

GLF SCHOOLS

**Grow, Learn and Flourish**



**GLF**

Where you can Grow, Learn and Flourish

**Join Our Community**

Candidate Recruitment Pack - Associate

# Welcome to GLF Schools

## Where you can Grow, Learn and Flourish

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### Message from our CEO

Dear Candidate,

Thank you for your interest in **GLF Schools**. We are delighted that you have chosen to explore a career with us.

GLF Schools was founded in 2012 in order to enable the federation of Glyn School (an academy in 2011) and Danetree Junior School. Having worked in partnership since October 2010, both schools' governing bodies and leadership teams believed that, as like-minded partners, working in different sectors gave incredible opportunities to the children, students and colleagues of both schools. Armed with that simple philosophy, we began our 'journey' – a journey that would help us become a trust of more than 2000 talented staff working with over 15,000 children and young people - in 41 schools across 7 local authority areas in Southern England.

We invest continuously in developing our colleagues who work in our schools and in our central team. First-class schools have excellent staff with exceptional leadership teams. We believe in the ongoing professional development of our colleagues across each and every level of the Trust.

Schools are complex communities with people at the heart of our work. People with their ups and downs, their hopes and fears, their more challenging days and very good days. We invest in our colleagues as we believe that, together, we make a positive difference to every child and student. It is with this in mind that each of our schools retains its identity whilst benefiting from the expertise that comes from a dedicated and experienced central trust team.

Joining GLF Schools affords you the opportunity to bring your experience and expertise to our schools and Trust whilst, in return, we provide you with opportunities to enrich your life, both personally and professionally. You will be part of a large community focused on collaboration and support, where staff grow, learn and flourish.

I encourage you to read the testimonials from some of our newer colleagues further on in the pack and to follow us on the below platforms:

**Website** - [www.glfschools.org](http://www.glfschools.org)

**Twitter** - @GLFjobs and @GLFSchools

**Facebook** - GLF Schools

**LinkedIn** - GLF Schools

I wish you every success with your application and hopefully look forward to working with you in the near future.



**Jon Chaloner**  
CEO

# Our Employment Offer

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**GLF Schools has a generous employment offer which allows our colleagues to Grow, Learn and Flourish.**



## Pension

GLF Schools' employees have the opportunity to become members of a highly competitive pension scheme. This is the Local Government Pension Scheme (LGPS) for Associate Staff and Teachers Pension Scheme (TPS) for Teaching Staff. GLF Schools pay a generous employer contribution and both schemes include 3 x salary life cover whilst you remain in service.



## Training and Development

We are committed to supporting the professional growth of our staff. We have an in depth programme of courses and qualifications for both teaching and associate staff. This core CPD offer compliments both school level training and bespoke courses. All staff have access to a comprehensive e-learning portal with various CPD courses including safeguarding and role specific training.



## Career Pathways and Talent Management

Working in the Trust offers a unique experience. As a member of staff, you can expect GLF Schools to invest in your career progression. We are keen to promote from within so if you are looking for a career with real potential for progression, then GLF Schools is the place for you.



## Employee Wellbeing

We are committed to staff well-being, as part of our wellbeing strategy, the first Wednesday of each month is 'Wellness Wednesday', where we focus on an area of wellbeing, providing you with information and helpful tips which will enhance your health and wellbeing.

All staff have access to a 24/7 confidential Employee Assistance Programme with access to specialist telephone counselling. We have well-being ambassadors to promote our well-being initiatives and to signpost staff to relevant support agencies.

As part of our Wellbeing strategy we promote, support and enable our colleagues to receive a private flu vaccination (for those not eligible through the NHS) for which we cover the cost.



## Discount benefits platform

Staff have access to a benefits platform offering discounted shopping, gym memberships, childcare vouchers and cash back.



## Work life and family friendly policies

We are committed to driving forward flexible working opportunities across our Trust to ensure we meet the work-life balance requirements of a diverse applicant market. We are open to discussing flexible working at hiring point. We believe flexible working enables us to attract and retain the best talent to enable the very best outcomes for the young people in our schools. This could include: flexible hours, compressed hours, agile working, remote working, hybrid working, staggered start and finish times and the ability to attend meetings virtually.



We offer all staff an enhanced sick pay scheme and candidates moving from the public sector without a break in service can be reassured that continuous service will be honoured.

We offer generous enhanced maternity leave, shared parental leave and paternity leave. We recognise staff have commitments outside of school so we have developed a special leave policy which allows staff to apply for paid time off to attend significant events.



## Annual leave

We offer term time and term time plus working for our Associate staff, dependent on their role, in addition we offer a generous holiday allowance of 26 days annual leave, plus 8 days bank holiday. This increases to 28 days after 2 years service and 30 days after 5 years' service. Part time employees will receive their entitlement pro-rata'd. GLF Schools recognises continuous service from other maintained schools and academies on a discretionary basis.



## Community and Collaboration

With 41 schools currently within our Trust, opportunities to share and collaborate is highly encouraged and facilitated. We have different forums to support the sharing of expertise including MAT subject leader forums,, SEND forums, ECT forums, Headteacher forums and role focussed forums. Our operations teams also attend networking sessions to ensure all schools within GLF Schools work as a team and achieve more by sharing knowledge.



## Valued Worker Scheme

GLF Schools is proud to be approved by NASUWT and endorsed by other unions for becoming accredited via the Valued Worker Scheme. This shows our commitment to staff welfare and well-being. GLF was also the first MAT in our locality to sign up to a Joint Consultative Committee with our Unions, ensuring we work in partnership with them and seek their input when creating our staff related policies and initiatives.

# A Competitive Pension

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GLF Schools employees have the opportunity to become members of a highly competitive pension scheme. This is the **Local Government Pension Scheme (LGPS)** for our Associate Staff.

Every month you pay a contribution to your pension, which is defined by the relevant pension scheme and deducted automatically from your salary. You don't pay tax or national insurance on your contributions and GLF Schools pay a generous employer contribution too. Both schemes include 3 x salary life cover whilst you remain in service.

## Key Features of the LGPS (Associate staff)

**Defined Benefit Scheme** - Benefits build up at a set rate, each year 1/49th of your pensionable pay is put into your pension account.

**Life cover** - you get life cover of 3x pensionable pay

**Survivor benefits** - A pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service or if you die after leaving having met the 2 year qualifying period

**Ill health cover** - If you ever become seriously ill and you've met the 2 year qualifying period, you could receive immediate ill health benefits.

**Flexibility to pay more or less contributions** - You can boost your pension by paying more contributions, which you will get tax relief on. You also have the option to pay half your normal contributions in return for half your normal pension, known as the 50/50 option.

**Freedom to choose when you take your pension** - Your pension is usually paid when you reach your state pension age (minimum age 65). You can choose to retire and take your pension at any time between the age of 55 and 75 but this will affect the value of the pension you receive.

**Flexible retirement** - If you reduce your hours or move to a less senior position at or after age 55 you can, provided we agree, and you've met the 2 years vesting period, draw some or all of the benefits you have already built up, helping you ease into retirement, although your benefits may be reduced for early payment.

**Tax efficient** - You receive tax relief on the contributions that you pay plus you have the option when you draw your pension to exchange part of it for tax-free cash.

# 41 Schools 41 Reasons

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1. We are **open** to discussing **flexible** working arrangements at the point of hire
2. Our talent management programmes are successful in growing our own leadership talent pipeline.
3. We have clear **career pathways** linked to CPD.
4. We offer **enhanced** sick pay.
5. We run an in depth **CPD programme** with courses on over 100 topics.
6. Associate School employees have the opportunity to become members of the highly competitive **Local Government Pension Scheme**.
7. All teachers have the opportunity to become members of the highly competitive **Teachers' Pension Scheme**.
8. All colleagues have access to a **benefits platform** which offers valuable discounts.
9. We offer **flexible** and **family friendly** policies.
10. We offer Associate staff a **generous** holiday entitlement that **grows** with your length of service.
11. Colleagues have access to a **24/7** confidential **Employee Assistance Programme**.
12. **Communication is key**, therefore all colleagues have access to an informative **staff portal**.
13. We **strive** for **inclusivity** where everybody feels a sense of belonging.
14. We support **agile** working.
15. We offer generous **enhanced maternity** leave, shared **parental** leave and **paternity** leave.
16. Colleagues have access to a comprehensive **e-learning portal**.
17. We have a defined five year **strategy** to embed and deepen **Diversity and Inclusion** across the Trust.
18. We hold forums to support the **sharing** of **expertise**.
19. We offer senior and middle leader programmes to develop **leadership skills**.
20. We offer a comprehensive **development** programme for trainee teachers and ECT's.

21. GLF Schools is **proud** to be the Teaching School Hub for West Sussex.
22. We create a **culture** of **coaching** to support learning and development.
23. We are moving to more innovative ways of offering **flexible** PPA time, to **support workload** and wellbeing.
24. Our appraisal system is **focused** on your **CPD** and not on measuring performance.
25. At GLF, pay is decoupled from the appraisal process and we offer **automatic pay progression**.
26. Colleagues looking to develop into teaching can access our **teaching school hub**.
27. Our **special leave** policy allows staff to apply for **paid time** off to attend significant events.
28. We have **learnt** and **enjoy** the ability to operate virtually where we can.
29. All colleagues have the opportunity to attend an annual conference day **bringing** schools together.
30. There is always support available from our Central Trust team.
31. Every colleague has access to a **dedicated** IT helpdesk to assist them.
32. **GLF Schools is accredited** as a **Valued Worker Employer**.
33. We offer School to School support, with specialists **sharing** their **knowledge**.
34. All colleagues receive a thorough **induction** and **onboarding** process.
35. The GLF Schools Community Foundation aims to reduce the socio economic barriers for children.
36. The first Wednesday of each month is '**Wellness Wednesday**'.
37. GLF Schools is endorsed by recognised education unions. - separate the 2
38. We work in **clusters** of schools to ensure we **collaborate** and share resources.
39. Every school has their own **identity** to suit and **support** their local **community**.
40. We **participate** in charity events both nationally and locally.
41. We **pride** ourselves in ensuring all our colleagues have the opportunity to **Grow, Learn and Flourish**.

# Colleague Testimonials

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## Be a part of our Community

'I cannot fault the onboarding process. It has been utterly flawless, professional and welcoming'.

**Associate Teaching colleague**

'I would like to add that each and every member of staff across the Trust has been welcoming, supportive and really friendly. I am thoroughly enjoying my role. The children are marvellous and I feel privileged to be a part of their learning journey. To say it is a pleasure would be an understatement'.

**Teaching colleague**

'I have been made to feel a very welcome and valued member of the team. GLF Schools has an excellent attitude towards working practices for working parents'.

**Associate Administration colleague**

'I started my role during the midst of the pandemic and inevitably had concerns as we were all working from home. That being said, I absolutely feel part of the team and not at all abandoned. I know that if I need help or support I can call on my colleagues and managers and support will be given. Everyone has been incredibly welcoming and so flexible with the situation. I feel like part of the framework already and I look forward to a long and prosperous working relationship'.

**Associate Finance colleague**

'I feel the senior leadership team are strong, approachable and welcoming. The induction was very informative. I see myself working and progressing here for a long while. I am excited at the future possibilities and support offered by GLF Schools to further my career'.

**Teaching colleague**

'I have had a fantastic induction and was fully welcomed into GLF Schools. Everyone has been so positive and supportive and I felt confident/comfortable in my new role much sooner than I expected. The probation meetings were well structured and supportive, and I have a really positive view of GLF Schools'.

**Associate Estates colleague**

'The experience I have had since I joined GLF Schools has been excellent. The Trust is led by a superb Leadership Team who foster a great ethos. I feel supported by them and believe they have the best interests of both the children and the staff with any decisions they make'.

**Teaching colleague**

**For further testimonials from our colleagues across the Trust, please visit the Career pages on our [website](#).**



# The Application Process

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## Application

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving school to the present day. Please be advised that the Supporting Statement is an instrumental part of our shortlisting process. Please give as much detail as possible, including how you feel you meet the criteria of the Person Specification, and why you think you are the most suitable candidate for the job. Please note, all applications should be received online, and we do not accept CV's as part of the selection process.

## Shortlisting

The panel will 'blind' shortlist based on those applicants who best meet the criteria for the post as outlined in the Person Specification.

## References

We request references for all candidates who are invited to interview. Referees should be provided from your current and last employment. If you are currently working in education, please note that your first referee must be the Headteacher/Principal of the school(s) that you are currently employed with.

No job offer will be made without the receipt of two satisfactory references.

## Interview Process

All interviews consist of formal interview questions, and for some job roles you may be asked to undertake assessment tasks which could include a presentation, data or job specific selection tasks.

You will be asked to bring proof of identity and qualification certificates when you attend your interview. If your interview is taking place virtually, you will be asked to email copies ahead of the interview.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

## Onboarding and Induction

Successful candidates are offered a comprehensive onboarding and induction programme upon commencement of the role.

## Probationary Period

For successful candidates, it is the policy of GLF Schools to operate a 6 month probationary period.

## Additional Information

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.