

# Head of School Recruitment Pack





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## Introduction

Thank you for your interest in the exciting and challenging post of Head of School at Millbrook Academy.

Millbrook Academy is a co-educational, fully comprehensive 11 to 18 academy in Gloucestershire. The academy is currently in the process of transferring from AET to the Greenshaw Learning Trust.

This is an exciting opportunity for an inspirational leader to motivate and influence the already committed and collegiate staff of Millbrook Academy and further contribute to the life chances of our young people.

As a relatively small but growing Multi Academy Trust, we are extremely proud of our success so far, but we are not complacent. We are keen to continue to improve further and our aim is to support Millbrook Academy to become outstanding in the near future. In order to achieve this we require a school leader who has a passion for teaching and learning and who wants to work in a vibrant school with colleagues that are innovative and forward thinking in their approach to education. We want Millbrook Academy to give students a better chance of success than if they attended any other school in the area.

The Greenshaw Learning Trust website provides a clear picture of our aspirations and our vision for schools within the Trust; 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 our own.

I enclose a recruitment pack and I look forward to receiving your application.

We welcome visits to the school prior to application – please contact us if you would like to arrange a visit.

I would welcome an informal conversation with any potential candidate. Please contact my PA – Ms Rimell by email to [k.rimell@5acreshighschool.co.uk](mailto:k.rimell@5acreshighschool.co.uk)

Yours sincerely,

**Ben Parnell**  
**Director of School Improvement**  
**Greenshaw Learning Trust**



## **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.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

The Trust provides all its schools with expert advice and fast-response support on 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.

The Trust supports and advises each school's local governing body to ensure they effectively monitor and challenge the leadership of their school, and provides tailored guidance to chairs and clerks and offers governor training.

The Trust is committed to meeting the needs of every student – 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 students and their teachers.

## **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.*



## **Millbrook Academy – About us**

Millbrook Academy is a co-educational, fully comprehensive academy. It is an 11-18 academy for 850 students including a small and growing sixth form. Our vision is to be the comprehensive academy of choice for pupils and parents within our area.

Millbrook Academy was founded in 1967 as the first purpose-built comprehensive school in Gloucestershire. It has recently undergone major refurbishment of the sports facilities and has a brand new astro pitch. The situation of the school, on Mill Lane, is on the edge of open countryside overlooked by the Cotswold Hills. The modern buildings, which include a sports centre, dance studio and swimming pool, occupy an extremely attractive site with extensive playing fields.

There is a wide catchment area including Brockworth, Hucclecote, Upton St Leonards, the City of Gloucester, and the eastern suburbs and rural areas extending up onto the Cotswold Hills. The large catchment area includes children of all abilities and a considerable variety of socio-economic backgrounds. We are proud to be an inclusive, comprehensive school.

### **Trust Employee 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





## Job Description - Head of School

### Main purpose of the role:

The Head of School is responsible for managing the daily operation of the school, the supervision of all students 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 Head of School will work collaboratively with the GLT Director of School Improvement who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality of education in the school.

The successful candidate will:

- demonstrate a passion for education and a desire to improve the life chances of all students;
- have the ability to 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;
- continually assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower their staff to trust in their vision;
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity;
- have successful experience as a senior leader with a proven track record of success.

**Reporting to:** GLT Director of School Improvement

**Line managed by:** GLT Director of School Improvement

**Reporting to:** Local Governing Body

**Salary:** Headteachers' Group 6 (Non London)

Leadership scale 30 – 35 (£80,310 - £90,773)

(Salary range determined on appointment, subject to experience)

**1. Leading strategically** - the Head of School, working with the local governing body and under the direction of the GLT Director of School Improvement, will:

- i. work to develop the strategic vision for our successful school, ensuring that it is clearly articulated, shared, understood and acted on effectively by all;
- ii. build on the current positive ethos of challenge and support to maximise the life chances of all students and promote the development of staff;
- iii. 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;
- iv. Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve. Create an inspiring professional environment consistent with the partnership and each school's values and aspirations.

**2. Leading the school - the Head of School 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 GLT 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 and decisions of the GLT;
- 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 GLT 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 Head of School will work collaboratively with the Director of School Improvement and the wider Trust to:
- ensure that the curriculum is broad, balanced, diverse, flexible and offers opportunities for all students to be successful and engaged;
  - set appropriate and challenging curriculum targets for all students;
  - 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 GLT;
  - create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners;
  - maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of student achievement;
  - promote a culture that encourages every student 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 students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- 4. Leading staff** - the Head of School will, working with the school's leadership team and the Director of School Improvement:
- 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 student 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 staff;
  - manage the effective deployment of all staff within the school, recognising issues related to work-life balance ;
  - 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;
  - identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
  - support the work of the GLT through the strategic deployment of staff where appropriate.
- 5. Leading in the community** - the Head of School will:
- represent and promote the school and GLT to its stakeholders and partners;
  - maintain and develop an effective partnership with parents and carers to support students' achievements and personal development;
  - collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote positive strategies for challenging prejudice.
6. The Head of School will carry out any reasonable task as directed by the Director of School Improvement.

## Head of School - 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
<b>Training, qualifications and school experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:			
	<ul style="list-style-type: none"> <li>degree</li> <li>teaching qualification (QTS)</li> <li>commitment to own self development</li> <li>experience of school leadership</li> </ul>	<ul style="list-style-type: none"> <li>higher qualification in education and/or management</li> <li>having achieved NPQH</li> <li>curriculum and pastoral experience at senior management level</li> </ul>	<ul style="list-style-type: none"> <li>application form</li> <li>qualification certificates</li> </ul>
<b>Experience of Educational Leadership and Management:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:			
	<ul style="list-style-type: none"> <li>successful leadership</li> <li>developing and implementing strategies for raising achievement and achieving excellence for students, staff and self</li> <li>school development planning and evaluation</li> <li>data analysis and target setting;</li> <li>using evidence-based information about effective learning and assessment for learning</li> <li>resource and financial management, monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>experience in change management</li> <li>leading a school from one OfSTED category to another (e.g. Good to Outstanding)</li> </ul>	<ul style="list-style-type: none"> <li>statement of suitability</li> <li>selection process</li> <li>references</li> </ul>
<b>Personal and Professional Qualities and attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:			
	<ul style="list-style-type: none"> <li>provide strategic and creative leadership to maintain and develop a school vision with quality learning for all at its centre</li> <li>work in partnership with the Governing Body and GLT in taking the school forward;</li> <li>lead by example and aim to inspire, motivate, influence and empower staff and students</li> <li>through personal commitment, maintain and develop our ethos of diversity, inclusivity and equality of opportunity</li> <li>set priorities and agree and achieve ambitious goals and targets</li> <li>work collaboratively with others, delegating appropriately</li> <li>create an environment in which staff accept their responsibility for students' learning outcomes</li> <li>seek and act on, feedback from others, including colleagues and governors</li> <li>build and maintain effective relationships and communicate appropriately with governors, staff, students and parents</li> <li>develop, maintain and extend appropriate partnerships with local council, schools, children's services, parents and the local community</li> <li>demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge</li> </ul>	<ul style="list-style-type: none"> <li>working in partnership with an academy trust or other outside providers of support and advice</li> </ul>	<ul style="list-style-type: none"> <li>statement of suitability</li> <li>selection process</li> <li>references</li> </ul>





## Head of School - Person Specification

Criteria	Essential	Desirable	Evidence
<b>Professional Knowledge and understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:			
	<ul style="list-style-type: none"> <li>• current educational issues, including national policies, priorities and legislation</li> <li>• effective strategies for maintaining and developing high standards of attainment, behaviour and attendance</li> <li>• principles and practice of educational inclusion, diversity and access</li> <li>• developing choice and flexibility to meet the learning needs of every student</li> <li>• managing staff, including recruitment and selection and professional development</li> <li>• quality assurance systems, including school review, self-evaluation and performance management</li> <li>• legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation</li> </ul>		<ul style="list-style-type: none"> <li>• statement of suitability</li> <li>• selection process</li> <li>• references</li> </ul>



## 1. Application Process

Please visit our website [www.greenshawlearningtrust.co.uk](http://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](mailto: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 **16th October 2017**. Applications received after this date and time will not be included.

## 2. Shortlisting

Shortlisting will be finalised on **16th October**. 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. Interviews

Interviews will be held on **Wednesday 18th October**. This interview will consist of a series of interviews and discussions with governors, staff and students and candidates will be asked to undertake a practical test related to the knowledge and abilities in the Person Specification. Candidates are advised to make a note of these dates.

## 4. Notification

Candidates will be notified of the outcome on by **Friday 20th October**. Please ensure you have given day and evening telephone numbers on which you can be reached.

## 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 January 2018. Alternative start dates will be considered for the right candidate.

## 7. Additional information

For a confidential conversation with the Director of School Improvement or to arrange a visit to see the school in action, please contact Jenny Cain, Head of HR, at [jcain@greenshaw.co.uk](mailto:jcain@greenshaw.co.uk) or by phone on 07557 303896.