SEND
<p>Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:</p>		
	<ul style="list-style-type: none"> • current educational issues, including national policies, priorities, and legislation • effective strategies for maintaining and developing high standards of attainment, behaviour and attendance and a clear vision for an ambitious curriculum and progress for all pupils, including pupils with complex needs • principles and practice of educational inclusion, diversity, and access • developing choice and flexibility to meet the learning needs of every student • managing staff, including recruitment and selection and professional development • quality assurance systems, including school review, self-evaluation, and performance management • legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation 	<ul style="list-style-type: none"> • the differences of being a school within an academy trust compared to being stand-alone.

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 **2nd April 2025**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **4th April**. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on **24th and 25th April 2025**. Applicants will also be asked to undertake practical tasks 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 **1st September 2025**.

6. Additional information

For further information, please contact Stella Hall, GLT Recruitment Marketing Manager, on shall@greenshawlearningtrust.co.uk.

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.