



LEARNING TOGETHER
CORNWALL EDUCATION LEARNING TRUST

HEADTEACHER

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 schools with a strategic vision of 'learning together to help every child achieve more'. 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.

As educationalists, we often ask 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? 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. At CELT, we believe that nature is a gift we should encourage for every child so forming a relationship with nature early on is a very powerful thing. We want children to grow up remembering their childhood as a happy, safe place where they connected with Cornwall's beautiful natural environment.

Living and working in Cornwall offers you access to a beautiful environment, rich cultural heritage and unique lifestyle which is hard to match. 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.



JOB DESCRIPTION

Purpose of the Post:

To develop our schools in accordance with the Trusts values and school development plans and to be accountable for improving outcomes for all groups of pupils

Reporting to:

Trust Executive Leadership Team and Local Governing Body

Key Contacts:

Senior Leadership Team, teaching staff, support staff, pupils, parents and community

Location:

Initially based at St Mewan School but will be required to travel to undertake work at or for academies within Cornwall Education Learning Trust

Salary Grade:

L16-20

Closing date for applications: Friday 24th February

Interviews to be held: Monday 13th March 2023



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PRINCIPAL RESPONSIBILITIES

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PRINCIPAL RESPONSIBILITIES:

Strategic Purpose

- Overall accountability of the day-to-day leadership of the school.
- Accountable to the Trust Executive Leadership Team and the Local Governing Body for the overall direction and purpose of the school.
- To lead the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
- To lead the whole staff team to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Overall accountability for the progress and attainment of all children. Review the progress made by children at regular intervals and report that progress to the Trust Executive Leadership Team and parents. Take action to ensure that progress is at least at national expectation and usually better.
- Overall accountability for the quality of teaching and learning, and the reporting to the Trust Lead. Ensuring all teaching and learning principles and assessment policies are in place and up to date.
- 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.
- Review the curriculum goals for the school and ensure the curriculum is well matched to the needs of the pupils and the demands of national assessment. Ensure that 'British values' are well taught and that there is a coherent SMSC strand through teaching plans.
- Ensure teacher planning is well matched to the needs of pupils and is effective in enduring rapid progress and depth of learning.
- Promote and maintain 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.
- Monitor and report on vulnerable groups of pupils and ensure they are given sufficient support and additional help in order to progress.
- Responsible for building the reputation of the school within the community.
- Monitor and report on pupil attendance and take action where necessary to ensure good attendance.



Managing People

- Deliver effective line management of classroom-based staff to ensure the provision of high-quality interventions and support for children's progress, achievement, wellbeing and good behaviour.
- Recruit and induct new quality members of staff to the school as required following safer recruitment practices.
- Implement the Trust's performance management policy and linked programme of CPD that enables all employees to make their best contribution to the overall success of the school, ensuring their needs are identified and met through quality training opportunities within available resources.
- Lead on employee HR matters such as grievance and disciplinary procedures.
- Accountable for safeguarding.
- Organise regular meetings between staff and parents to discuss attainment and progress.
- Manage complaints by parents and other stakeholders.

Managing Resources

- Work with the Chief Operating Officer to ensure the delegated budget is managed appropriately to maximise value for money.
- Ensure the premises are safe, and that there is due attention to health and safety by employees.

Teaching and Learning

- Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice using coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Assist in the development and implementation of systems for the collection of 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.
- Monitor the effectiveness of teaching and learning through teachers' planning, work sampling, lesson observations, supporting auditing and reporting outcomes and planning future actions.



Strengthening Community

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



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
Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant degree 	Post graduate study in education or leadership, e.g. NPQH	Application Form Interview Certificates
Skills and Experience	<ul style="list-style-type: none"> • Evidence of significant school improvement and raising of standards • Relevant school teaching experience • Experience in leading curriculum projects and initiatives across a school • Ability to communicate a vision and inspire others to improve practice • Demonstrable experience of successful line management and staff development and the ability to support others to improve • Ability to build effective working relationships • Ability to analyse data and to use data to set targets and identify weaknesses • Experience in school self-evaluation and development planning • Ability to work under pressure and prioritise effectively 	<ul style="list-style-type: none"> • Successful leadership and management experience in a senior role within a school 	Application Form Interview References
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of current assessment models and curriculums • Experience of school-to-school support • Knowledge of current educational thinking and research • Knowledge of use of data to better understand outcomes • Knowledge of methods of raising attainment • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people • Demonstrates an awareness, understanding and commitment to equality and inclusion 	<ul style="list-style-type: none"> • Ofsted training and experience • Knowledge and understanding of school finances and financial management 	Application Form Interview References
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form Interview