



SANDY LANE PRIMARY SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Sandy Lane Primary School,
Sandy Lane,
Bracknell, Berkshire RG12 2JG

Telephone: 01344 423896 - 8:30 am - 3:45 pm

Email: secretary@sandylanebracknell.com



Dear candidate

Thank you for your interest in the role of Assistant Headteacher at Sandy Lane Primary School

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Sandy Lane Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information, Faye Wilson at f.wilson@sandylanebracknell.com We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Katie Parkhouse, Headteacher



About Our School:

At Sandy Lane Primary School, we believe great schools are built by great people. We are a team that never stops striving to be the best we can be, driven by high expectations, genuine care, and relentless improvement.

We passionately define our staff culture around two simple, powerful promises—The Sandy Lane Way:

- "We act with conscience" – Leading with moral purpose, deep reflection, and unwavering integrity.
- "We champion ourselves, each other, and our school" – Taking pride in our expertise, proactively supporting our colleagues, and fiercely advocating for the reputation of our school and the community.

Why Work at Sandy Lane?

Teach Without Disruption

- Calm & Purposeful: Clear routines, strong leadership, and an explicitly taught behaviour curriculum ensure high aspirations and distraction-free environments where teachers can focus entirely on teaching.
- Supportive Leadership: Proactive, visible leadership support ensures you spend more time teaching and less time managing.

Get Better Every Week

- Targeted Growth: Benefit from fortnightly instructional coaching, practical feedback, and our Core 10 Teaching Habits.
- Trust-Wide Opportunities: Access evidence-informed practice, outstanding professional development, and collaborative career progression across the Greenshaw Learning Trust.

Work With People Who Care

- Staff Wellbeing Charter: Enjoy a supportive culture featuring a Family First Policy, flexible fortnightly PPA with team planning time, and "Handle With Care" wellbeing support.
- Recognition & Perks: Celebrations for the little things that matter, alongside access to Trust-wide wellbeing and discount schemes.

Inclusion Starts in the Classroom

- Universal Provision: Inclusion isn't a bolt-on; it's what we do. We identify barriers early and adapt teaching effectively so every child—including those with SEND—makes positive progress from their starting point.

Our PRIDE Values

Everything we do is guided by our PRIDE values:

Positive	We choose optimism and see possibilities.
Responsible	We do the right thing and care for our community.
Inclusive	Everyone belongs at Sandy Lane.
Determined	We persevere, improve, and learn from challenges.
Enquiring	We ask questions, think deeply, and seek to understand more.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with Leadership pay scale, points L1-L5

HOURS OF WORK

32.5 hours

PLACE OF WORK

Sandy Lane Primary School, Sandy Lane, Bracknell, Berkshire RG12 2JG.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Assistant Headteacher (Curriculum, Assessment & KS2)
Responsible to:	Headteacher
Responsible for:	Teaching Assistants

ROLE OVERVIEW

To provide strategic leadership of the Key Stage 2 phase, overseeing the whole school's assessment cycle and driving whole-school curriculum quality assurance.

Our school is a thriving two-form entry primary school with a strong and supportive team. We also have a Specialist Resource Provision (SRP) for pupils with Autistic Spectrum Disorder (ASD), which is an integral part of our school.

Driven by The Sandy Lane Way, we act with conscience and champion ourselves, each other, and our school. The successful candidate will play a pivotal role in leading our curriculum, assessment, and KS2 phase, as well as serving as a key member of our safeguarding team as a Deputy Designated Safeguarding Lead (DDSL).

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Works under the direction of, and is directly accountable to, the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

The Assistant Headteacher will assist the Headteacher in key aspects of strategic leadership and operational management. In particular, you will be responsible for leading Key Stage 2, overseeing the whole-school assessment cycle, driving curriculum quality assurance, and holding subject leaders accountable.

You will play a pivotal role in leading and developing the quality of education, ensuring high standards are maintained and a culture of continuous improvement is fostered. You will also serve as a Deputy Designated Safeguarding Lead (DDSL), working as part of the safeguarding team to ensure the safety and well-being of all pupils. Additionally, you will carry out professional duties as stated in the School Teachers' Pay & Conditions Document and deputise for the Headteacher as required.

Key Responsibilities

1. Phase Leadership (KS2)

- Strategic Direction: Provide direct operational and strategic leadership across Years 3 to 6 (Years 3–5 specifically designated for core phase leadership, extending up to Year 6 for school-wide systems).
- Line Management: Manage teachers and support staff within the Key Stage 2 team, including undertaking performance management reviews.
- Accountability: Hold staff to account for standards, robustly challenging classroom underperformance.

2. Whole School Assessment & Interventions (KS2)

- Strategic Assessment: Oversee the whole-school assessment cycle, manage data drop deadlines, and analyse school-wide trends.
- Pupil Progress: Lead intensive Pupil Progress Meetings with KS2 staff to ensure all pupils make expected progress.
- Interventions: Coordinate academic interventions across KS2, ensuring targeted support is effectively deployed to raise attainment and close progress gaps.

3. Whole-School Curriculum

- Curriculum Fidelity & Development: Drive the continuous strategic development of the whole-school curriculum, securing absolute fidelity to its design and ensuring systematic, consistent implementation across all key stages and year groups.
- Planning & Delivery Monitoring: Conduct rigorous, regular quality assurance, including planning audits, lesson observations, and work scrutinies, to evaluate curriculum delivery, monitor alignment with sequenced curriculum maps, and eliminate variance between classes.
- Instructional Guidance & Coaching: Lead the school's instructional coaching framework to actively guide and shape daily classroom teaching, while robustly challenging and supporting staff where planning or delivery falls short of school standards.
- Subject Leader Accountability: Formally line manage and hold subject leaders to account for standards, progress, and curriculum coverage within their disciplines.

- Empowering Middle Leaders: Coach and mentor subject leaders to build their capacity in analysing data trends, conducting subject-specific monitoring, and executing targeted subject action plans.

4. Shared Whole-School Leadership & Operations

- Safeguarding: Act as a Deputy Designated Safeguarding Lead (DDSL). Maintain an active role in the Safeguarding Team, ensuring policy adherence, staff compliance, and appropriate escalation of concerns.
- Staffing & Timetabling: Collaboratively organise staff timetabling, including PPA allocations, duty rotas, and emergency cover in liaison with the SLT.
- Early Career Support: Act as a formal ECT Induction Tutor (and Mentor when needed) to guarantee statutory compliance.
- Behaviour Support: Manage day-to-day behaviour support, ensuring staff implement policies while maintaining a robust, visible senior leadership presence.
- HR Liaison: Partner with the HR Lead to manage staff sickness and conduct formal HR procedures (including capability procedures robustly, fairly, and compliantly).
- Deputising: Deputise for the Headteacher as and when required.

5. Other Duties and Responsibilities

- Work with the Headteacher to effectively promote the school in the wider community.
- Lead school assemblies and support other staff with assemblies.
- Prepare and present reports, as required, to the Local Governing Body, Greenshaw Learning Trust, and outside agencies.
- Attend and/or lead occasional meetings and events during evening hours, at weekends, or in school holidays, as required.
- Undertake all other tasks commensurate with the role as required and directed by the Headteacher.

The post holder will contribute to the school's objectives by:

- Ensuring compliance with Data Protection, Equalities, Safeguarding, Health and Safety, and all other relevant legislation.
- Operating within the school's Equality Framework at all times.

- Ensuring the maintenance of a safe, caring, and stimulating environment for all pupils and staff.
- Demonstrating high standards of personal integrity, loyalty, discretion, and professionalism.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. Sandy Lane Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to an Enhanced Disclosure and Barring Service Check.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

Category	Essential Criteria	Desirable Criteria
Qualifications & Experience	• Qualified Teacher Status (QTS) through any route • Hold a recognized Degree. • Substantial teaching experience. • Substantial, proven teaching or leadership experience within Key Stage 2 (Years 3–6). • Experience in line managing teachers and support staff, holding them accountable for standards. • Experience in Designated Safeguarding Lead/DDSL responsibilities.	• Specialism in Maths or English. • NPQSL or other higher leadership qualification. • Higher qualification in education and/or management.

Pedagogical Knowledge	• Highly developed knowledge of effective teaching techniques and AfL. • Strong understanding of National Curriculum requirements for Key Stage 2 (including KS2 SATs preparation). • Strong understanding of MTC assessment procedures. • Experience in coordinating targeted academic interventions to close progress gaps across KS2. • Knowledge of statutory requirements for SEND. • Comprehensive understanding of safeguarding procedures.	• Knowledge of specific whole-school curriculum approaches (e.g., White Rose Maths). • Knowledge of statutory requirements for Safeguarding. • Understanding of Rosenshine's Principles of Instruction.
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Leadership & Management

- Ability to oversee the whole-school assessment cycle, manage deadlines, and analyse school-wide data trends.
- Proven experience running intensive Pupil Progress Meetings and holding staff to account.
- Experience in conducting rigorous quality assurance (observations, work/planning audits).
- Skill in collaborative planning for complex timetabling and rotas.
- Ability to provide inspiration and strong leadership through being an outstanding leader of learning.
- Experience of holding team members to account for professional responsibilities.

- Experience in formal HR/capability procedures.
- Experience in instructional coaching and empowering subject leaders across year groups.
- Experience of SEND / behaviour management at senior leadership level.

Personal Characteristics	• High expectations of self and others, with a drive to challenge classroom underperformance. • Resilient, flexible, and adaptable in a fast-paced environment. • Excellent time management and organizational skills. • Demonstrates moral purpose, integrity, and reflection (acting with conscience). • Proactive team player who takes pride in expertise and supports colleagues. • Excellent interpersonal and communication skills to inspire and motivate.	• Ambitions for further professional status or Trust-wide roles.
Personal Circumstances	• Willingness to work outside normal hours for meetings or school events. • Ability to work extended hours at short notice.	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Monday 28th September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **Wednesday 7th October 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post in January 2027.



**GREENSHAW
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