



CORNWALL EDUCATION LEARNING TRUST  
LEARNING TOGETHER

# ASSISTANT HEADTEACHER

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## FOWEY PRIMARY SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION



COLLABORATE • EMPOWER • LEAD • TRANSFORM



**Lisa Mannall**

TRUST LEAD, CORNWALL  
EDUCATION LEARNING TRUST

Welcome, and thank you for requesting an information pack for this special vacancy. Cornwall Education Learning Trust (CELT) is a family of Cornish Primary and Secondary Schools with a strategic vision of 'learning together to help every child achieve more'.

As educationalists – and parents – we often ask 'what is an ideal childhood?' How can we make sure we give every child the chance to shine? How can we make the most of our unique Cornish environment and heritage to fill children with wonder and a grounding sense of place? We are proud to be educating over 7,500 learners across mid-Cornwall and believe there is no limit to what a child can achieve.

Living and working in Cornwall offers you access to a beautiful environment, rich cultural heritage and unique lifestyle which is hard to match, as demonstrated by the hashtag Kernowfornia. Cornwall has a diverse landscape with nearly a third of the county designated as an Area of Outstanding Natural Beauty. Being almost completely surrounded by sea, there are miles of dramatic coastline, captivating fishing harbours, and spectacular sandy beaches to enjoy but if trees or wide-open spaces are more appealing, there are glorious moors, woods and heathlands throughout the spine of the county.

As a Trust CELT can offer you superb career possibilities in a dynamic team of education professionals. In return you'll dazzle us with your passion, drive and ambition to make the lives of local children richer, happier and more fulfilling.



As a Trust, we agree that a child needs to feel that they are wanted, loved and valued for exactly who they are, from the beginning. There is no replacement for that and if it's not right at the start, everything that follows is playing catch up. After that, it is about nurturing the individual genius of each child. Every child is unique and has their own strengths, weaknesses, and passions. It doesn't matter what these might be; what matters is focusing on what it is they love and giving them the space and time to explore those passions.

We cannot forget that the core business of schools is ensuring that children and young people are able to read, write and be numerate. We also know that whatever the world may look like in the future, there will be a need to instil universal human values. Values-based education empowers schools to emphasise the centrality of all people in society and focuses on valuing self, others and the environment, underpinning their curriculum with universal positive human values such as respect, justice, equality, integrity, harmony, trust and honesty.

At CELT, we believe that nature is a gift we should try to give to each child so forming a relationship with nature early on is a very powerful thing. Our schools are all situated in unique locations. We want children to grow up remembering their childhood as a happy, safe place where they connected with Cornwall's beautiful natural environment.

Young people have their own voice - our role is to hear that voice and offer the space and opportunity for it to grow. A CELT education gives each child a moral compass and self-leadership, it enables reflection and a code of personal ethics. Our pupils become the Captain of their own ship, which ultimately enables them to navigate their wonderful, individual journeys as custodians of our future.

**We hope that you'll be along for that journey with us.**



Fowey Primary School is a one form entry school nestled at the top of the port of Fowey in East Cornwall.

We aim to ensure that all our children have the best primary experience, utilising our fantastic site and incredible location to ensure enriched and exciting learning opportunities. Our priority is to ensure that children are safe, happy and eager to come to school. We are committed to ensure that all children achieve academically whilst being enthused for learning through our broad curriculum offer.

Our core values of Collaboration, Aspiration, Respect and Empathise are integral to everything we do. Fowey Primary School is proud to be part of the Cornwall Education Learning Trust where our collective aim is to 'learn together to help every child achieve more'.

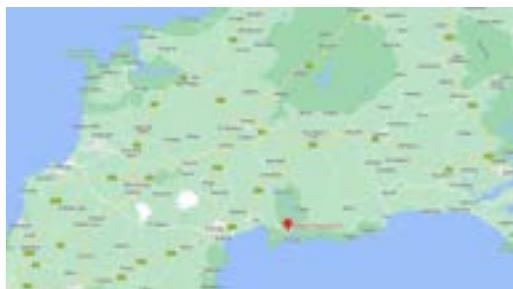
## Our Vision, Mission and Values

**Vision:** A happy, inclusive and welcoming school that values each individual and works together to enable everyone to achieve their very best.

**Mission:** We are committed to welcoming all members of our community to succeed in our school. We believe that we have a responsibility to ensure that everyone in our school community achieves their very best and we aim to provide a balanced, aspirational education that allows our children to become rounded, successful and happy young adults who are equipped with the skills they need to succeed in life.

**We are different, but we fit together.**

**Values:** Collaborate, Aspire, Respect, Empathise (at Fowey Primary School we C.A.R.E.)





## JOB DESCRIPTION

- Reporting to:** Headteacher
- Key Contacts:** Other Teaching Staff, Support Staff, Pupils, Parents
- Location:** Based at Fowey Primary School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
- Salary Grade:** Leadership Pay Spine L1 - L5
- Hours:** Full time role including at least 0.6 fte classroom commitment A flexible approach to working hours is required.

**Closing date: Monday 13th June 2022**  
**Interview date: Friday 17th June 2022**



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# RESPONSIBILITIES

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## GENERAL RESPONSIBILITIES

The Assistant Headteacher is to take a central role in assisting the Headteacher and Governing Body to develop our school in accordance with its shared values and our school improvement plans.

**The Assistant Headteacher is to be:**

- A primary Teacher with experience across the primary age range
- A curriculum and team leader
- A leader of teaching and learning and a key person in the senior leadership team



## SPECIFIC RESPONSIBILITIES

- The Assistant Headteacher will be class or non-class based dependent upon the need of the school. They will teach classes to model good practice, develop relationships, support training and development and ensure first quality teaching and secure the smooth running of the school.
- The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well being, progress and achievement for all children.
- The Assistant Headteacher will be a model professional, setting an excellent example to teaching and support staff. They will work in close partnership with the Head Teacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.
- The Assistant Headteacher will lead by example of their practice, and by positively encouraging and supporting all members of staff.
- They will work with the Headteacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.
- The Assistant Headteacher could take responsibility for leading support for our pupils with special educational needs and disabilities. This responsibility would depend on the leadership structure required each year.
- They will need to take a lead role in managing the school's culture of behaviour and supporting pupils with specific social, emotional and mental needs.
- They will performance manage teachers and teaching assistant/support staff.

## IN PARTICULAR, THE ASSISTANT HEADTEACHER WILL BE REQUIRED TO:

### **Leadership and Management:**

1. Work in very close partnership with and support the Headteacher in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the Headteacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
3. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
4. Work with the Headteacher in the school's achievement reviews and target setting processes by assisting with assessment procedures.
5. Work with the Headteacher to ensure that all teaching and learning principles and assessment policies are in place and up to date.
6. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well resourced and child friendly learning environments.
7. Assist in the line management of classroom based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, well being and good behaviour.
8. Work with the Headteacher to provide CPD (continuous professional development) for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources.
9. With the Headteacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well being of all children.
10. Promote achievement and well being and, with the Headteacher, effectively manage the school resources to achieve the schools stated aims, meet its targets and sustain high achievement.
11. Work with the Headteacher in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
12. Assume responsibility for the management of the school in the absence of the Headteacher.

## IN PARTICULAR, THE ASSISTANT HEADTEACHER WILL BE REQUIRED TO:

### Teaching and Learning

1. Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice coaching, mentoring and supported self evaluation for teaching and learning staff.
2. Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets for the whole community.
3. Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.

### Strengthening Community

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff well being and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

### Other Duties and Responsibilities

Any other duties that the Headteacher may from time to time ask the post-holder to perform.



## GENERAL RESPONSIBILITIES APPLICABLE TO ALL STAFF

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Note:**

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.



## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> <li>• Relevant degree</li> <li>• QTS</li> </ul>	Post graduate study in education or leadership.	Application Form Interview
Experience, Skill & Attitudes	<ul style="list-style-type: none"> <li>• Had experience in a senior role within school.</li> <li>• Leading curriculum projects and initiatives across a school.</li> <li>• Able to inspire others to improve practice.</li> <li>• Remain positive in the face of adversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Read, Write, Inc training.</li> <li>• Primary school teaching in both key stages.</li> <li>• Worked in more than one school.</li> <li>• Hold the National Award for SEND co-ordination.</li> </ul>	Application Form Interview References
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Current assessment models.</li> <li>• Current primary curriculum.</li> <li>• Using data to better understand outcomes.</li> <li>• Ways to raise attainment.</li> </ul>		Application Form Interview References
Values Related Qualities	<ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> <li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>• <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form Interview Certificates



Selection Criteria	Essential	Desirable	How Assessed
Values Related Qualities	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul> <p><b>Collaborate</b> – ability to work effectively as a team</p> <p><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</p> <p><b>Leadership</b> – To lead by example and achieve shared goals</p> <p><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</p>		Application Form Interview