



Learning in  
Harmony  
Trust

# Headteacher Application Pack











***“A vibrant, happy learning  
community for all of us”***



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# Welcome



Dear Colleague,

Many thanks for your interest in the position of Head Teacher at Greenways Primary School. I very much hope that this information pack gives you a flavour of what an exciting opportunity this is.

Greenways is a very large complex primary school. It's already successful and held in high esteem locally. It also has much scope to be developed further so that it has an even greater impact on the children, families and community that it serves. It needs a Head Teacher with the depth and breadth of experience necessary to lead the school forward in a way that fully utilises the high quality committed team that has developed at the school.

Greenways, as in all our family of schools, has a well established and evidence-based approach to teaching and learning. We are looking for someone to build on these existing principles in order to inspire and deepen learning across our whole community

Being a Head Teacher within the Learning in Harmony Trust means taking responsibility that sits beyond the boundaries of your own school. We are looking for someone who desires to be a Trust Leader, as well as a leader within the trust. As a group of schools we have a presumption for partnership, and a commitment to ensuring that all of our schools succeed. Our aspiration is that collectively we can provide the support and challenge to each other that will enable this. It's very difficult to articulate how this works in practice in a few sentences - I would therefore urge you to contact us for a conversation with one of our senior team. I'm confident that once you find out more about us you will want to be a part of our team.

I look forward to hearing from you

Yours,

Gary Wilkie

CEO of The Learning in Harmony Trust



# About Learning in Harmony Trust



There are 9 schools in the Trust, split between the vibrant and multicultural capital city of London and the picturesque county of Essex. Our values unite us, and our differences provide more opportunities than challenges.



The Learning in Harmony Trust was established as a multi-academy trust on 1st September 2014. Since then, the Trust has grown from a group of schools based in Newham, welcoming schools from Southend-on-Sea in the years that followed, to the present day where we now cover the county of Essex and the city of London.

**At the Learning in Harmony Trust, we work in harmony to achieve excellence for all.**

We believe that doing things in harmony means a commitment to working collaboratively and effectively using everyone's strengths to meet a common aim. We do not follow a school-in-a-box model, and instead work collaboratively at all levels within and across each school to maximise potential through continuous challenge and support.

**We live and breathe our values:**

- Enabling Success
- Acting with Integrity
- Encouraging Innovation
- A Nurturing Community



# About Greenways Primary School



Greenways is a place of learning and friendship, where everyone shares a sense of common purpose. We provide a happy and nurturing environment so that as well as maturing into well-rounded, healthy young people, our children develop a passion for learning. Greenways is the largest primary school in Southend, with 4 forms of entry, and is a school at the heart of its community. Our core values of: Respect; Nurture; Inspire and Aspire, are what it means to be part of Greenways.



Developing the whole child is of paramount importance to us, and we work hard to ensure that our children are not only successful learners but also responsible citizens. Our curriculum continues to evolve, but at its heart is a commitment to providing a range of opportunities and inspirational experiences for all learners. This is complimented by a wide range of extra-curricular clubs, inspiring school visits and residential experiences which build pupils' character, help them to become more resilient and develop communication and collaboration skills.



Greenways is a learning community, and as such, we expect our teachers to be model learners, always reflecting on how they can improve their practice and learn from within and outside of our school.



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# About Greenways Primary School



We believe in evidence informed practice; pupils learn in mixed ability groups; teachers make effective use of assessment and are responsive in the classroom; and we use positive strategies to manage behaviour.

You can find out more about our approach to teaching and learning [here](#). Our leaders follow the same example: we are committed to self-improvement and supporting everyone to continue their own professional development; we collaborate meaningfully with each other and with our Trust colleagues; and we communicate with each other and with the school community often.

The Greenways site has excellent facilities and we are fortunate to be minutes away from Southend Seafront, allowing us to enhance our curriculum using the beach and all that it offers. There are also a number of green spaces within our grounds and across the local community.

You can see more of our school in the galleries [section of our website](#).

The school was inspected under the new Ofsted framework in September 2019 and was graded, Good. You can read the full report [here](#).





# Greenways Primary School

## Our Values & Ethos



A community where everyone is inclusive, where there is equality of opportunity, a sense of fairness and justice and where everyone acts with integrity and honesty.



A thoughtful and reflective community where everyone takes responsibility for and trusts in one another, where all learners demonstrate hope, empathy and compassion; Where relationships are strong and there is a secure and safe learning environment.



An innovative community where, through encouragement and positivity, everyone can develop their skills independently and collaboratively, and where learners are encouraged to take risks.



A thriving community where we have high expectations of ourselves and each other, where there is a belief that we can all achieve through persistence, determination, resilience and humour.



# Job Description

## Headteacher



<b>Job Title</b>	<b>Head Teacher</b>
<b>Pay scale</b>	<b>Leadership spine</b> L26 - L32* <i>*Relocation and welcome packages may be available for exceptional candidates.</i>
<b>Location</b>	<b>Greenways Primary School</b> <a href="#">Southend on Sea, SS1 3BS</a>
<b>Responsible to</b>	<b>CEO and Trust Leadership Group</b>
<b>Purpose</b>	<p>To provide professional leadership to ensure the school delivers a high-quality education for all pupils and to promote the highest possible standards of learning and achievement.</p> <p>The Head Teacher shall perform his/her responsibilities in accordance with the Trust's Funding Agreement, Memorandum and Articles of Association and all relevant statutory requirements.</p>
<b>Job context</b>	<p>Whilst the initial job role will be the Head Teacher at Greenways Primary School, the contract will be with the Learning in Harmony Trust, opening the door to further career progression opportunities and executive work across all the schools in our values-driven and highly collaborative organisation.</p>

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## Key areas of responsibility

### Strategic

- To provide inspiring and purposeful leadership for staff and children.
- To continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- To work in collaboration with the Local Governing Body (LGB), staff, pupils and parents to implement the strategic vision for the school and that of the Trust and to promote the ethos and values which underpin the school and those of the Trust.
- To continue to implement a School Improvement Plan to secure continuous improvement.
- To monitor and evaluate the performance of the school and respond/report to the Local Governing Body, Trust Leadership Group (TLG) and CEO as required.
- To ensure that the management, finances, organisation and administration of the school support its vision and values.
- To monitor and evaluate the school's policies and practices to ensure that these reflect the national agenda and local conditions.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them and are participants in meeting long, medium and short term objectives to secure educational success.
- To work professionally and collaboratively with the Trust schools, adopting the Learning in Harmony Trust template where appropriate and without compromise to the distinctiveness of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including local governors, CEO and Trust Leadership Group, OfSTED, Regional School Commissioner, Local Authority, the local community and others, as appropriate.

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## Leadership and management

- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- To implement and sustain effective systems for the management of staff performance, incorporating meaningful appraisal.
- To manage the arrangements made in accordance with the regulations for performance management and threshold progression.
- To promote and monitor the continuance of professional development of staff, including the induction of Newly Qualified Teachers.
- To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of employment.
- To ensure that a Deputy Head Teacher, or another suitable person, assumes responsibility for the discharge of the Head Teacher's function at any time when absent from the school.
- To continue the development of good working relationships with local governors, staff, children, parents/carers and the community.
- To provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities including, but not limited to, the monitoring of effective teaching and learning, standards of achievement and value for money.
- To carry out any such duties as may be reasonably required by the Local Governing Body.



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<b>Deployment of staff and resources</b>	<ul style="list-style-type: none"> <li>• To work with local governors and colleagues to recruit and retain staff of the highest quality.</li> <li>• To make arrangements for the security and effective supervision of the school's buildings, their contents and the grounds.</li> <li>• To effectively manage the school's human, financial and physical resources.</li> <li>• To set appropriate priorities for expenditure, allocation of funds and effective administration and control.</li> <li>• To manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.</li> <li>• To work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.</li> <li>• To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve children's achievements, ensure efficiency and secure value for money.</li> <li>• To maximise the potential of the site for learning, play, cultural and social opportunities and for the benefit of the community served by the school.</li> </ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"> <li>• To continue to maintain an environment that promotes and secures good teaching and learning, and high standards of achievement and behaviour.</li> <li>• To determine, organise and implement an appropriate curriculum for the school.</li> <li>• To monitor, and adjust where necessary, policies for the personal, social and moral development of children, good race relations and equality.</li> <li>• To monitor and evaluate the quality of teaching and learning and standards of achievement of all children.</li> <li>• To ensure there are strategies for good behaviour/discipline.</li> <li>• To continue to maintain an effective partnership with parents and the wider community to support and improve children's achievement and personal development.</li> <li>• To promote extra-curricular activities and additional educational support programmes in accordance with the educational aims of the Trust.</li> <li>• To ensure that parents/carers and students are well informed about the curriculum, attainment and progress.</li> </ul>

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<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.</li> </ul> <p><b>The Headteacher will ensure that:</b></p> <ul style="list-style-type: none"> <li>• The policies and procedures adopted by the Local Governing Body and the Trust Board are fully implemented and followed by all staff.</li> <li>• Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions, other inter-agency meetings and contributing to the assessment of children.</li> <li>• All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</li> </ul>
<p><b>General responsibilities</b></p>	<p><b>All employees are expected to:</b></p> <ul style="list-style-type: none"> <li>• Undertake any training commensurate with the post.</li> <li>• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> </ul> <p><i>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</i></p>



# Person Specification Headteacher



Attributes	Essential	Desirable	Evidence
<b>Qualifications</b>	Qualified Teacher status	<p>National Professional Qualification for Headship (Awarded or Working towards)</p> <p>Evidence of further study (this could be ongoing) and/or Further Professional Qualifications</p> <p>Higher degree or equivalent</p>	<p>Application form</p> <p>Selection process</p> <p>Certification</p>

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Professional Experience and Knowledge	Existing Head Teacher <b>OR</b>		
	<p>Recently served as a substantive Head Teacher <b>OR</b></p> <p>Successful substantive experience at senior leadership level within a school, including Assistant Head Teacher and/or Deputy Head Teacher and/or Head Teacher experience</p> <p>-----</p> <p>Proven track record in leading and managing staff to support successful outcomes for a wide ability range of children</p> <p>Proven teaching ability</p> <p>Experience of the successful leadership of significant change within an establishment in a constructive and sensitive manner</p> <p>Experience of improving teaching and learning</p> <p>Experience of the analysis of qualitative and quantitative data to inform school improvement</p>	Experience of senior leadership in a variety of contexts, preferably in more than one school.	<p>Application form</p> <p>Selection process</p> <p>References</p>



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Skills & knowledge	Proven effective leadership and management skills		
	Proven ability to encourage and motivate through positive management		
	Proven ability to performance manage staff and promote professional development and accountability		
	Ability to develop a clear vision for the future and its implementation		
	Ability to communicate effectively in a variety of situations		
	Ability to account to stakeholders and hold others to account		
	Ability to undertake robust self-evaluation processes and use pupil performance data to identify and set relevant school improvement targets		Application form
	Curriculum management - planning, delivery and assessment		Selection Process
	Effective financial management skills		References
	In depth knowledge and understanding of the wider educational agenda, including current national policies and educational issues		
	Evidence of successfully developing teams of professionals, delegating effectively and managing change		
	Ability to work with and advise the Trust Board and Local Governing Body to fulfil their respective roles and statutory obligations		

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<b>Personal Qualities</b>	<p>Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school</p> <p>The ability to think and plan strategically to promote the school's vision, ethos and values</p> <p>Is well organised, able to plan, prioritise and delegate effectively</p> <p>Is articulate and approachable with excellent communication skills, both verbally and in writing</p> <p>Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships</p> <p>Has proven sound decision-making skills combined with the ability to lead, influence, empower and manage change</p> <p>Has presence and visibility as a leader, demonstrating optimism, resilience and a well-developed sense of proportion</p> <p>Has the ability to tackle difficult situations and make difficult decisions, conveying outcomes clearly and with sensitivity</p> <p>Is able to relate well to parents/carers, staff, governors, partners and the wider community</p>		<p>Application form</p> <p>Selection process</p> <p>References</p>
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# Your Wellbeing



The wellbeing of all our staff is paramount. As a senior leader in the Learning in Harmony Trust, there is a unique opportunity to collaborate closely with a large group of like-minded, values-driven leaders.

There will be a broad range of exciting formal and informal professional development opportunities available to you and it goes without saying that managing workload effectively is of utmost importance to our trust. Alongside this, we also offer all employees a number of additional perks:



Significant discounts for a number of retailers and services via the Perkbox Employee Incentive scheme. Examples of perks include cheaper Cinema tickets, and discount vouchers for supermarkets, restaurants and a range of online stores.



Free medical support such as regular health checks, a 24 hour GP helpline, emergency surgery, physiotherapy and counselling via the Schools Advisory Service.



**Enjoy Benefits** are our partner for some of the salary-sacrifice schemes we offer, including a cycle to work scheme and annual gym membership. We also offer child-care vouchers and travelcard season ticket loans.

# How to Apply



If you would like to apply for this vacancy, please follow this link to our eTeach Recruitment portal. If you have any questions before you apply please do not hesitate to contact us by email at **[recruitment@lihtrust.uk](mailto:recruitment@lihtrust.uk)**



## Recruitment Timeline

**Opportunity to meet with Governors and Trust Leaders: w/c 8th and 22nd February**

**Shortlisting: 1st March 2021**

**Interviews: 15th and 16th March**

**Start Date: 1st September 2021**

## Safeguarding Statement

The Learning in Harmony Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

*"A vibrant, happy learning community for all of us"*

# Our Schools



## Upton Cross Primary School

**Website:**

[Click here](#)

**Twitter:**

[@UptonX\\_newham](#)



## Sheringham Primary School

**Website:**

[Click here](#)

**Twitter:**

[@SheringhamPS](#)



## JFK Special School

**Website:**

[Click here](#)

**Twitter:**

[@JfkSend](#)



## Drew Primary School

**Website:**

[Click here](#)

**Twitter:**

[@DrewPrimary](#)



## Hartley Primary School

**Website:**

[Click here](#)

**Twitter:**

[@hartley\\_primary](#)



## New North Academy

**Website:**

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## Temple Sutton Primary School

**Website:**

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## Blenheim Primary School

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## Greenways Primary School

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