

For September 2025



**MOSAIC**  
SCHOOLS LEARNING TRUST



# Oak Lodge Primary School

## Head Teacher Recruitment Pack



*Achieving Excellence for  
Every Child, Every Day.*



# MOSAIC

## SCHOOLS LEARNING TRUST

### WELCOME FROM OUR LEADERSHIP TEAM

Thank you for your interest in our role of Head Teacher for our Oak Lodge Primary School. Mosaic prides itself on having very strong, mentoring, coaching and approachable leaders who are there to support our Head Teachers.

#### ANDREA HARRIS OUR CEO



Andrea holds a BEd (hons) degree with a mathematics specialism and an MA in Education with a Leadership and Management focus. Andrea worked for a number of years in a banking environment. She has worked in a variety of schools from the small village school, to large federations and Trusts and fully understands the leadership challenges that each situation brings. She also has experience of taking responsibility for schools in challenging circumstances and supporting them through the Ofsted experience. She is also an Ofsted inspector herself.

Andrea has also been a part of many strategic groups within local authorities, supporting policy writing and training sessions.

Andrea supported the successful growth of Connect Schools Academy Trust as well as being a strategic lead in the successful combining of Connect Schools Academy Trust and Compass Academy Trust more recently. Andrea continues to take an active part in MAT expansion to support a greater number of children accessing the highest quality education.

#### SCOTT PINDER OUR CHAIR OF TRUSTEES



Scott has a Master's degree in Mathematics (University of Leeds/ University of Waterloo, Canada).

He is a Graduate Statistician of the Royal Statistical Society and a Fellow of the Institute and Faculty of Actuaries. Scott is a professional trustee and pensions actuary.

His key skills are governance, risk management and communicating with a variety of audiences.

Before becoming the Chair of Trustees for Mosaic Schools Learning Trust, Scott was appointed as the Chair of Trustees for Connect Schools Academy Trust in September 2018.

#### SUE ROBERTSON OUR EXECUTIVE HEAD TEACHER



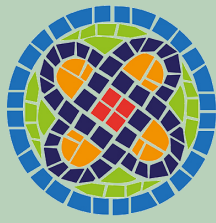
Sue is the Executive Head Teacher for a number of Mosaic Schools including Oak Lodge. She has 30 years experienced of being a Head Teacher over 4 different primary schools.

Sue supports our Head Teachers with their on-going reviews and continuous improvement plans, as well as, their strategic targets and key performance measures.

#### JAMES ASHFORTH OUR CHAIR OF GOVERNORS



James has two sons, one a current Oak Lodge pupil and one who will join when he reaches reception age. He is passionate about supporting the strategic direction of the school and giving an external viewpoint, with safeguarding as his specific role on the local governing body. He is currently the Group Head of e-Commerce for A.S Watson Group, which is the worlds largest international Health & Beauty retailer. The strategic nature of the role allows him to apply many aspects of it to his role as a Chair of Governors. He was lucky to have a varied education with a BSc in Geography from Reading University, He now lives with his family in West Wickham



# MOSAIC

## SCHOOLS LEARNING TRUST

### WHO WE ARE

Mosaic Schools Learning Trust is a place where schools can work collaboratively to the best that they can be for the benefit of all the children in our care and staff within our schools that make up our Trust family. 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.

Mosaic Schools Learning Trust is a new Trust formed in 2024 from the merger of two successful former trusts: Connect Schools Academy Trust and Compass Academy Trust. Together we know that we are stronger and have come together from a strong collaborative working relationship over a number of years.

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.





## Head Teacher

Required for September 2025  
Group 3 School  
Salary Range L17-L21



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Oak Lodge Primary School is part of Mosaic Schools Learning Trust which is comprised of a family of ten strongly performing primary schools based in Bromley and Kent: Cage Green, Crofton Infant, Crofton Junior, Raglan, River Mill, Valley, Marian Vian, Wickham Common, Unicorn and Oak Lodge.

Oak Lodge Primary School is located in West Wickham, Kent, within the London Borough of Bromley and is an average-sized primary school in a popular area for families. The school is currently 2 form entry with 541 pupils on roll and is the 4th largest school within the Trust.

Oak Lodge is a happy and positive school where the children are at the heart of all they do. The school strives to ensure that each child develops a love of learning and achieves their personal best in a safe and nurturing environment. The last Ofsted report (October 2024) praised the school for delivering on its core values, namely where pupils are 'respectful, resilient and resourceful' and provided an impressive range of experiences to support pupils' wider development. Progress levels are above average and attainment levels in Reading Writing and Maths exceed both the National and Local Authority Expected and Higher standards.

The school is currently being led by an experienced Head Teacher who is entering retirement. They are supported by an Executive Head Teacher and long-established Senior Leadership Team which includes two Assistant Heads and a full time SENCO. They also work collaboratively with an engaged and proactive PTA who lead events and raise substantial additional funds for the school.

Mosaic Schools Learning Trust leaders are resilient, adaptable and focussed on providing high quality education to children. We are now looking for a leader who has these attributes and who will use them to build on our current success and achieve our ambitions for a modern, innovative, community focused school.

### We are looking to recruit a Head Teacher who:

- \* Can support the development of a clear vision that is embraced by all
- \* Has the passion to focus relentlessly on what is best for our pupils
- \* Will share our vision for pursuing environmental development and learning outside the classroom
- \* Is experienced in creating a dynamic team who understand the true meaning of high quality provision
- \* Is a knowledgeable, highly driven and forward thinking leader who is able to promote new and innovative ideas
- \* Has the skills to support the provision of a high quality education for the children in our additional resourced provision
- \* Is committed to achieving the best for each and every pupil, irrespective of their starting points
- \* Is able to provide strong and supportive leadership within an ambitious organisation
- \* Is committed to leading the continuous development and improvement of our school
- \* Will work collaboratively with the wider Trust
- \* Will support the PTA in creating events and raising funds for the school

**If you can answer yes to all of these points, and you are an outstanding teacher with a resilient character and strong personal drive, then you might be the person we are looking for!**



## We can offer you:

- 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.
- Staff reward and well-being package
- Positive, happy children who are well behaved and enjoy coming to school and learning
- Friendly, dedicated and experienced staff who are committed to our school and children
- A supportive and engaged board of Governors and Trustees as well as a professional and responsive Central Trust Team.
- Parents who enjoy getting involved in school life and an engaged and proactive PTA who raise substantial additional funds for the school

### To find out more about us:

<https://www.mosaicschoolslearningtrust.org/home>

<https://www.oaklodgeprimaryschool.org/>

<https://reports.ofsted.gov.uk/provider/21/142298>

A tour is positively encouraged to find out more about the school and are available by appointment. Please contact the Trust HR Team on 0208 462 4927 ext 303 to arrange a tour or to organise a call if you would like to discuss the role in more detail.

The closing date for applications is Sunday 23rd February 2025

Please click <https://www.mosaicschoolslearningtrust.org/recruitment> to apply.

Completed application forms should be returned to [recruitment@mslt.org.uk](mailto:recruitment@mslt.org.uk) or to Mosaic Schools Learning Trust, Wickham Common Primary School, Gates Green Road, West Wickham, Bromley BR4 9DG

Mosaic Schools Learning Trust is an inclusive Trust where we value everyone's uniqueness and seek to build the values of respect, resilience and resourcefulness within and across our school communities. We are firmly committed to working as a team across schools through intentional collaboration.

As a Trust, we are passionate about diversity and recognise that as individuals, we all bring something unique to the role regardless of any protected characteristics which is why we treat all members of our community equally, without compromise. We are committed to providing equality and fairness through our recruitment and employment practices and not to discriminate on any grounds.

Mosaic Schools Learning Trust is committed to equal opportunities and to the safeguarding and promoting of children and young people's welfare. We expect all staff to fully comply with this commitment.

Please note that employment contracts with Mosaic Schools Learning Trust contain a mobility clause and whilst your primary place of work will be Oak Lodge Primary School, you may be requested to work at another location as required to meet the needs of the Trust.

Successful applicants will be subject to DBS clearance and other relevant employment checks including an online search. References will be requested prior to interview for candidates who are short-listed.



# Head Teacher Job Description



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**Title:** HEAD TEACHER

**Grade:** Leadership Scale, L17 to L21

**Hours:** Full Time

**Responsible to:** CEO

## PURPOSE OF THE JOB

In partnership with the CEO, Executive Head Teacher and other members of the Senior Management Team, to be responsible for the professional leadership and management of the school to promote a secure foundation from which to achieve the highest standards in all areas of the school's work.

To carry out the duties and responsibilities of a teacher, as defined in the 'School Teachers' Pay and Conditions of Service' document, having due regard to the school's aims and objectives and schemes of work/syllabus, and any policies of the governing body and the Trust.

To build on the vision of the trust, work collaborative with all head teachers and other colleague across the Trust.

In addition to the requirements set out above and other roles stated later, the Head Teacher will be expected to fulfil the following expectations and other duties as assigned by the CEO.

## Key Responsibilities:

*In conjunction with the CEO/Executive Head Teacher the Head Teacher will lead on:*

- School Self Evaluation and Development Planning;
- The on-going development of an exciting and effective curriculum for primary pupils;
- The ongoing review and development of effective teaching and learning strategies throughout the school;
- The use of data analysis to drive school improvement.

## General Responsibilities:

*In addition to carrying out the professional duties of a teacher, the Head Teacher will support the:*

- Review and development of the aims and objectives of the school;
- Establishment of whole school policies and practices;
- Management of staff and resources in line with these policies and practices;
- Monitoring standards, quality and outcomes in order to evaluate progress on priorities set.

## Specific Responsibilities:

*The Head Teacher will lead on:*

- The day to day administration and management of the school;
- Promoting high standards of attitude and behaviour;
- Promoting high academic standards within a stimulating and structured teaching environment;
- The management of collective worship and other assemblies;
- Promoting good relationships between all staff (both teaching and non-teaching) and with parents, governors and the wider community;
- Promoting and engendering positive cohesion through strong relationships with all volunteers in school, especially with the PTA, Governors and the Parent Forum.
- Ensuring that the school ethos and vision is clearly articulated, translated, understood and acted upon effectively by all members of the school community.
- Fostering a climate within the school which promotes the social, moral, spiritual and cultural development of the pupils;
- Supporting all staff in meeting personal targets and helping in achieving the priorities and targets which the school sets for itself;
- Evaluating the effectiveness of the school's policies, procedures and lines of communication;
- Ensuring that parents and carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement;
- Being a figurehead for the schools, leading engagement with parents and the local community;



# Head Teacher Job Description

## **Learning and Teaching:**

*In co-operation with and under the direction of the CEO and Executive Head Teacher, the Head Teacher will ensure:*

- Teaching is highly effective across the breadth of the curriculum throughout the school;
- The curriculum meets the needs of all pupils ensuring a culture and ethos of challenge and support where all pupils can reach their potential including those in the nursery and specialist language provision
- Motivation and working with others creates a shared culture in a school that prioritises inclusivity.
- Classrooms are appropriately organised and display is of a high quality;
- Teachers are encouraged to evaluate new ways of learning that extend the curriculum outside the classroom
- Expectations are high and pupils achieve good quality outcomes;
- Encouragement of creativity, innovation and the use of appropriate new technologies to achieve excellence.
- The monitoring of the quality of teaching is carried out systematically and leads to sustained improvement;
- Work scrutiny is carried out systematically and leads to sustained improvement;
- Data is analysed and is used to move pupils on in their learning;
- Communication with parents and carers is effective and supports pupils' learning;
- Links with other schools, educational institutions and the wider community enhances the quality of teaching and learning and children's personal development;
- To be fully acquainted with the ASP (or any equivalent future process) and recognise its importance in the target setting process;
- To be fully involved in the School's self evaluation process, including target setting.

## **Leading and Managing Staff:**

*In co-operation with and under the direction of the CEO and Executive Head Teacher, the Head Teacher will be expected to:*

- Develop, promote and maintain good working relationships between all staff;
- Provide support for the continuing development of all staff;
- Facilitate communication between the staff and the CEO/Executive Head Teacher on matters of ethos, policy, organisation and discipline;
- Undertake project management as required;
- Manage the school's performance management programme for all staff groups to raise standards;
- Support the recruitment of teaching and non-teaching staff where necessary in conjunction with the Trust's HR Team;
- Assist in the compilation, supervision and operation of timetables and rotas;
- Attend and advise meetings of the local governing body and its committees as required.

## **Personnel:**

- To manage and support the professional development of staff by offering high quality CPD as well as working alongside colleagues in their classrooms to observe styles of teaching and share good practice;
- To be fully acquainted with Trust and school policies and to advise and support staff with their implementation in a positive manner;
- To be a role model to staff e.g. modelling lessons when appropriate;
- To manage the ECT induction programme;
- To manage student teacher and work experience placements;
- To promote good staff morale by displaying a positive attitude and treating people with dignity and respect
- Collaborate within the Trust and beyond;
- Deliver and monitor a work/life balance for staff that is both highly aspirational, yet constantly aware of the challenges that teaching delivers both personally and as the leader of the school.



# Head Teacher Job Description

## **Behaviour Management:**

- To work collaboratively with staff to develop the school's ethos of developing positive relationships in line with the school's Behaviour and Relationships policy.
- To meet with parents to discuss concerns and agree next steps for children experiencing difficulties with their behaviour and relationships in school.
- To inform the Trust members of any significant concerns or trends relating to behaviour at the school.
- To liaise with professional agencies to improve outcomes for children presenting with challenging behaviour in the school environment.
- To regularly review and update the school's Behaviour and Relationships policy with the Senior Leadership Team in school.
- To support the delivery of staff training to promote an understanding of children's behaviour and develop whole school approaches to positive behaviour management.
- To develop, implement and monitor the school's policy on equal opportunities and ensure promotion of British values;
- To ensure policies effectively address requirements for meeting safeguarding and promoting the welfare of all students and staff.

## **Managing Resources:**

- Contribute to the budget setting, cash-flow management and all other financial management processes with the Director of Finance and Operations and the Trust's Central Team;
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement;
- Ensure the efficient and effective use of school resources.

## **Organisation:**

- To ensure school events are organised and run smoothly;
- To delegate the organisation of activities and tasks to team members to give them professional development opportunities;

## **Accountability**

- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Develop innovative mechanisms to ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting the pupil's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Trust and Local Governing Body.
- Maximise the academic return on the financial investment of the institution and manage the budget to achieve the required financial results.
- Ensure the health, safety and safeguarding of all staff, pupils and visitors to the institution.





# Head Teacher Person Specification



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**E/D indicates whether the criteria is essential (E) or desirable (D). In selecting the successful candidate evidence will be collected from the application form (A), interview (I) and from referees (R).**

Education	E/D	A	I	R
A First Degree	E	X		
QTS	E	X		
Recent Leadership experience.	E	X	X	X
Recent and relevant evidence of continual professional development.	E	X	X	

Experience	E/D	A	I	R
Successful leadership which has resulted in measurable long term improvements including experience of successfully initiating, implementing and evaluating change.	E	X	X	
Leadership experience at assistant head teacher, deputy head or head teacher level with a proven responsibility for successful performance management and staff development	E	X	X	X
A commitment to curriculum design and innovation and the ability to implement assessment for learning; experience of using assessment data at year group and KS level to support school improvement and raise pupils' achievements.	E	X	X	
Recruiting, retaining and developing a skilled and effective team and motivating the team to achieve its full potential at all times.	E	X	X	
Experience of school self-review – school improvement planning and evaluation.	D	X	X	
Experience of developing and sustaining positive relationships with a wide range of internal and external stakeholders.	D	X	X	X



# Head Teacher Person Specification

Skills, abilities and knowledge	E/D	A	I	R
Knowledge and understanding of policies and practices relating to education of children across the primary age range and ability to translate this into excellence.	E	X	X	
A clear understanding of how to achieve ambitious, challenging goals and targets.	E	X	X	
Understands the principles of effective teaching and assessment for learning.	E	X	X	X
Highly effective at delivering INSET working alongside and supporting colleagues together with strong negotiating and influencing skills.	E	X	X	
A relentless pursuit of best learning in the interests of all children and a commitment to inclusion encouraging everyone to do their best	E	X	X	
Excellent interpersonal skills in managing and coaching individuals at all levels to out perform against their targets and objectives while also decisively challenging under performance.	E	X	X	X
Highly competent organisational skills with astute financial knowledge and effective time management skills.	D	X	X	
Is able to build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.	E	X	X	X
The ability to analyse and use data to establish benchmarks and set challenging targets for improvement.	E	X	X	
The ability to make use of resources, including excellent understanding of the strategic importance of ICT and commitment to its innovative use in a working environment.	D	X	X	
An understanding of what constitutes an effective Academy Trust with high quality provision.	E	X	X	
Clear understanding of safeguarding legalities and promoting the welfare of children and young people alongside an expectation that all staff and volunteers will share this commitment.	E	X	X	X



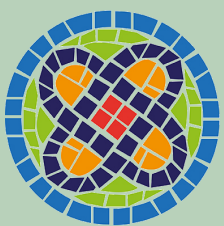
# Head Teacher Person Specification

Personal Qualities	E/D	A	I	R
A strategic leader able to plan and articulate a clear directive for the school.	E	X	X	
The ability to inspire, motivate, enthuse and encourage both staff and children possessing extensive knowledge of national education developments and a clear vision for the future of education.	E	X	X	
The ability to think strategically and respond flexibly to change, having vision, innovation and openness to ideas	E	X	X	
The ability and motivation to constantly improve own practice and knowledge through self evaluation and innovative thinking, taking appropriate risks as a means of improvement	E	X	X	
Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict.	E	X	X	X
To have effective organisational and time management skills and the ability to support colleagues	D	X	X	X
To possess integrity and inspire commitment, enthusiasm and confidence from staff, children, parents/carers, governors and the community and the ability to establish and develop positive relationships throughout the school.	E	X	X	X
To have a sense of humour and an ability to keep things in perspective.	D	X	X	



# Oak Lodge Primary School

Respectful  
Resilient  
Resourceful



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