



Headteacher

Recruitment Pack



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Headteacher vacancy at Orrell Lamberhead Green Primary School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from September 2026 or January 2027.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what the Rowan Learning Trust is about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We strongly encourage anyone interested in applying for the vacancy to arrange an informal visit prior to submitting their application. If you would like to arrange a visit, please contact Hayley Robinson on 01942 939026 or h.robinson@rlt.education

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P Rimmer
CEO
The Rowan Learning Trust



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

More information can be found on our website www.rtl.education

Job Description

Headteacher

Reports To: Director of Primary Education

Location: Kershaw Street, Wigan, WN5 0aw

Salary: Leadership Pay Spine: L18 – L24 (£78,702 - £91,158)

The post is employed under School Teachers Pay and Conditions, however, the postholder is expected to work the hours required to ensure that the role is fulfilled to the highest possible standard.

Overall Purpose of Post:

1. Lead strategies to promote and maintain high standards of education in all settings for children and young people.
2. To deliver continuous improvement in education and skills for all children and young people in the school.
3. Act as an advocate and public face of the Trust, using influencing skills to maximise the profile of the organisation and promote the organisation's vision, mission and values.
4. Build strong leadership at all levels within the school.
5. Develop further existing links with the community.
6. To ensure the school is compliant with all regulation e.g. Health and Safety and Ofsted.

As a member of the Rowan Learning Trust, you will be expected to contribute to the overall success of the Trust by embracing its values, approaching challenges positively, seeking solutions and demonstrating a commitment to excellence. You will carry out your responsibilities with the highest expectations, engaging in ongoing learning and development to enhance your performance and advance your career, and will absorb additional responsibilities that are in keeping with the role and grade.



Responsibilities:

The organisation, management, and control of the school

- To serve in the best interests of the school and its community.
- To work with staff, students and governors to determine and fulfil the school's mission, vision and values.
- To understand and welcome the role of effective governance.
- To ensure that the school and Trust values and agreed behaviours are lived, in school, every day.
- To create and lead an aspirational culture where all RLT students receive a world class education appropriate to their ability/need.
- To ensure that school level policies are in place and regularly reviewed and updated.
- To work with colleagues to ensure the production, implementation and monitoring of an agreed School Development Plan.
- To monitor and evaluate the performance of the school, responding and reporting to the Local Government Committee and Director of Phase as required.
- To stay abreast of educational developments across the sector, and to ensure that leaders in school have an understanding of the national picture.
- To implement all school and Trust policies.
- To ensure the school operates effectively and efficiently within the required regulatory frameworks and meets all statutory duties.
- To ensure carefully considered and effective implementation of strategies, which lead to sustained school improvement over time.
- To ensure rigorous approaches to identifying, managing and mitigating risk.

Quality of Education

- To make use of effective and proportional processes of evaluation, to identify and analyse complex or persistent problems and barriers, which limit school effectiveness, and identify priority areas for improvement.
- To develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- To determine, organise and implement a broad and balanced curriculum which:
 - Meets the requirements of the Trust and the national curriculum.
 - Is relevant to the needs, experience, interests, attitudes and stages of development of all students/children, including those with Special Educational Needs.

- Is appropriate to the school's present and likely resources.
- To work with teams and individuals across the school to improve teaching every day, for every student/child.
- To ensure that assessment, recording and reporting is effective.
- To ensure that curriculum planning is strong and is regularly reviewed and adapted.
- To ensure that information on student progress is accurate and used to improve teaching and learning, inform and motivate students and inform parents/carers.
- To ensure that an extra-curricular offer is in place in accordance with the educational aims of the school.
- To ensure that challenging targets are set.
- To ensure that data is quality assured and analysed robustly.
- To ensure that your LGC is able to operate effectively to drive improvement as a result of accurate data and information.

Student Care

- To ensure the protection and safety of students/children and staff through effective approaches to safeguarding, as part of the duty of care.
- To establish and sustain high expectations of behaviour for all students/children, built upon relationships, rules and routines, which are understood clearly by all staff, students and the whole community.
- To ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy.
- To ensure the implementation of consistent, fair and respectful approaches to managing behaviour.
- To ensure that adults within the school model and teach the behaviour of a good citizen.
- To ensure the personal and social development of students, including pastoral care and guidance in accordance with the school's mission, vision and values.
- To handle individual disciplinary cases, including power to exclude students in accordance with provisions of the Articles of Government.

The Management of Staff

- To ensure staff are deployed and managed well with due attention paid to workload.



- To ensure that the selection and appointment of teaching and non-teaching staff is in line with the Scheme of Delegation.
- To ensure that where appropriate, the school is engaged in and supportive of our work to attract, train and retain teachers into the Trust, including ITT, ECF and leadership programmes.
- To engage in a collaborative approach to workforce planning and talent management, working closely with colleagues across the Trust to ensure that we are identifying skills gaps, needs and training requirements for the future, and planning to meet those needs now.
- To deploy and manage all teaching and non-teaching staff appointed to the school by allocating particular duties, including such duties of the headteacher as may be properly delegated, in a manner consistent with their conditions of employment and maintain a reasonable balance between the work carried out in school and elsewhere.
- To ensure that the duty of providing cover for absent teachers is shared equitable and in line with policy.
- To ensure that Trust HR policies are communicated and adhered to by all colleagues.
- To develop good management practice by ensuring positive staff participation, effective communication and procedures.
- To ensure that performance management of all colleagues in school is in line with Trust policy.
- To maintain good relationships with colleagues in school, across our Trust and with staff unions and associations.
- To demonstrate effective leadership, representation and liaison both within the school and between the school, Trust, LA and other interested or involved persons or bodies.
- To ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- To prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- To ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

The Management of Resources

- To ensure that the school follows the Scheme of Delegation.
- To ensure that students and staff are exposed to an attractive environment which stimulates learning and enhances the appearance of the school.
- To allocate, control and account for those financial and material resources of the school which are delegated to the headteacher by:
 - effective management of the school's budget;
 - rational allocation and monitoring of time, space and material resources;
 - ensuring effective arrangements for the siting and storage of materials and equipment.
- To ensure that the maintenance and cleanliness of the school and its surroundings is in accordance with any Local Governing Committee responsibilities under Health and Safety and other relevant legislation.

Working in Partnership

- To forge constructive working relationships and provide information to:
 - the Rowan Learning Trust
 - the Local Governing Committee
 - the wider school community
 - parents and carers
 - the local authority (LA)
 - other schools, colleges, educational establishments
 - other professional bodies, agencies and services
- Liaise in the best interests of students/children or in the meeting of statutory obligations with medical, social and other support services.



Person Specification

Your Skills and Experience

You will have a significant and credible track record as a headteacher or deputy headteacher. You will be aligned with the mission, vision and values of the Trust and have the maturity to lead a large team, whilst working well across other teams to get things done.

Ultimately, you will share our belief in the power of education to change lives for young people, and have the intellectual, interpersonal and operational capabilities required every day to improve education at scale in a national organisation.

Education and Qualifications

- Must be educated to degree or master's level.
- Must have a recognised teaching qualification.
- Must have the NPQH qualification.

Knowledge, Experience and Understanding

- A proven track record of achieving and managing cultural and organisational change in a school.
- Experience of the successful management of complex relationships.
- An understanding of how to execute improvement at scale across a school.
- Evidence of a deep understanding of policy pertaining to all areas of the remit within the post.
- Evidence of being solutions-focussed with the ability to think creatively, engage others in developing solutions and the ability to inspire others to achieve desired outcomes.
- A proven track record of developing high quality and successful relationships with school leaders at all levels.

- Knowledge and experience of project or programme management.
- Excellent grasp of national and local agenda and policy for education services for children and young people.

Skills

- Sound judgement, an open mind and clarity of vision regarding the bigger picture.
- The drive and energy to take a wide range of people with you on a journey of development and improvement.
- Strong organisational and management skills.
- The ability to work independently.
- Strong delegation and multi-tasking skills.
- Working under pressure and managing complexity.
- Personal drive and tenacity to motivate, empower and support individuals and teams to achieve the school's objectives.
- Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action.
- Committed to self-development and development of others.



How to Apply

Should you wish to arrange an informal discussion prior to submitting your application, please contact Hayley Robinson (Human Resources) on 01942 939026 or h.robinson@rtl.education

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to h.robinson@rtl.education

Alternatively, send a hard copy to:

Mr P Rimmer
CEO
The Rowan Learning Trust
Oltec House
18 Beecham Court
Goose Green
Wigan
WN3 6PR

Closing Date: 9.00am on Monday 18th May 2026.

Shortlisted applicants will be notified on Monday 18th May 2026.

Interviews will be held on Thursday 21st May 2026.





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464