



Headteacher Recruitment Pack





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Introduction

Thank you for your interest in the post of Headteacher at Crown Wood Primary School.

Crown Wood Primary School is a well-established three form entry school, with up to 70 nursery children and currently 550 children in the main school, rising to 630 in September 2018. The school became an academy and joined the Greenshaw Learning Trust on 1st June 2017.

This is an exciting opportunity for an inspirational leader to motivate and influence the committed staff of Crown Wood to further contribute to the life chances of our young people. As well as having the full and active support of the Local Governing Body, the school benefits from the experience and support that comes with being part of the Greenshaw Learning Trust.

We are proud of the school's success, but we are not complacent. We are keen to continue to strive and improve further to become an outstanding school. In order to achieve this we require an outstanding headteacher who has a passion for teaching and learning and who wants to work in a vibrant, multicultural and fully inclusive school that is innovative and forward thinking in its approach to education.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like a confidential conversation with the GLT Director of Primary Education or if you would like to see the school in action, please contact Jenny Cain, Head of HR, at jcain@greenshaw.co.uk or by phone on 07557 303896.

Yours sincerely,

John Throssell
Chair of Governors



Greenshaw Learning Trust – About us

The Greenshaw Learning Trust provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness promotes honest and transparent dialogue and mutual support.

The Trust has the capacity and experience to support its schools through promotion of school-to-school collaboration and the advice and guidance of the Trust central team. This includes regular school leader meetings and the direct support of experts in areas including literacy, numeracy, attendance, pupil tracking, raising standards and specific subjects.

All schools in the Trust receive expert advice and fast-response support on leadership, staffing, teaching, budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's Local Governing Body receives support and advice to ensure they effectively monitor and challenge the leadership of the school including providing tailored guidance to chairs and clerks and governor training.

The Trust is committed to meeting the needs of all children – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our children and their teachers.

For further information on the Trust, please visit www.greenshawlearningtrust.org.uk/

The 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.

Trust Employee Benefits

At Greenshaw Learning Trust, we recognise our employees as our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all of our employees the following staff benefits;

- Excellent CPD opportunities and career progression
- Employer contributions to Teachers Pension Scheme
- Childcare voucher scheme
- Cycle to work scheme
- Gym membership scheme
- Employee assistance programme
- Eye care vouchers



Crown Wood Primary School – About us

Crown Wood Primary School is a thriving, well-resourced three form entry school with a nursery and nurture group. The School opened in 1982 and due to rapidly increasing numbers the main building was extended in 1985, with a further two storey extension being added in 2014.

The extension has provided 12 new classrooms, a larger nursery, administration and staff areas, a nurture room, a hall with a built-in AV system and a large playground.

Crown Wood prides itself on its achievements, its academic standards and its high expectations. Crown Wood staff are strongly committed to supporting and nurturing children's abilities and are driven by a passion for excellence in education. Staff strive to ensure the best learning outcomes for children so that they grow into highly capable, well rounded individuals.

Crown Wood Primary School has approximately 600 children aged from 3 – 11. The school is situated in the heart of the community it serves, and has extensive grounds. The majority of the children live in the local community.

Crown Wood is a south-eastern suburb of Bracknell in the English county of Berkshire, and formerly part of the parish of Winkfield. Crown Wood was built during the late 1970s and is bounded in by Forest Park to the east, Harmans Water to the north and Birch Hill to the west and is east of the A322 Bagshot Road. It and Forest Park are in Crown Wood ward and named after the Crown Estate of Swinley Forest.

The curriculum at Crown Wood Primary School seeks to promote the highest achievement by all children through enjoyment and creativity. We plan our curriculum in topics to create cross-curricular links that extend children's learning. Each topic will have practical activities and opportunities for Art or Design. We plan exciting lessons that motivate the children to learn and provide experiences for them to remember. Three year groups take part in Forest Schools as part of their week.

At Crown Wood we recognise the importance of ensuring that all children with Special Educational Needs have appropriate support that allows them equal access to an inclusive, balanced curriculum to reach their full potential. All children are valued and targeted at an appropriate level to make the best possible progress and promote their self-esteem.

Staff at Crown Wood work closely with parents/carers to take an active role in their child's education. We are proud of the excellent relationships that have been built with the local business community and employers to ensure our children are well placed to meet the challenges and opportunities ahead of them.

Crown Wood Primary School Vision

Our vision is to be the school of choice at the heart of the community where children develop as confident, caring citizens able to discover their potential and embrace the opportunities life brings.

Our motto is: Nurturing, learning, achieving success!

At Crown Wood School we nurture: Respect, Collaboration, Achievement, Aspiration, Responsibility, Perseverance.

We provide an inclusive community so that all children can flourish.

AIMS:

At Crown Wood, we are committed to getting the provision right for every child. We believe that a true education is one that adapts to the needs of each individual. We promote and celebrate success that is academic, sporting, creative and interpersonal. We have high aspirations for our children; we provide them with the tools so that they can be independent, confident young people, ready to embrace the next stage of their learning and become happy, effective members of society.



Job Description - Headteacher

Main purpose of the role:

The Headteacher is responsible for managing 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 Education (Primary).

The successful candidate will:

- 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;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity;
- have at least five years' successful experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher.

Reporting to: Crown Wood's Local Governing Body & GLT Director of Education (Primary)

Line managed by: Director of Education (Primary)

Salary: Headteacher's' Group 4 (Fringe)

Salary range L14 – L27 (£55,338 - £74,952)

(Salary range will be determined on appointment, subject to experience)

1. Leading strategically - the Headteacher, working with the Local 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 local governing body in developing the schools 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 takes account of the vision and policies of the GLT, 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 Crown Wood Primary School staff, Senior Leadership Team and Local Governing Body, and with the Executive Officers and Trustees of the GLT;
 - vi. 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 Local Governing Body and the GLT Director of Education (Primary), will:
 - i. ensure that quality of learning is at the centre of the organisation 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 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 will work collaboratively with the GLT Director of Education (Primary) to:
- i. ensure that the 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. maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of achievement;
 - vii. promote a culture that encourages every child to become self-confident and to show respect for others;
 - viii. maintain and develop strategies to secure high standards of behaviour and attendance;
 - ix. 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 will, working with the school's leadership team and the GLT Director of Education (Primary):
- 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 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 Local Governing Body and the GLT Director of Education (Primary), will:
- i. represent and promote the school and 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 Local Governing Body or the GLT Director of Education (Primary).

Headteacher - 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	Evidence
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 achieved NPQH at least 5 years' experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher commitment to own self development 	<ul style="list-style-type: none"> higher qualification in education and/or management experience of the benefit of working within a multi academy trust 	<ul style="list-style-type: none"> application form qualification certificates
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"> successful leadership developing and implementing strategies for raising achievement and achieving excellence for children, staff and self 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 	<ul style="list-style-type: none"> experience in change management 	<ul style="list-style-type: none"> statement of suitability selection process references
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 for all at its centre work in partnership with the Local Governing Body and GLT in taking the school forward; lead by example and aim to inspire, motivate, influence and empower staff, children and parents through personal commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity 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 children's' learning outcomes seek and act on feedback from others, including colleagues and governors build and maintain effective relationships and communicate appropriately with governors, staff, children and parents develop, maintain and extend appropriate partnerships with local council, schools, children's services, parents and the local community demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge 	<ul style="list-style-type: none"> working in partnership with an academy trust or other outside providers of support and advice 	<ul style="list-style-type: none"> statement of suitability selection process references

Head of School - Person Specification

Criteria	Essential	Desirable	Evidence
Professional Knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:			
	<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 principles and practice of educational inclusion, diversity and access developing choice and flexibility to meet the learning needs of every child 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 	<ul style="list-style-type: none"> statement of suitability selection process references



1. Application Process

Please visit our website www.greenshawlearningtrust.co.uk - staff vacancies and download the recruitment pack and application form.

The completed application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

The completed application form and your personal statement should be returned to Jenny Cain, Head of HR, via email jcain@greenshaw.co.uk. Alternatively hard copies can be submitted by post to Greenshaw Learning Trust, FAO Mrs Cain, Grennell Road, Sutton, SM1 3DY

Applications must be received no later than midday on Monday 19th February. Applications received after this date and time will not be included.

2. Shortlisting

Shortlisting will be finalised on **Wednesday 21st February**. Shortlisted candidates will then be invited by telephone to attend for 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

This will be a two day process held on **26th and 27th February**. This interview will consist of a series of interviews and discussions with stakeholders. Candidates will also be asked to undertake practical tests related to the knowledge and abilities in the Person Specification.

Candidates are advised to make a note of these dates.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post on **1st September 2018** or earlier if possible.

7. Additional information

For a confidential conversation with the GLT Director of Education (Primary) or to arrange to see the school in action, please contact Jenny Cain, Head of HR, at jcain@greenshaw.co.uk, or by phone on 07557 303896.

8. 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 candidate will be subject to an Enhanced DBS and barred list check.