



MOSAIC
SCHOOLS LEARNING TRUST

Achieving Excellence
for Every Child,
Every Day

Executive Head Teacher Recruitment Pack

Full time

Preferred start: January 2027

Location: Wickham Common Primary School



**WELCOME
TO MSLT**

**Respectful
Resilient
Resourceful**

Contents

WHAT YOU NEED TO KNOW ABOUT US

1. Welcome from the Chief Executive Officer
2. About Mosaic Schools Learning Trust
3. Our Vision & Values
4. Meet the Executive Leadership Team
5. The Executive Head Teacher Role
6. What we can offer you
7. The recruitment process

Welcome from the CEO

A message from our CEO, Andrea Harris



Dear Applicant,

At Mosaic Schools Learning trust, we pride ourselves on being an innovative, forward-thinking organisation built on trust and collaboration. Our mission is simple yet profound: to keep children at the heart of everything we do. Every decision we make is guided by a strong moral purpose—ensuring the very best opportunities for every child in our care.

We recognise that each of our school communities is unique. That individuality is something we celebrate, while providing a standardised framework that supports consistency and excellence across the Trust. We are always horizon scanning, seeking out new ideas and approaches that will help us deliver the highest quality education and outcomes for all.

The Executive Head Teacher role within our Trust is absolutely vital to our success. The successful candidate will provide strategic leadership across a group of our schools, working closely with Headteachers to improve educational standards, teaching, learning, and pupil outcomes. Reporting to the CEO, they will oversee school improvement, support schools and develop school leaders, ensuring effective professional development and staff wellbeing, and collaborate with stakeholders across the Trust. They may also lead specific strategic priorities across the Trust to drive consistency, excellence, and the best possible outcomes for all pupils.

We are a passionate and committed team, united by a shared vision and a determination to do what's right for children. If you believe you can bring your skills and energy to this mission, we would love to hear from you.

Together, we can shape a future where every child thrives.

Kind regards,

A handwritten signature in blue ink that reads "A J Harris".

Andrea Harris
Chief Executive Officer
Mosaic Schools Learning Trust

About us

Mosaic Schools Learning Trust (formed on the 1st September 2024 following the merger between Connect Schools Academy Trust and Compass Academy Trust), is a group of 10 schools based in Bromley and in Kent: Cage Green Primary, Crofton Infant, Crofton Junior, Marian Vian Primary, Oak Lodge Primary, Raglan Primary, River Mill Primary, Unicorn Primary, Valley Primary and Wickham Common Primary Schools. The Trust aims to deliver the very best educational experience for its pupils with each school bringing its own strengths and expertise to benefit the whole learning community.

MSLT IN NUMBERS

1 Trust*

10 schools

2 Local authorities

3 ARP's**

263 Teaching staff

452 Support Staff

5 SBN's***

18 Executive Leadership Team

5 Trust members

11 Trustees

28 Central Team

+£33m Income

(£1.9M SEN Funding, £843k Pupil Premium)

* SCA Capital Funding qualified

**Additionally Resourced Provision

***School Based Nurseries

To find out more about us: <https://www.mosaicschoolslearningtrust.org>

Our Vision & Values

Achieving Excellence for Every Child, Every Day

Mosaic Schools Learning Trust is a community where schools work collaboratively to be the best that they can for the benefit of all the children in our care and staff that make up our Trust family. Our goal is simple: we want all children to flourish and to receive the best education that we can provide. In short, we want to achieve excellence for every child, every day.

We believe in true collaboration, working in partnership, investing in people and building capacity for long term, sustainable success. We are accountable to each other for each other and we all take responsibility for every child.

Our aim is to maintain and grow good and outstanding academies within a supportive environment.

As a Trust, we have a clear mission and core values that underpin us in achieving excellence for every child, every day. Our mission is to provide everyone with a learning experience that: Is rooted in a culture of excellence; is relevant to a complex and ever-changing world; engages with and celebrates the diversity of our communities; and empowers everyone to contribute positively to society.

The Core Values that drive our attitudes, behaviours and organisational health are Respectful, Resilient and Resourceful.












Meet the Team

Executive Leadership Team

Led by the CEO, the Executive Leadership Team (ELT) is a team of the most senior leaders in the Trust who meet regularly and work collaboratively to achieve the Trust’s objectives as agreed by the Trust Board.

The purpose of the ELT in conjunction with the Board of Trustees is to support the CEO in shaping and delivering the ongoing vision, purpose, values and ethos of the Trust through collective accountability and delegated authority. This will therefore include the identification and management of risk, so that planned outcomes are not compromised. We call this ‘intentional collaboration’.

Each member of the ELT has individual accountabilities as determined by their job role within and wider responsibilities across the organisation. The ELT is a team and not a group. It seeks to act and speak with “one voice, one heart, and one mind,” utilising the knowledge and skills of each member so that the team is collectively more than the sum of its parts.

<p>Andrea Harris – CEO of Mosaic Schools Learning Trust</p> <p>Senior executive leader, responsible for strategic leadership, financial oversight, and ensuring the trust provides a high-quality education for all pupils.</p>		<p>Rachael Finan - Chief Finance Officer</p> <p>Providing leadership and management to all of the Trust's financial functions. Ensuring budgets are prepared and monitored in accordance with the Academy Financial Handbook, ESFA Guidelines and with all statutory requirements</p>	
<p>Executive Head Teachers</p> <p>Wendy Giles + TBC</p> <ul style="list-style-type: none"> Strategic leadership of multiple schools focused on school improvement, sharing resources, best practice and consistent standards across all school within the Trust. Provides support to the CEO 		<p>Karen Wilson - Chief Operating Officer & Data Protection Officer</p> <p>Providing leadership and direction on all non-academic aspects of the trust, working with the CEO and the board to achieve strategic aims.</p>	
	<p>TBC</p>	<p>Vicki Maher- Strategic Lead for SEN & Inclusion</p> <p>Responsible for driving the SEND agenda, developing a Trust-wide SEN & Inclusion Strategy and implementing across Trust schools</p>	
<p>Trust Head Teachers</p> <p>Responsible for providing strategic leadership and management for a school to ensure high standards of teaching, learning, and student achievement.</p> <ul style="list-style-type: none"> Cage Green Primary School: Joanna Styles Crofton Infants and Crofton Junior Schools: Susie Sargent Marian Vian Primary School: Ian Redgrave Oak Lodge Primary School: Georgina Baron Raglan Primary School: Matt De Freitas River Mill Primary School: Suzanne Leader Unicorn Primary School: Vicky Elvines Valley Primary School: Stephen Jackson Wickham Common Primary School: Rebecca Williams 		<p>Elaine Cooper - Head of Governance and Executive Support</p> <p>Responsible for coordinating Trust Governance: Trust Boards; Committees and Members and School Local Governing Boards</p>	
		<p>Michael Field- Head of Estates</p> <p>Developing and delivering the Trust's estates strategy; managing all premises related contracts and services; responsible for compliance, health and safety, maintenance and estates budgetary planning.</p>	
		<p>Sue Wray- Head of HR</p> <p>Responsible for streamlining of HR processes and procedures, updating HR policies, overseeing HR team and Employee Relations case management.</p>	

Job Description

Employment details

Job title: Executive Headteacher (EHT)

Reports to: Chief Executive Officer (CEO)

Hours of work: 30 hours per week,

Starting Salary: £104,648 per annum (range L28 to L32)

Overall Purpose of the Role

An Executive Headteacher within Mosaic Schools Learning Trust is a senior leadership role responsible for developing educational strategy; overseeing and directing educational improvement, educational policies, programs, and interventions across the Trust.

They provide strategic leadership and guidance to improve educational outcomes and standards for a particular set of schools (including Nursery and Alternative Resource Provision) as allocated by the CEO to whom they are responsible to. Executive Headteachers therefore work closely with Headteachers, leaders, teachers, governing bodies, trustees and other stakeholders to ensure effective implementation of curriculum, teaching learning and assessment, and the impact on all pupils' learning outcomes. They work collaboratively with colleagues to secure the best outcomes with colleagues across the Trust.

They ensure that headteachers, in particular are equipped both personally and professionally to fulfil their roles. They have an oversight of staff professional development and ensure that clear plans are in place to optimise staff continued professional development and wellbeing.

An Executive Headteacher may also be asked to take a strategic lead across the Trust for particular areas of leadership responsibility.

Main Duties and Responsibilities

Key Responsibilities

Strategic

- Developing and working with schools to implement the Trust's strategic vision and direction for education, in conjunction with the CEO and in consultation with other key stakeholders as laid out in the Trust's Business Plan and MAT Annual Plan.
- Providing support and challenge in establishing educational targets to ensure the best pupil outcomes, ensuring that processes are robust and allocation of resources is appropriate to optimise success.
- Overseeing and monitoring school improvement strategies and initiatives, providing robust quality assurance, support and challenge; proactively instituting interventions, when necessary, in line with the Trust's Education Strategy for its schools.
- Fostering a culture of innovation, collaboration, and continuous improvement that also builds a culture that is in line with the Trust's values, ethos and operating principles

- Ensuring compliance with all statutory requirements (including safeguarding).
- Promoting and ensuring best practices in curriculum development, pedagogy, inclusion and the learning environment providing/delivering CPD as required.
- Building relationships with and responding to support and advice requests by leaders and other staff as a result of deep educational and wider knowledge.
- Providing leadership and guidance to educational professionals, governing bodies, and stakeholders, in order to build leadership capacity and support the development of educational policy and best practice.
- Line-manage a group of headteachers (and any other staff delegated by the CEO) to ensure that professional performance is maximised and career development planned. Rigorously tackle underperformance in line with the Trust’s Performance Management Policy and other relevant procedures where necessary.
- Supporting Headteachers and Local Governing Bodies in the appointment of senior staff.
- With colleagues, support the CEO in managing staff succession planning, particular at senior level.
- Staying up-to-date with changes in educational policies and practices.
- Ensuring that all schools are ready for inspection, have the necessary evidence in place to support their judgements and procedures and are able to clearly articulate school self-evaluation.
- Collaborating/working with Local Governing Bodies, parents, and other community partners to ensure that public relations are strong for all stakeholder groups.
- Provide reporting to the CEO, the Board of Trustees (and its Committees including Local Governing Bodies) as required.
- Taking a cross-trust lead as required in areas related to educational strategy and/or ongoing improvement; and undertake any other duties commensurate with the post as required by the CEO.

Lesson Delivery

In order to qualify for membership of the Teacher’s Pension Scheme, there is a requirement for this role to undertake some academic and teaching responsibilities. To fall within the scope of eligibility, there will be a requirement for the EHT to:

- Ensure the highest standards of teaching and learning by developing and overseeing curriculum planning, lesson delivery, assessment systems and pupil progress reporting.

Planning and preparing lessons and courses for pupils

- Oversee the design and implementation of curriculum frameworks to ensure lesson plans and schemes of work meet national standards and student needs.
- Guide and support school leaders in structuring lessons that enhance pupil engagement and learning outcomes.
- Lead the development of subject-specific strategies to ensure high-quality curriculum planning across schools.

- Facilitate professional learning sessions for teachers that directly impact classroom instruction and lesson delivery.
- Engage in direct classroom observations to provide expert coaching and ensure high-quality teaching delivery.
- Lead and deliver whole school teaching sessions that reinforce key educational themes

Reporting on the Development, Progress, and Attainment of Pupils

- Use schools performance data to inform decision-making and drive strategic improvements in teaching and learning.
- Ensure a robust system for reporting pupil progress and attainment across the organisation.
- Ensure accurate and timely reporting on pupils progress through standardised systems across schools.
- Work with senior leaders to analyse and present progress data to stakeholders, including governors and external bodies.
- Provide strategic oversight to ensure assessment and reporting practices support continuous improvement in pupil outcomes.
- Monitor lesson quality by ensuring consistency in lesson delivery across all schools, setting clear standards for excellence, and conducting regular reviews of planning and execution.

Other

- To champion, promote and articulate the vision, ethos and values of Mosaic Schools Learning Trust, to ensure that there is a shared understanding of all expectations and aspirations which are lived out by all those who report directly to you to ensure a high quality of education.
- To model the Mosaic values and behaviours in all your work (e.g. as laid out in our Aspiring Leadership Model) and ensure the vision and values of the Trust are clearly articulated, shared, understood and acted upon by all you lead and manage
- Motivate and work with others to create a shared culture and positive climate, having the highest expectations of self and others.
- To take responsibility for own ongoing professional development, ensuring that all mandatory training requirements are undertaken

General

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all of Mosaic Schools Learning Trust policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equality for all in line with the Trust's policy for Equality, Diversity

Person Specification:

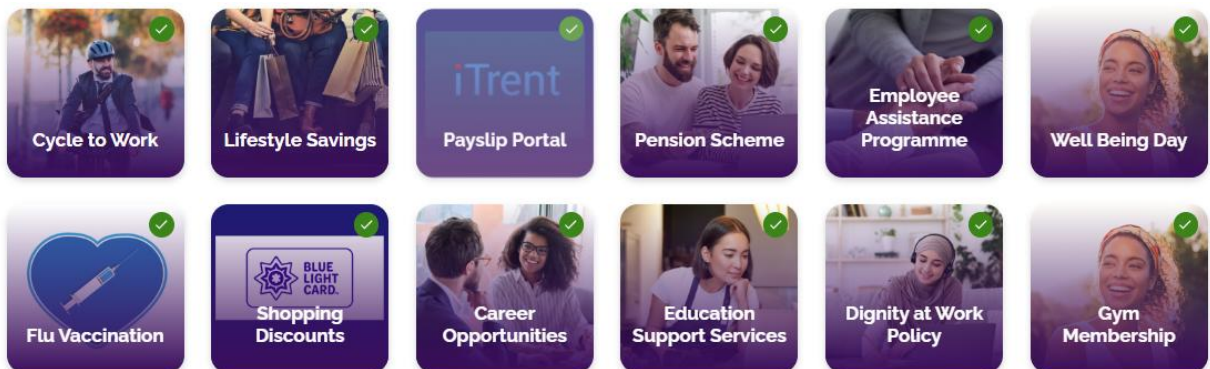
Requirement	Essential	Desirable
Experience/Knowledge/Qualifications		
Qualified Teacher status	x	
Educated to at least degree level	x	
To demonstrate postgraduate study (at Masters level or beyond)		x
A proven track record of an effective approach to leadership and managing people (including line management) demonstrating an appropriate balance between empowerment, support, assertiveness and direction	x	
Significant leadership experience at a senior level in educational provision with a proven track record of achieving consistent improvement in the sector	x	
A proven track record of successful, senior educational leadership in more than one setting/school and in supporting schools in moving towards outstanding standards/Ofsted grading	x	
Relevant experience in delivering effective innovations in curriculum and pedagogy that have led to improvements to meet the diverse needs of all pupils (including the disadvantaged and those with SEND) across the whole primary age range	x	
Knowledge and experience of working with Nursery and Alternative Resource Provision settings		x
Deep knowledge of contextual curriculum design, evidence-informed pedagogy (including assessment) and the ability to provide high quality CPD/coaching to deliver this in a range of schools/settings	x	
Demonstrable ability to analyse complex and wide-ranging data and use this for the basis for challenge, support/intervention including the setting of educational and other targets.	x	
Excellent understanding of the Ofsted Education Inspection Framework and the process of inspection	x	
Understand what constitutes high quality schools in terms of education, leadership, culture, provision and outcomes	x	
Clear understanding of current educational issues, key stakeholders and the operational and political context of each.	x	
Experience and effectiveness in creating opportunities for collaboration to further organisational aims	x	
Ability to develop and sustain effective professional relationships with other stakeholder groups/agencies	x	
Full knowledge and understanding of safeguarding, its legislation and how to develop a culture of safeguarding, risk assessment and management within schools	x	
Ability to analyse and support others in the most effective use of resources both human and material.	x	
Excellent knowledge and proficiency at using all key IT systems including Microsoft 365 (all key applications); and the ability to learn internal management systems that support the Executive Headteacher role	x	
Accomplished at planning, time management and managing complex personal workloads within restricted timescales, demonstrating well-developed and efficient organisational skills.	x	

Understanding of school finances and their allocations to support provision and delivery of excellent educational outcomes for all	x	
Personal qualities and attitudes	Essential	Desirable
Demonstrates a passionate commitment to ensuring all children are cared and nurtured and given the best possible opportunities to achieve academically and personally	x	
Can plan, manage and deliver their own workloads without supervision	x	
Ability to lead and manage their own work and to use initiative to effectively deal with matters as they arise	x	
Inspires the trust and confidence of others through personal and professional credibility of school leadership experience and educational knowledge and understanding and through demonstrating the Trust's values and leadership aspirations as is sought out by staff/leaders as a result of this	x	
Demonstrates clear mindedness and focus to ensure that clear objectives are met.	x	
Demonstrates strong emotional intelligence that is applied and ensures a personalised approach to relationships and their successful outcomes	x	
Demonstrates clear strategic thinking and the ability to lead or contributed to strategic developments and aims.	x	
Ability to actively build constructive and open relations with networks of colleagues, contacts and organisational partners taking the role of leader or team player as required.	x	
Demonstrates high expectations which inspire, enthuse. motivate and challenge colleagues to deliver outstanding outcomes for all pupils	x	
Ability to write in a confident, sophisticated, accurate manner, fit for a specific context/audience or circumstance	x	
Excellent communicator able to identify and use appropriate styles or methods, including digital media, appropriate to the audience and circumstance	x	
Ability to proactively demonstrate resourcefulness and build resilience in overcoming obstacles whether professional or personal, without undue reliance on others, showing a growth mindset at all times	x	
Can reflect on their own work analytically, acknowledging where mistakes have been made, find solutions and optimise own performance	x	
Is committed ongoing professional development and takes ownership of it	x	
Demonstrates curiosity and open-mindedness in all dealings with people, ideas, educational theories and evidence	x	
Is committed to ensuring equity and equality of provision and strives to ensure that the needs of diverse communities are meet so that full inclusion is achieved.	x	

What we can offer you

We understand that successful professionals value a range of benefits such as professional recognition, commensurate financial reward, job satisfaction, opportunities to innovate and a healthy work-life balance. . As your future employer, we place importance on these aspects too and offer the following:

- Genuine investment in your professional development and future career
- The opportunity to contribute to the development of an exciting, forward-thinking organisation and to the development of Trust wide initiatives
- Peer to peer networking, collaboration and challenge in a truly supportive working environment.
- A supportive and engaged board of Governors and Trustees as well as a professional and helpful Central Team.
- Comprehensive staff reward and well-being package:
 - Teachers Pension Scheme
 - Access to continuous professional development opportunities
 - Health Assured Employee Assistant Programme
 - Staff Well Being Day
 - Cycle to Work scheme
 - Discounted Gym Membership
 - Flu vaccination
 - Discounted retail savings via Vivup’s Employee Benefits Platform
 - Free Will Writing Service



The Recruitment Process

Applicants are invited to apply via mynewterm.com

Application Closing Date: Sunday 12th July 2026

Interview Date: Friday 17th July 2026

For an informal and confidential discussion about the role, please contact recruitment@mslt.org.uk

What we would like to know

Please read the attached job outline and person specification and then complete the online application form and supporting statement covering the questions below, returning by the closing date

What skills, knowledge and experience will you bring to this role?

How well do you match what we are looking for in terms of your skills, knowledge and experience?

There may be skills, knowledge and experience that you have which do not fit neatly into our job outline. Are there ways in which you think you can bring additional skills, contacts or knowledge that the Trust may find useful?

Are you the right person for our organisation and team?

Please look at the list of personal attributes included in the person specification which we think would be valuable for the post-holder. Tell us why you think you would be a good match for our organisation.

Do your values align with ours? Could your personal qualities make you an excellent fit for our Trust?

What achievements are you most proud of that demonstrate how your values and personal qualities have created measurable impact and how can you bring that impact to our Trust.