



# **ASSISTANT HEADTEACHER: COMMUNICATION, COMMUNITY, CHARACTER AND CULTURE**

Required from 1st September 2025

Full time, permanent.

Deadline for applications: 12.00 on Friday 25th April 2025

**Information for applicants**

[www.budehaven.cornwall.sch.uk](http://www.budehaven.cornwall.sch.uk)



# ABOUT BUDEHAVEN

*"Budehaven is a true community school"*  
Ofsted, May 2024

Budehaven Community School is located on the beautiful north Cornwall coast in the town of Bude. We are proud to be a fully comprehensive school, welcoming and providing an inclusive education to students aged 11 to 19. Our school benefits from a thriving, successful Sixth Form, from which many of our young people access some of the top Universities in the UK.



Budehaven Community School is a thriving environment to be part of, and our ethos, which is built on a foundation of Care, Enjoyment and Opportunities, building Responsibility, Confidence and Success, is tangible from the second you walk through the door. As you travel around our school, the energy of the students and staff is infectious and it is clear to see that we uphold high standards of behaviour and attitudes to learning. The stunning work of our talented young people is on display around the school, and their art and photography work is one of our jewels in the Budehaven crown within our stylish Bistro Art Gallery for all to appreciate. We have an annual art exhibition, where members of the community come and admire the work of our young people.



We celebrate talent, skill, effort and difference, and the results of this are evident in every part of the school community. Our young people benefit from excellent sports, music and performing arts facilities, The Haven - our on-site integrated health centre, which also provides extra social, emotional and academic support for those young people who need it, and we also have an Area Resource Base on-site, run by the Special Partnerships Trust.



Fundraising activities and competitions that take place across our different charity-related Houses bring out the generosity of all members of our Budehaven family. Our young people compete at a national and international level within sporting competitions; we are incredibly proud of them and we are so grateful for the support that our parents, carers and other members of our community give to our students. The musical and theatrical talents of our students are stunning, ranging from the Rock Band to the Samba Band, and Performances such as The Curious Incident of the Dog in the Night time and the forthcoming Charlie and the Chocolate Factory. We have regular musical concerts, which are open to all members of our community.

We firmly believe that we provide a great education for all, both inside and outside our classroom, for all students, regardless of their background. Our students achieve well, with our pupils following a carefully sequenced curriculum that builds on prior knowledge and understanding, linking ideas within and across subjects. Key Stage 3 prepares them well for the challenges of GCSE and A Level. Our pupils understand why they have learned what they have learned, and how it shapes their future learning and aspirations. Our young people are bright, interested, and interesting.

We are incredibly proud of our Sixth Form, which provides a range of A Level and other Level 3 courses. We are also very proud of our Sixth Form students; every year many of them go on to Oxbridge, Russell Group, national and international universities.

## OUR STUDENT COMMUNITY

**1140 on roll, with 135 in the Sixth Form**



# LETTER FROM THE HEADTEACHER

**April 2025**

Dear Applicant,

Re: Assistant Headteacher: Communication, Community, Character and Culture

Thank you for your interest in this new, exciting role at Budehaven Community School. I am incredibly proud to be Headteacher of such a thriving school, and I have incredibly high expectations for what our young people can achieve.

This is only possible if we ensure that our young people develop their character to become resilient, confident, adaptable, proactive and empathetic, to name just a few qualities. Our school's culture is based upon a foundation of Care and Enjoyment, which are important aspects to sit alongside high standards of behaviour and attitudes, and academic rigour and success.

We recognise the fact that the world has changed, and continues to change. As a result, we need to keep abreast of the challenges we face in society, and we need to work with all members of the community we serve, to ensure we are all on the same page, which is essential to support our young people.

Bude is a coastal, rural and beautiful town. This also comes with its challenges; we have to constantly strive to be creative in our approaches to support our young people, particularly given the fact that resources are not always easy to access. For this, and other reasons, we need to be outward-facing, creative, and relentless in our pursuit of high standards. I have personally worked in a city, a large town and now a coastal, rural town; the challenges that rurality present are more difficult to overcome than many of the inner-city challenges presented to schools in such locations. Therefore, an understanding of the need to be relentlessly creative and skilful in approach is key.

This role is pivotal to the continued school improvement journey we are on; securing a Good Ofsted outcome in 2024, which stated that "Budehaven is a true community school" doesn't mean that we now rest on our laurels. Indeed, it means that we have proven that we are the Good school we know we are, but now want to make it even better.

If you are a team player, resilient, have high standards, and a proven track record of school leadership with impact, we want to hear from you. We have a lot of work to do, and are seeking to find someone who is committed to ensuring that they make a clear impact from day one in post.

If, after reading this letter, and studying the application pack, you are interested in applying, we would welcome an application from you.

The closing date is Friday 25th April at 12.00. Should you wish to have a conversation about the role and our school, I am happy to facilitate this from Tuesday 22nd April.

I look forward to hearing from you.



Yours faithfully,

Mr Dominic Wilkes  
Headteacher

# ABOUT THE POST

**Required from 1st September 2025**  
**Full time, permanent.**

We are seeking to appoint an exceptional Assistant Headteacher to lead and develop our school's Culture, Character, Community, and Communication initiatives. This pivotal role within the Senior Leadership Team requires a dynamic and visionary leader committed to fostering an inclusive and positive school environment. You will be an experienced teacher and leader, with a proven track record of outstanding impact at leadership level in a secondary school setting. You will also be a highly skilled teacher, who can demonstrate sustained impact on pupil outcomes at Key Stages 3 and 4, and potentially Key Stage 5 in your specialist subject.

You will work collaboratively with subject leaders, pastoral staff, and external partners to ensure a holistic and integrated approach to personal development that empowers students to grow as confident, responsible, and capable young people.

Your proven track record of highly successful leadership will ensure that personal development is embedded across all aspects of school life, including the curriculum, classroom environment, and extra-curricular opportunities. You will be instrumental in creating opportunities for students to develop essential life skills such as communication, resilience, empathy, and leadership.

We are committed to the safeguarding of our students; the successful candidate will be subject to an enhanced DBS check.

Required from 1st September 2025  
Full time, permanent.

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For further information and an application form, please contact:

**Mrs Clare Brown** at the school or download the relevant forms from our website:  
[www.budehaven.cornwall.sch.uk](http://www.budehaven.cornwall.sch.uk)

Tel: 01288 353271      Fax: 01288 353733

Email: [clare.brown@budehaven.cornwall.sch.uk](mailto:clare.brown@budehaven.cornwall.sch.uk)

**Deadline for applications: 12.00 on Friday 25th April 2025**  
**Interviews will take place shortly afterwards.**

# ABOUT THE POST

## **Assistant Headteacher: Communication, Community, Character and Culture**

Location: Budehaven Community School, Valley Road, Bude, Cornwall EX23 8DQ

Salary: Leadership Scale L13-17 (£66,919 to £78,819 per annum)

Contract Type: Full-Time, Permanent

Start Date: 1st September 2025

Application Deadline: 12.00 on Friday 25th April 2025

### **About Budehaven Community School:**

Budehaven Community School is a vibrant 11-18 comprehensive. With 1,140 young people, including a thriving Sixth Form of 135 students, our school is deeply rooted in the community. Our ethos is built upon Care, Enjoyment, and Opportunities, fostering Responsibility, Confidence, and Success among our students. In our recent Ofsted inspection (May 2024), we were praised as a "true community school" where "pupils are happy and get on well with one another," and staff are "aspirational for what pupils have the potential to achieve."

### **The Role:**

Responsible to the Headteacher, we are seeking an exceptional Assistant Headteacher to lead and develop our school's Culture, Character, Community, and Communication initiatives. This pivotal role within the Senior Leadership Team requires a dynamic and visionary leader committed to fostering an inclusive and positive school environment. You will be an experienced teacher and leader, with a proven track record of outstanding impact at leadership level in a secondary school setting. You will also be a highly skilled teacher, who can demonstrate sustained impact on pupil outcomes at Key Stages 3 and 4, and potentially Key Stage 5 in your specialist subject.

We are a successful school community, but we can always do more. The key to our future success is the way we develop our culture and ethos, the personal development of our young people and staff, and wider community members, and the way that we all communicate in a clear, open and transparent way.

Following a very successful Ofsted report in May 2024, we are working hard to ensure we strive to be outstanding in everything we do. We have high standards and high expectations of everyone who works within our school community. We are seeking to appoint someone who shares these exceptionally high standards, and will be relentless in upholding them, with the aim of ensuring every child is known and noticed, and can thrive through a highly supportive and impactful personal development offer that reaches every child, regardless of their starting point.

Being a coastal and rural school doesn't come without its challenges; access to external services is a challenge for us, and we are very creative at finding solutions to the issues we face. A key to this is how we work with external providers, and how we maintain an outward-facing perspective. This is really important to us, and we are looking for someone who is creative, precise, positive and supportive to enable us to be even more successful in the future.

## **Key Responsibilities:**

**Culture:** Promote and embed a school culture that reflects our core values of Care, Enjoyment, and Opportunities, ensuring high expectations for behaviour and attitudes are upheld across the school community. Lead a review of the school's culture and ethos, and take it to the next level, community-wide (beyond the school, across Bude and the surrounding areas).

**Character:** Lead highly impactful initiatives that develop students' character, resilience, and personal development, preparing them to be responsible and confident members of society. Set up systems that measure impact, and provide analytical feedback to all stakeholders. Support and track the development of our young people with regard to their character development as they progress through the school, and incentivise their effort through a positive rewards system that they buy into.

**Community:** Strengthen relationships within the school and with external partners, enhancing our role as a "true community school" and fostering a sense of belonging among students, staff, and families. Carry out pupil, staff, parent/carer and community "voice" activities, to ensure you gather valid data on what our community needs, and respond with impactful initiatives to ensure the school is at the heart of our community.

**Communication:** Oversee and enhance internal and external communication strategies to ensure clarity, consistency, and engagement with all stakeholders. Ensure you work with staff at all levels so that they are highly competent in our systems and use them to raise achievement and increase opportunities for our young people.

You will work collaboratively with subject leaders, pastoral staff, and external partners to ensure a holistic and integrated approach to personal development that empowers students to grow as confident, responsible, and capable young people.

Your leadership will ensure that personal development is embedded across all aspects of school life, including the curriculum, classroom environment, and extra-curricular opportunities. You will be instrumental in creating opportunities for students to develop essential life skills such as communication, resilience, empathy, and leadership.

## **Qualities and Skills:**

You will work collaboratively with subject leaders, pastoral staff, and external partners to ensure a holistic and integrated approach to personal development that empowers students to grow as confident, responsible, and capable young people.

Your leadership will ensure that personal development is embedded across all aspects of school life, including the curriculum, classroom environment, and extra-curricular opportunities. You will be instrumental in creating opportunities for students to develop essential life skills such as communication, resilience, empathy, and leadership.

# JOB SPECIFICATION/KEY RESPONSIBILITIES

## **Strategic Leadership in Personal Development:**

Lead the strategic development and implementation of a school-wide personal development program, ensuring it aligns with the school's vision and values.

Design and embed a coherent personal development curriculum that spans key stages, incorporating character education, communication skills, wellbeing, and community engagement into students' learning.

Ensure that personal development objectives are incorporated into all curriculum areas and are woven into day-to-day school life, with particular focus on fostering resilience, empathy, and collaboration.

Work alongside curriculum leaders to ensure that personal development objectives are embedded across subject areas, creating cross-curricular opportunities for students to develop essential life skills.

## **Curriculum and Classroom Integration of Personal Development**

Develop a robust and progressive curriculum that supports the growth of students in areas such as emotional intelligence, leadership, and ethical decision-making, in addition to traditional academic subjects.

Provide leadership and support for teachers to incorporate personal development goals into their teaching practice, fostering a classroom environment that nurtures student growth, self-esteem, and responsibility.

Work with all leaders to ensure that personal development is embedded in schemes of work, lesson planning, and classroom culture.

Develop and implement a series of age-appropriate resources, lessons, and modules focused on promoting character education, communication skills, and positive behaviour in and out of the classroom.

## **Extracurricular and Enrichment Opportunities**

Oversee and expand extracurricular programs that offer students opportunities to develop leadership, teamwork, and communication skills. This includes clubs, societies, sports, community service, and volunteering.

Foster and promote student leadership programs that empower students to take on responsibility within the school community, such as student councils, peer mentoring, and ambassador roles.

Establish links with external organizations, businesses, and community groups to provide students with real-world opportunities to develop their skills in communication, teamwork, and community involvement.

Organize and lead whole-school initiatives that promote personal growth, such as charity events, community projects, and cultural awareness programs.

## **Monitoring and Impact Evaluation**

Implement systems for tracking the progress of students in relation to personal development goals, using a combination of qualitative and quantitative data.

Regularly assess the effectiveness of personal development programs and make data-driven decisions to improve outcomes for students.

Provide regular reports to the Senior Leadership Team and Governing Body on the progress and impact of personal development initiatives, highlighting achievements and areas for improvement.

Ensure that the personal development program is responsive to the needs of students, with an emphasis on supporting vulnerable and disadvantaged groups.

### **Pastoral Support and Wellbeing**

Work closely with the Pastoral and Safeguarding teams to ensure that personal development programs are aligned with wellbeing initiatives, supporting the mental and emotional health of students.

Lead and contribute to initiatives that promote resilience, mental health awareness, and stress management across the school community.

Take responsibility for leading the school's approach to promoting positive behaviour, ensuring that students are equipped with the tools to navigate challenges, resolve conflicts, and build healthy relationships.

Support staff in understanding and addressing the diverse personal development needs of students, particularly those who may be facing personal or academic challenges.

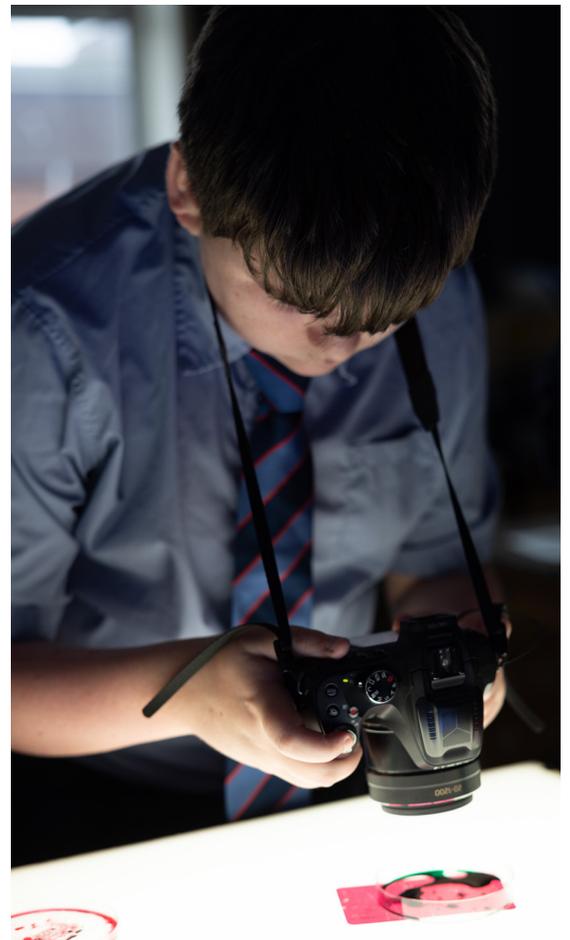
### **Community Engagement and Stakeholder Communication**

Foster strong partnerships with parents, carers, and the wider community to support the personal development and wellbeing of students, through outward-facing initiatives.

Create opportunities for parents to be involved in their child's personal development, such as parent workshops, information sessions, and regular communication about wellbeing and behaviour.

Lead on the development of a school-wide communication strategy that ensures students, staff, and parents are informed and engaged in the personal development initiatives and achievements within the school.

Work with local organizations and employers to create opportunities for students to apply their personal development learning in real-world contexts, such as work experience placements, apprenticeships, and industry partnerships.



# PERSON SPECIFICATION

## Person specification

Proven leadership experience with the ability to inspire and motivate staff and students.

Strong commitment to the professional development of self and others, with evidence of CPD relating to whole school leadership.

Excellent communication and interpersonal skills, capable of building positive relationships across the school community.

A reflective practitioner with high standards of ethics, behaviour, and professional conduct.

Enthusiastic and resilient, with a positive outlook and a commitment to the school's ethos and values.

A track record of exceptional outcomes at GCSE, and if relevant, post-16 study.

A desire to ensure that all pupils succeed, especially those from disadvantaged backgrounds.

## Application Process:

For more information and an application form, please visit our website:

**[www.budehaven.cornwall.sch.uk](http://www.budehaven.cornwall.sch.uk)**

Alternatively, contact Mrs. Clare Brown at the school:

Telephone: 01288 353271

Email: **[clare.brown@budehaven.cornwall.sch.uk](mailto:clare.brown@budehaven.cornwall.sch.uk)**

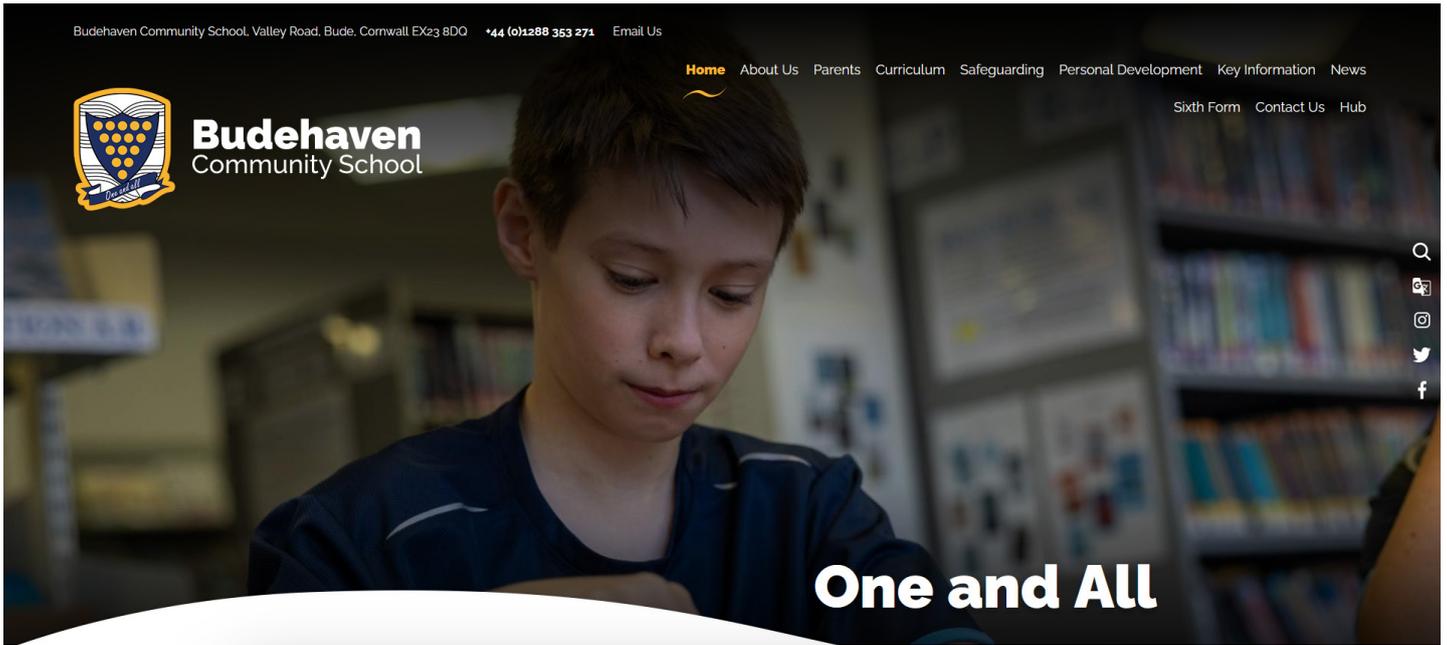
We encourage prospective candidates to visit the school to experience our vibrant community first hand. Please contact Mrs. Brown to arrange a visit.

## Safeguarding Statement:

Budehaven Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Join us at Budehaven Community School and contribute to shaping the future of our students and the wider community.

# LINKS & FURTHER INFORMATION



[www.budehaven.cornwall.sch.uk](http://www.budehaven.cornwall.sch.uk)



[www.facebook.com/budehavenschool](https://www.facebook.com/budehavenschool)

Other Links:

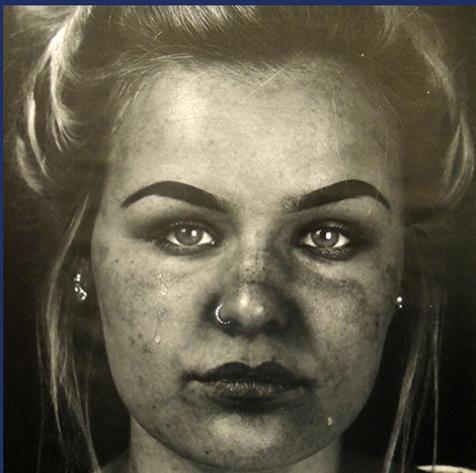
[www.budehaven.cornwall.sch.uk/Ofsted](http://www.budehaven.cornwall.sch.uk/Ofsted)

<https://x.com/BudeSchool>

[www.instagram.com/budehavensixthformofficial](https://www.instagram.com/budehavensixthformofficial)

# WE CAN OFFER

- Students who are welcoming, well behaved and curious young people
- The support of an experienced governing body and a dedicated team of staff and leaders
- A school that is at the heart of its community and is well respected
- CPD tailored to support you as you develop within your role
- A school that has innovative education and health care links
- A successful sixth form with students who go onto top universities
- Free use of the on-site Gym which was refurbished Autumn 2021
- Number of after school staff activities such as 5 aside football
- Free membership of the Smart Clinic, benefits include:
  - 24 hour helpline
  - Access to a virtual GP 24/7
  - Support and advice on
  - Managing a condition
  - Better health
  - Cognitive behavioural therapy
  - Counselling
  - Anxiety Management
  - Physiotherapy
  - Stress Management
  - Assertiveness and self-confidence training
  - Time management
- Free onsite parking
- Lifestyle Savings – Access a huge range of savings across the UK's major retailers
- Home and Electronics – Spread the cost of thousands of technology and home appliances shipped by Currys and John Lewis & Partners
- Cycle to Work – Save up to 43%\* on the latest bikes and accessories for your commute to work (savings are realised through a salary sacrifice arrangement. Excluding disposal fee. Figures are a guide only and dependent on personal situation).
- On site Gym Membership
- Eye Test Vouchers for eligible staff
- Physiotherapy – Access to online advice and exercise programmes
- Counselling & Wellbeing Support - Access to a Wellbeing Resource Library
- GP Phone & Video Consultation – Accessible 24 hours a day, 7 days a week



# OUR LOCALE

North Cornwall's beaches are famous for their haunting beauty and those in the Bude area are no exception. Vast expanses of clean, golden, sandy beaches, often backed by rugged cliffs, have captivated many a visitor's imagination over the centuries.

**Bude** itself has two main beaches, **Summerleaze** great for surfing and **Crooklets** which enables access, at low tide to the quiet coastline north towards **Northcott** and **Sandymouth**.

South of the town the beaches and bays of **Widemouth, Wanson Millook & Crackington Haven** which offer a wide range of attractions from surf schools to Geological marvels. The coast path in both directions from Bude offers stunning scenery and in places a great workout!

Head North to **Hartland Point** marks the location where the coastline takes a sharp right hand turn into **Bideford Bay**. The lighthouse there shines it's warning out across towards the nature reserve of **Lundy Island**. A unique habitat and perfect for Puffin spotting and swimming with the friendly seals.

**Hartland Quay, Spekes Mill Mouth, Welcombe, Marsland Mouth** and **Morwenstowe** offer access to the South West Coast path and all it's glory. The Rev **Hawkers Hut** is well worth seeking out.

A little further southward of Bude leads you to **Crackington Haven**, a beautiful little bay with Cafe's and Pub. Rising up to 'High Cliff' you then descend towards **Boscastle**, renowned and attractive National Trust village with spectacular cliff-hung harbour entrance, small quay and walks through beautiful **Valency Valley** and **St Nectan's Glen**. Thomas Hardy met his first wife here and based 'A Pair of Blue Eyes' on his experience in the district.

**Tintagel**, can get busy in high season but is always worth a visit. The ruined but spectacular **Tintagel Castle**, built in the 12 & 13th century by the Earls of Cornwall is another must see. Walks to **St Nectan's Glen, Boscinney Cove** and along **Rocky Valley** are a firm favorite of Staff at the school.

If you make it that far then it's just a short hop to **Port Isaac**, an unspoilt fishing village where white slate-hung houses run down to a sheltered harbour. It's a favorite location for film and TV companies with 'Poldark' and 'Doc Martin', 'Amy Foster' and 'Saving Grace' being shot there. It's little maze of alleyways, one called Squeeze-ee-belly, and old pilchard cellars, shingle beach and working crab boats are fascinating.

**Wadebridge**. Busy shopping centre. An historic centre for river, road and rail, with a 17 arch bridge over the River Camel, purportedly built on the foundation of wool sacks and known as 'The Bridge of Wool'. From here explore the wonderful **Camel Trail** South to Padstow or North to Wenford bridge, with the section between Bodmin and the end of the trail offering some of the quietest and most beautiful trail riding to be had in the South West.

Close by the A39, south of the town are the **Nine Maidens**—a line of tall stones, supposedly petrified maidens guilty of dancing on the Sabbath.

These are just a small sample of the huge variety of places to visit and things to do in this part of the world. We may well be a few miles from the major cities of Exeter, Truro and Plymouth but we make up for it with a quality of life that's hard to beat.

**OS Maps: 190** 'Bude & Clovelly', **111** , 'Bude, Boscastle & Tintagel' and **200** 'Newquay & Bodmin'.



# FIND OUT MORE:

[www.budehaven.cornwall.sch.uk](http://www.budehaven.cornwall.sch.uk)

[www.facebook.com/budehavenschool](http://www.facebook.com/budehavenschool)

<https://x.com/BudeSchool>

