GLF SCHOOLS

**Grow, Learn and Flourish**

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Where you can Grow, Learn and Flourish

# Join Our Community

## Candidate Recruitment Pack - Teaching

# Welcome to GLF Schools

## Where you can Grow, Learn and Flourish

## 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 has been on a remarkable journey to become a trust of more than 2500 talented staff working with nearly 20,000 children and young people - in 43 schools across 7 local authority areas in Southern England.

We are committed to the continuous development of all colleagues, both in our schools and across our school support team. Brilliant schools are built on excellent staff and strong leadership, and we believe professional growth at every level is essential to our success.

Schools are dynamic communities, shaped by the people within them. By investing in our colleagues, we create a transformative impact on every child and student, helping them shape their future through an excellent education.

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
**X** - @GLFSchools
**Facebook** - GLF Schools **LinkedIn** - GLF Schools **Instagram** - @glfschools

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

**Warwick Sharp**
**CEO**

# Our Employment Offer

**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 a varied comprehensive 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

As part of our People Strategy, which places a strong emphasis on staff wellbeing, we are committed to fostering a healthy, supportive, and inclusive working environment for all colleagues.

We provide access to a 24/7 confidential Employee Assistance Programme, offering specialist telephone counselling to support mental and emotional wellbeing. We also promote and fund private flu vaccinations for colleagues who are not eligible for the NHS programme, helping everyone stay protected during flu season.

To further support physical health and comfort at work, we offer vouchers for eyesight tests and a £69 discount on prescription glasses through Specsavers.

## 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 43 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, Headteacher forums and role focused 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.

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# Colleague Testimonials

## 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**

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# A Competitive Pension

GLF Schools employees have the opportunity to become members of a highly competitive pension scheme. This is the **Teachers' Pension Scheme (TPS)** for our Education 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 TPS**

- **Defined Benefit Scheme** - Benefits are based on your salary and service and accrue each year based on 1/57th of your pensionable salary including overtime (e.g. £30k salary/year/57 = £526.32 pension).
- **Life cover** - If you die in service (in service refers to actively paying into your pension — not just having a teaching role), your surviving spouse, civil partner, qualifying partner or nominated beneficiary will receive a death grant from the Scheme.
- **Survivor benefits** - The Scheme offers the security of a long-term pension that is in place to protect your family if something should happen to you before or after you retire.
- **Ill health cover** - If you become seriously ill and are unable to work you may be able to apply for ill-health retirement. More information on ill-health retirement is available on the TPS website.
- **Flexibility to boost your retirement income** - The scheme provides the opportunity to increase your benefits and those of your family through a range of flexibilities.
- **Freedom to choose when you take your pension**
- **Flexible retirement** - You have the option of being able to retire from age 55* as well as the ability to convert some of your pension into a tax-free lump sum. If you were to fall ill while in service, you would also be able to apply for Ill-health retirement.
- **Tax efficient** - You don't pay any tax on the contributions that you pay into your pension

**For more information on the TPS visit the TPS website:**
https://www.teacherspensions.co.uk/members/

**Or view the** TPS Fact Sheet

**TPS Contribution rates can be found here** https://www.teacherspensions.co.uk/members/new-starter/understand-how-much-youll-pay.aspx

**The TPS is administered centrally by the Teachers' Pensions on behalf of the government.**

*Taking your retirement before your Normal Pension Age will mean your pension is actuarially adjusted to reflect that it is paid out for a longer period of time. Please note that the minimum pension age of 55 is set by the Government who have stated that they intend to raise it to 57 in 2028, and then keep it ten years below the State Pension Age.

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# The Application Process

## Application

Applicants must complete the application form in full, detailing all employment, training, and any gaps in employment from leaving school to the present. Please note that the Supporting Statement is a critical part of the shortlisting process. Ensure it clearly demonstrates how you meet the criteria outlined in the Person Specification and why you are the most suitable candidate for the role.

All applications must be submitted online. CVs are not accepted as part of the selection process.

## Shortlisting

Shortlisting will be conducted anonymously, based solely on how well applicants meet the criteria set out in the Person Specification.

## References, Online Search & Self-Declaration

In line with Keeping Children Safe in Education, references will be requested for all candidates invited to interview. These should include your current and most recent employers. If you are currently employed in education, your first referee must be the Headteacher or Principal of your current school. No offer of employment will be made without the receipt of two satisfactory references.

We will also conduct an online search for all shortlisted candidates to identify any publicly available information that may be relevant to the recruitment process. Additionally, shortlisted candidates will be required to complete a self-declaration form prior to interview.

## Interview Process

Interviews will include formal questions and, depending on the role, may involve additional assessment tasks such as presentations, data exercises, or job-specific activities. Candidates must bring proof of identity to the interview. If the interview is virtual, a copy must be emailed in advance.

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 will be required to undergo a series of pre-employment checks, including but not limited to an Enhanced DBS check, verification of Right to Work and identification, and social media screening conducted by an accredited third-party provider. Full details will be provided upon offer.

A comprehensive onboarding and induction programme will be offered upon commencement

## Probationary Period

GLF Schools operates a probationary period of two full terms for all new employees.

## Additional Information

We believe that diversity strengthens our organisation and our community. We actively encourage applications from individuals of all backgrounds, particularly those from groups that are underrepresented in our workforce. This includes, but is not limited to, people from diverse ethnic backgrounds, trans and non-binary individuals, people of all ages, disabled people, LGBTQ+ individuals, and people of all faiths and beliefs