



**GREENSHAW**  
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**RECRUITMENT PACK**

Greenshaw Learning Trust,  
ORU Sutton,  
Throwley Way,  
Sutton,  
SM1 4AF



Telephone: 020 3988 0218

Dear Candidate

Thank you for your interest in the role of School Improvement Lead at Greenshaw Learning Trust. As a School Improvement Leader, you will work closely with the Senior School Improvement Leader and Director/s of Secondary Education to strengthen and enhance our broader School Improvement offer across our growing Trust. This expansion of our shared service team ensures consistent and high-quality support with regards to key areas of school improvement in the areas of Quality of Education, Behaviour, Personal Development and Leadership.

We are particularly keen to hear from collaborative leaders who thrive in environments built on trust, open communication, and shared responsibility for student outcomes. We are excited to appoint a leader with expertise in school improvement with a particular interest in working with disadvantaged schools. If you are committed to always learning, collaboration and shaping the future of education within the Trust, we encourage you to apply.

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 pupils. 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 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.

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.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at [recruitment@greenshawlearningtrust.co.uk](mailto:recruitment@greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



# TERMS AND CONDITIONS

## CONTRACT

Fixed term for 12 months

## SALARY

Salary calculated in line with Leadership pay scale, points 12 - 16

National: £65,286 - £72,162

Fringe: £66,665 - £73,539

Outer London: £69,239 - £76,112

## HOURS OF WORK

Part time (0.6 FTE) 19.5 hours per week

## PLACE OF WORK

The post holder will be required to travel to all GLT schools and partner schools but primarily located in the South West of England.

## 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>	School Improvement Lead
<b>Responsible to:</b>	Senior School Improvement Lead

## ROLE OVERVIEW

We are seeking an experienced and dynamic school leader to join our School Improvement Team as a School Improvement Lead across our multi-academy trust. This is an exciting opportunity to play a pivotal role in shaping and enhancing the quality of education across our secondary schools and those we partner with, working closely with our wider school improvement team.

## MAIN DUTIES AND RESPONSIBILITIES

- Work with the Secondary School Improvement Team to improve specific areas of focus, identified through comprehensive assessment of need.
- Complete additional projects across all secondary schools as requested by Headteachers.
- Support with Trust outreach and School Improvement work where necessary.
- Work closely with Headteachers and Senior Leaders on school-wide initiatives to improve schools, particularly those with significant need.
- Actively promote the GLT culture of high expectations by supporting school leadership teams to improve standards across all schools.
- Provide additional, in-school, leadership and learning support when required.
- Support the Director and Assistant Director with SEF Review Days at schools across the GLT schools and those we partner with.
- Support the Director and Assistant Director with Ofsted inspections at schools across the GLT schools and those we partner with.
- Promote school to school collaboration; facilitating partnerships and networking in departments to share and promote best practice.
- Lead and drive significant GLT projects depending on skill set.
- Supporting schools to ensure all students, including those with SEND and PP are entitled and can access all aspects of the curriculum.

## **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	
Willingness to undertake further CPD.	x	
Relevant postgraduate studies.	x	
Evidence of wider professional development		x
<b>Skills and experience</b>		
Secure knowledge of developments in curriculum, pedagogy and an ability to discern T&L techniques of meaningful value.	x	
Experience of implementing and embedding successful programmes and initiatives resulting in school improvement	x	
Recent and successful experience as a Senior or Middle leader within a school setting or within the school improvement team with demonstrable examples of raised standards	x	
A detailed knowledge of assessment and the use of data to monitor and raise standards	x	
Experience of data analysis and target setting; using evidence-based information about effective learning and assessment for learning	x	
Experience of effective approaches for SEND and PP pupils	x	
<b>Personal attributes</b>		
Knowledge of current educational issues, including national policies, priorities and legislation; particularly in curriculum	x	
Demonstrable understanding of effective strategies for maintaining and developing curriculum	x	
Knowledge and understanding of principles and practice of educational inclusion, diversity, and access	x	
Show a deep commitment to the vision and aims of the Trust	x	

Be a strong team player with excellent interpersonal skills, capable of effectively contributing to and supporting the growth of the organisation.	x	
Demonstrate the ability to be highly entrepreneurial and ambitious, acting with charisma and bringing forward innovative ideas to drive the Trust forward	x	
Demonstrate self-awareness and empathy, adopting a coaching approach to professional relationships, effectively managing their own emotions and those of others to build genuine connections and resolve conflicts constructively.	x	
Be open and transparent, willingly sharing information and evolving perspectives to build trust and empower others to make well-informed decisions	x	
Actively listen, genuinely paying attention to colleagues' ideas, feedback, and concerns without interruption or judgment, ensuring diverse perspectives are understood and incorporated into decisions	x	
Demonstrate the ability to be adaptable and open-minded, embracing new ideas, approaches, and perspectives, enabling them to integrate innovation and effectively navigate complex challenges.	x	
Empower colleagues through trust, autonomy, resources, support, and guidance, enabling others to take ownership and develop professionally.	x	
Practise inclusive decision-making, involving others and ensuring all voices are heard, boosting morale and fostering a shared sense of purpose	x	
Demonstrate the ability to be humble and committed to learning, openly acknowledging when you don't have all the answers, valuing feedback, and viewing mistakes as opportunities for personal and professional growth.	x	
Be visionary and purpose-driven, inspiring and aligning colleagues around a clear vision and shared purpose, fostering unity and professional fulfilment.	x	
Actively recognise and appreciate achievements and contributions, creating a positive and motivating work environment.	x	
Commit to succession and a coaching approach, viewing leadership as a responsibility to develop the next generation through mentorship, coaching and empowerment, nurturing a culture of continuous growth	x	
Committed to the safeguarding of children	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 13th August 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 during the first week of September 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 as soon as possible.



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