



An introduction to **Trevelyan Middle School**

Inspire. Challenge. Grow.

02.

TREVELYAN MIDDLE SCHOOL

This is a really exciting time to be joining Trevelyan Middle School and Pioneer Educational Trust. Following a recent Ofsted inspection, and as we take the next steps in our journey, we need the right person to join us in a pivotal role as Headteacher of Trevelyan Middle School.

Join us on our mission to invest intelligently, inspire collaboration and pioneer so that all learners in our family of schools have equal access to an exceptional education that consciously liberates.

I can't wait to work with you – I am proud to have led Pioneer Educational Trust since 2018, inspired every day by our exceptional colleagues and the brilliant, articulate, curious, passionate and socially-minded pupils in our schools. As CEO, I am committed to driving the principled, relational and ethical leadership which is needed for our schools, and therefore our pupils, to thrive.



*Invest intelligently,
inspire collaboration
and pioneer.*

03.

Pioneer Educational Trust is a values-led, evidence-informed family of schools based in Berkshire, committed to pioneering exceptional education for all. Our ethos is underpinned by four core values: investing intelligently, inspiring collaboration, liberating consciously, and pioneering innovative approaches to education. These principles guide our mission to provide high-quality, inclusive and effective education to over 2,000 pupils across our schools.

Through brave, courageous and authentic leadership, holding high ambitions for each and every pupil in our Trust regardless of background, our Pioneer schools successfully achieve more together for the families and communities we serve than they could ever do on their own.

Trevelyan Middle School, located in Windsor, is a proud member of the Pioneer Educational Trust. The school's ethos — to inspire, challenge, and grow — aligns seamlessly with our trust's values. Trevelyan is dedicated to nurturing curiosity, resilience, and social responsibility among its pupils, ensuring they are well-prepared for future challenges. The school boasts excellent facilities and expansive grounds, providing a conducive environment for both academic and personal development.

The synergy between Pioneer Educational Trust and Trevelyan Middle School ensures that our shared values are not just ideals but are actively practised. By investing intelligently in our staff and students, fostering collaborative efforts, and championing equality, we create an environment where innovation thrives. Together, we are committed to pioneering an exceptional education, empowering every learner to achieve academic excellence and personal growth.

Mrs Antonia Spinks
CHIEF EXECUTIVE OFFICER

THE TREVELYAN WAY

Trevelyan Middle School, situated in Windsor, is a dynamic educational institution committed to fostering academic excellence and personal growth among pupils aged 9 to 13. The school's ethos — to inspire, challenge, and grow — serves as the foundation for its vision: preparing students for success in an ever-evolving world.

VISION, ETHOS, AND VALUES

At Trevelyan, the core values of forward-thinking, social responsibility, curiosity and resilience are integral to the school's culture. These principles aim to nurture well-rounded individuals who are not only academically proficient but also socially conscious and adaptable. The school's commitment to these values is evident in its diverse curriculum and the wide array of extracurricular activities designed to cultivate leadership and personal development.

BENEFITS OF JOINING TREVELYAN MIDDLE SCHOOL AND PIONEER EDUCATIONAL TRUST

As part of the Pioneer Educational Trust, Trevelyan Middle School benefits from being within a family of cohesively diverse schools. This affiliation provides opportunities for collaboration across different educational settings, allowing staff to contribute to and learn from various projects and initiatives. Our trust's commitment to professional development is evident through our Pioneering Leadership Programme and Framework, which aims to cultivate leaders who can thrive in a complex and ever-changing educational landscape.

Trevelyan Middle School's unwavering commitment to its vision, ethos, and values, coupled with its innovative programmes and supportive community, creates an enriching environment for both students and pupils. Being part of the Pioneer Educational Trust further enhances this experience, offering a platform for professional development and collaborative success across a network of schools.

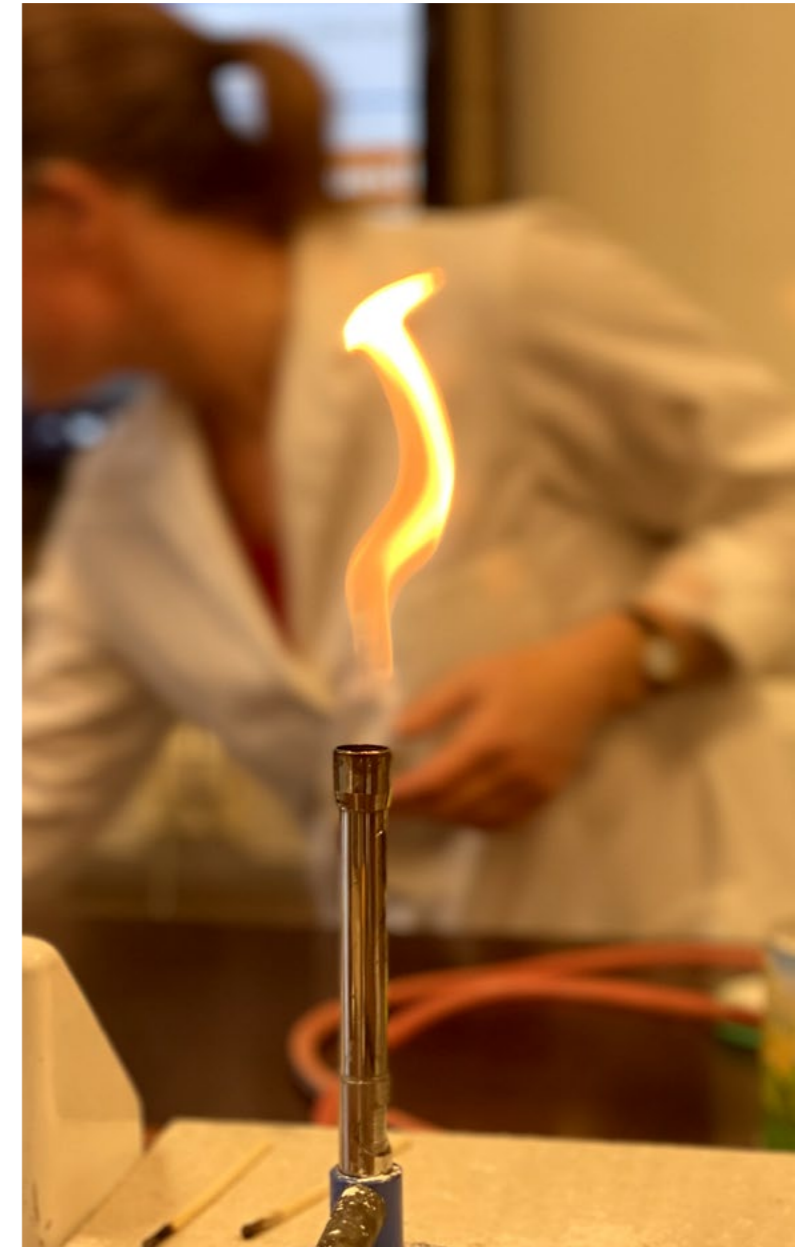
INNOVATIVE APPROACHES AND SUCCESSES

One of Trevelyan's notable innovations is the TMS Baccalaureate programme, which encourages pupils to engage in activities that promote school values such as innovation and social responsibility. Accredited by the National Baccalaureate Trust, the TMS Baccalaureate is completed by all Key Stage 3 pupils combining three elements: core learning, personal project and personal development programme. This qualification provides a structured, inspiring experience to enrich pupils' Key Stage 3.

The school's dedication to personal development is further exemplified by its comprehensive pastoral care system. Each pupil is assigned a 'key adult' within the school setting, typically their form tutor, who supports their day-to-day welfare and academic progress. This approach ensures that every child has a trusted mentor, enhancing their overall school experience. Not only this, but the school provides an inspiring programme of enrichment opportunities that enable pupils to thrive intrapersonally, interpersonally, societally and globally.

Trevelyan's collaborative staff culture is another cornerstone of its success. Teachers and support staff work cohesively to maintain high educational standards, sharing best practices and engaging in continuous professional development. This collaborative environment not only benefits the staff but also translates into a supportive and effective learning experience for the pupils.

The school's commitment to excellence has been recognised by Ofsted, noting that Trevelyan has taken 'effective action' to maintain high standards. The report highlighted the school's 'positive and caring ethos' and acknowledged the success of initiatives like the TMS Baccalaureate.



*Go the
extra mile.*

KEY SCHOOL DATA

Our latest key data information can be found [here](#).



WHY WORK WITH PIONEER EDUCATIONAL TRUST?

Through our WorkWell Promises, we place workload and wellbeing is at the centre of Pioneer Educational Trust. We offer our staff the following benefits:



Enhanced employer pension contributions via excellent Defined Benefit Pension Schemes



Pay policy for support staff which is linked to teaching staff to ensure all staff are treated equitably



Innovative and generous flexible working practices, including bespoke flexible job design process



Excellent ongoing CPDL



Free annual seasonal flu vaccination



Priority admission for children of staff



Reward gateway with access to savings and discounts across a number of retailers and services



Cross phase opportunities for career progression



Long service recognition; first milestone being 3 years



Free on-site car parking



Additional time during the school day to facilitate professional development



Interest free travel to work loans



Annual calendar of events shared with all staff at the start of the year which includes calendared 'No Meeting Weeks' and two-week October half term



Free counselling and legal advice for all staff through an Employee Assistance Programme



No gradings of lessons or individuals



Enhanced leave of absence including maternity / paternity / adoption leave schemes and leave for religious observance



Annual charity challenge providing staff with an opportunity to challenge themselves while raising money for charity



Enhanced parental bereavement pay



Generous, flexible approach to family commitments such as children's assemblies, sports days etc.



Corporate eye care scheme



Email protocol to protect time outside of the school day



Lunch for staff at cost price



Complementary tea, coffee, milk and sugar throughout the school day



Early finish for teaching and non-teaching staff at the end of each long term



PIONEER EDUCATIONAL TRUST

JOB DESCRIPTION:

HEADTEACHER & DESIGNATED SAFEGUARDING LEAD (DSL)

Overall Purpose:

To pioneer an exceptional education for all at Trevelyan Middle School and Pioneer Educational Trust.

Key information:

Department:	Pioneer Educational Trust
Working with:	Pioneer Executive Team, Headteachers and Leadership teams, line manager and staff at all levels
Line Managed by:	The Director of Education
Working pattern:	N/A
Location:	Trevelyan Middle School and across Pioneer Educational Trust when required
Salary:	L20–25
Notice period:	Three months' notice, and four months in the Summer term, terminating at the end of a school term

Vision for the role:

- To lead Trevelyan Middle School, ensuring an exceptional education for all
- To role model and foster in staff the behavioural dynamics from the Pioneering Leadership Framework
- To meet and exceed local, regional, and national benchmarks of an exceptional education
- To be deliberately developmental and pioneer new approaches that result in an exceptional educational for all, a great place to work, and ethical, impactful leadership that serves our community

Expectations for the Headteacher:

Pioneer Educational Trust expects the Headteacher to demonstrate that they possess the requisite leadership knowledge, skills, experience, and personal and professional capacities and dispositions to undertake this role. Candidates should demonstrate a deep understanding, alignment, and active commitment to Pioneer Educational Trust's ethos and work, including our mission, vision, values, policies, practices, and frameworks.

In particular, candidates should demonstrate the following leadership behaviours:

- **Seek heat:** Having high levels of emotional resilience and the capacity to find joy in complexity, overcome challenges, and learn incessantly.

- **Welcome accountability:** The ability to confront reality, embrace responsibility, and drive innovative solutions
- **Communicate with clarity and candour:** The skill to communicate in effective, timely, sensitive, and respectful ways, adapting to audiences, and delivering complex messages with clarity, candour and credibility.
- **Build trust:** The ability to form, develop, and sustain effective and ethical relationships from across the community, including staff, parents/carers, pupils, governors, trustees, and Pioneer Educational Trust staff
- **Use self-awareness to self-regulate:** Having accurate self-knowledge and the ability to act with intentionality, flexing leadership approaches as appropriate to the needs of the context, maintaining optimism, joy, and determination when challenged.
- **Serve others:** Using leadership to serve our communities through intelligent collaboration, building and contributing to diverse networks, and developing and inspiring others to action.

Key Responsibilities:

- Meet and exceed all of the Teacher and Headteachers standards, including the ethics and professional conduct expected of headteachers.
- Deliver an exceptional school culture by establishing and modelling a culture of high expectations and inclusivity, ensuring all pupils thrive and reach their potential.
- Lead on the development of high-quality teaching by providing staff with strategic and targeted professional development opportunities that improve classroom practice.
- Oversee the design and delivery of a broad, balanced, ambitious, and inspiring curriculum that is meets the needs of all pupils and is underpinned by effective assessment.
- Implement and sustain a consistent and effective behaviour policy that fosters a respectful and safe learning environment.
- Ensure early identification and effective inclusion and support for pupils with SEND, working collaboratively and effectively with staff, families, and external agencies, and ensuring all statutory duties are fulfilled.
- Foster a culture of continuous learning by implementing a high-impact professional development programme for all staff.
- Ensure the efficient management of school resources, including staffing, budget, and facilities, to create a sustainable and inspiring learning environment.
- Develop and implement a clear school improvement plan, using data analysis and research-informed strategies to drive decision-making and expert skills in implementation to address priorities and sustain improvement.
- Build strong partnerships with parents, carers, colleagues across Pioneer Educational Trust, governors, trustees and the wider community to enhance pupils' education and well-being.

- Act as Designated Safeguarding Lead, ensuring a culture of safeguarding and health and safety. Ensure all statutory duties and actions aligned to Pioneer Educational Trust's safeguarding policy are implemented effectively and in a timely manner, including ensuring collaborative and constructive working with key partners and agencies, such as LA safeguarding teams, social workers, the LADO, etc.
- Work closely, positively, and collaboratively with Pioneer Educational Trust, school governors, and trustees to ensure transparency, accountability, and strategic alignment with the school's vision and ensuring all statutory responsibilities are met.
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and other stakeholder groups.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

- Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)
- Act in line with the Pioneering Leadership framework

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to 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.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.

PIONEER EDUCATIONAL TRUST
PERSON SPECIFICATION: HEADTEACHER

Section	Essential Criteria	Desirable Criteria
Education & Qualifications	Level 6 qualification or equivalent	NPOH or further professional qualification or willingness to work towards it
	Qualified Teacher Status	
	Evidence of Continuing Professional Development relating to school leadership/ curriculum development	
Experience	Significant and successful experience as a senior leader (e.g. Deputy Head or Head Teacher)	Experience of working with multi agencies, other partner organisations and external stakeholders to develop new approaches and accelerate improvement
	Experience of leading effective professional development	
	Demonstrable experience of developing an ethos where pupils feel safe and secure and where the highest standards of behaviour and attitudes are promoted and maintained	
	Proven track record of improving and sustaining the quality of education in a school, including curriculum, teaching, learning and assessment	
	Experience of impacting positively on pupil outcomes, including pupils who may be disadvantaged, have a special educational need and / or be more able	

Section	Essential Criteria	Desirable Criteria
Knowledge & Skills	The knowledge and skill to inspire and motivate all stakeholders: staff, pupils, parents, governors and school community	
	Skill in using information technology (including Microsoft packages and MIS systems) effectively to enhance the curriculum and create efficiencies in school management	
	Knowledge and skill to communicate complex information concisely, orally and in writing to a wide range of individuals/ organisations	
	Secure knowledge and understanding of the current statutory requirements for education including those relating to curriculum, assessment and the OFSTED Framework.	
	Secure knowledge and understanding of current statutory requirements for safeguarding children, including Keeping Children Safe in Education and creating a culture of safeguarding	

Section	Essential Criteria	Desirable Criteria
Professional behaviours	Be prepared to uphold the mission, vision, values and culture of the trust through leading by example in line with our leadership dynamics: seek heat, welcome accountability, communicate with clarity and candour, build trust, use self-awareness to self-regulate, serve others	
	Strong commitment to raising own and team standards demonstrating integrity and credibility at all times	
	Be prepared to work flexibly to fulfil the duties and responsibilities of the post	
	Able to effectively manage a varied and agile workload	
	Dedicated to the highest standards of child protection, understanding of safeguarding responsibilities and expects all staff to share this commitment.	
	Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and following Pioneer’s safeguarding policies	
	Promotes and embeds equality, diversity, inclusion and belonging as an integral aspect of working and demonstrates a respect for diversity	

APPLY NOW

Apply now to be part of a community that is knowledgeable, empowered and committed to taking principled action in service to others.

Key dates:

Closing sate: Midday on 26/03/2025

Assessment & interview dates

(two-day process): 03/04/2025 and 04/04/2025

* Visits to the school are warmly welcomed. Please contact Mrs Bhamini Lynn, People Partner on blynn@pioneereducationaltrust.org.uk to arrange a convenient time

**This is a two-day process (a first full assessment day, with the final interview for successful candidates on day two).

How to Apply

Please apply via TES.



We hope that you find this pack
informative and useful.

If you do have any further questions, please
contact Mrs Bhamini Lynn, People Partner
recruitment@pioneereducationaltrust.org.uk

You can also visit our websites
<https://www.trevelyan.org.uk/>
or <http://www.pioneereducationaltrust.org.uk>.

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