



GREENSHAW
LEARNING TRUST

Recruitment Pack
Director of
Primary Education

ALWAYS
LEARNING

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Dear Candidate,

Thank you for your interest in the role of Director of Primary Education for the Greenshaw Learning Trust. This is an exciting opportunity to join GLT and become an integral member of the Trust Senior Leadership team, developing and delivering on Trust-wide strategies, providing leadership to GLT primary schools Headteachers and staff, and working with the support and challenge of the Chief Executive Officer, Will Smith, and the Board of Trustees.

Greenshaw Learning Trust has as its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty schools: five in South London, three in Berkshire, one in Surrey, eight in the South West (Gloucestershire and South Gloucestershire) and three in Plymouth. We are continuing to grow and have further schools joining us in the near future including two new schools (a secondary and special school), a large primary school in South London and a further secondary school in Plymouth.

The Trust has a prudent and successful approach to financial planning for individual schools and carries a healthy consolidated operational surplus. The Trust receives annual centralised capital allocations which are distributed to schools on the basis of need and recent investments ensure we have good building conditions across our estate.

Greenshaw Learning Trust schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students. We are looking for an inspirational and transformational Director of Primary Education who will complement the existing Senior Leadership Team and wider Shared Services and be comfortable considering themselves to be 'Always Learning'.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at www.greenshawlearningtrust.co.uk. If you have any questions or would like a confidential conversation with the CEO, please do not hesitate to contact Jenny Cain, Head of HR, by email jcain@greenshawlearningtrust.co.uk or phone 07557 303896.

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.

Yours sincerely



Will Smith
Chief Executive Officer

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our primary schools can be found [here](#)

GLT Primary Schools – Total 4349 pupils on roll

Greenshaw Learning Trust Primary Schools	Pupils on Roll
South London	
Green Wrythe Primary School	278
Tweeddale Primary School	410
Victor Seymour Infants' School	329
Bandon Hill Primary School (currently consulting)	1300
Berkshire	
Crown Wood Primary School	580
Wildmoor Heath School	206
Gloucestershire	
Tyndale Primary School	164
Woodlands Primary School	436
Plymouth	
Montpelier Primary School	646

The Greenshaw Learning 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.

Greenshaw Learning Trust Employee Benefits

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

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Main responsibilities and duties:

The Director of Primary Education will help build and maintain the Greenshaw Learning Trust as a successful multi academy trust that is highly regarded and seen as a centre of excellence in which to work and learn.

The Director of Primary Education will:

- Undertake the role as lead executive for the Trust's primary schools and directly or indirectly line manage primary Headteachers.
- Be an integral member of the senior leadership team comprising the CEO, Directors of Education (Primary and Secondary) and Director of Resources.
- Report to the Chief Executive Officer and, as appropriate and necessary, provide support and guidance to the Board of Trustees.

Reporting to: Chief Executive Officer

Responsible for: Primary School Headteachers (x 9)
Primary School Improvement Lead (x2)

Salary: **£115,000 - £130,000 per annum**
(starting salary will be determined on appointment, subject to experience)

Place of Work: The postholder will be based from home, however, regular travel to GLT primary schools and other GLT locations will be required.

Job Description

The Director of Primary Education will work collaboratively as a member of the Trust Senior Leadership Team to:

- Contribute to the development of, and ensure the delivery of, the strategy agreed by the Board of Trustees.
- Ensure that the vision and values of the Trust are espoused in all aspects of their work and of all staff they are responsible for, fostering a growth mindset in themselves and others.
- Maintain and promote the integrity of the Trust and seek and develop opportunities for the development of a consistent Trust-wide approach to teaching and school improvement.
- Ensure that the services and resources of the Trust are developed and deployed, within the Trust and outside, cost effectively and in accordance with the appropriate policies and procedures agreed by the Board of Trustees.
- Oversee and report to the Board of Trustees on the operation of and the performance of GLT primary schools.

- Provide relevant and timely information and advice to the Board on the challenges to, opportunities for and good practice regarding school improvement to primary phase education.
- Identify and bring forward proposals to develop opportunities for growth of the Trust and coordinate the integration into the Trust of primary schools joining and being established by the Trust.
- Work across the whole Trust, maintaining a trust-wide focus for primary phase education, including curriculum, assessment, behaviour and other pedagogical aspects of school development and to promote inter-region collaboration in primary education phase.
- Work collaboratively with Headteachers and LGBs of GLT primary schools to identify areas for development and ensure they have an effective plan for school improvement.
- Inspire and enable others to lead, characterised by ethical and ambitious improvement at pace and the expectation that excellence is a realistic goal.
- Ensure that Headteachers and LGBs of GLT primary schools receive appropriate guidance and advice regarding teaching and learning and school improvement, and coordinate the provision of such support, guidance, and advice. Seek opportunities for and promote and coordinate school-to-school collaboration.
- Lead, develop and coordinate the Trust shared services, Primary school improvement team, working with GLT primary schools, and the direction and deployment of, the recruitment and induction of, and the line management and performance management of, those staff.
- Line manage and performance manage the Headteachers of all GLT primary schools.
- Engage any relevant shared services staff and draw on their experience and expertise to support school improvement and the performance management of Headteachers.
- Build and maintain relationships with the Trust's internal and external stakeholders and partners and liaise with external agencies on behalf of the Trust on matters relating to the operation of the Trust's primary schools.

Undertake any tasks reasonably requested by the CEO or Board of Trustees

Person Specification - Essential Criteria (*Desirable)

Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:

- Educated at degree level, with evidence of continuing professional development.
- Qualified teacher status.
- Further relevant professional studies.
- Demonstrable experience of successfully leading major change to achieve impact within a large multi-site organisation.
- Demonstrable successful career experience, a proven track record as a Headteacher or leader in education.
- Demonstrable experience of leading outstanding primary school practice.
- Experience of working effectively with a Board/Governing Body to create vision and form the direction for an organisation.
- Experience of coaching, mentoring, directing, and challenging senior members of staff.
- Experience of designing, tracking, monitoring, evaluating, and reporting on systems capable of bringing outstanding outcomes.
- Successful proven experience of promoting inclusion, equality, and diversity.
- Experience of managing budgets, people, and resources effectively and in accordance with the scheme of delegation.
- Masters Level Degree/NPQH*

Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills, and knowledge:

- The ability to champion strategic priorities and deliver change through growth mindset.
- Highly skilled at evaluating a school and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders.
- Effective collaboration skills – ability to build and draw on the strengths of others to generate outstanding results.
- Ability to analyse issues, make informed judgements and take appropriate actions and accept responsibility for results.
- Excellent written and verbal communication skills.
- Ability to use initiative, prioritise, meet deadlines.
- Resilience, with the ability to deliver a complex and demanding workload.
- Results orientated, analytical approach.
- Excellent project management and organisation skills.
- Ability to appreciate issues of confidentiality.
- Knowledge and understanding of people, governance, budget management and financial systems.
- Knowledge and awareness of relevant education sector policies.
- Knowledge of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment, Health and Safety legislation and Data Protection.

Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:

- High degree of emotional intelligence.
- Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict.
- Ability to maintain a positive and professional demeanour.
- Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

- A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery.
- Ability to demonstrate understanding of equal opportunities.
- Commitment to support the Trust's agenda for safeguarding.
- Willingness to attend evening meetings.
- Ability to travel to all GLT sites.
- A flexible approach to working hours.
- Use of car and current driving licence*

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 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. CVs should not be submitted.

Applications must be received no later than midday on **Friday 19th March**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Friday 19th March**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

3. Interview Process

First stage Interviews will be held on **Tuesday 23rd March**. This interview will consist of a series of panel interviews with stakeholders and practical tasks related to the knowledge and abilities outlined in the Person Specification.

At the end of the process a further shortlisting will take place and selected applicants will be invited to a final formal interview to take place on **Wednesday 24th March**. Applicants are advised to make a note of these dates.

4. Taking up post

The successful applicant will take up post on **1st September 2021**. For further information, please contact Jenny Cain, Head of HR: jcain@greenshawlearningtrust.co.uk