



Mullion School



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Mullion School
Job Title:	Assistant Headteacher

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Application Form	Please download from the school website: www.mullionschool.org.uk/vacancies
Equality and Diversity Monitoring Form	Please download from the school website: www.mullionschool.org.uk/vacancies



Mullion School



Truro and Penwith
Academy Trust

Mullion School

Job Title:	Assistant Headteacher Data, Assessment, Reporting and Curriculum
Pay Point / Pay Range:	From L7-L13
Full Time Equivalent Annual Salary:	Leadership Range
Actual Annual Salary for this Role: Must be calculated please so that candidates can assess future income If you are not sure about this calculation, please seek advice from HR & Payroll	From L7-L13, dependent on skills and experience.
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	1.0 fte
Closing Date:	12 midnight on Monday 5 December 2022
Proposed Shortlisting Date:	Tuesday 6 December 2022
Proposed Interview Date:	Monday 12 December

Mullion School is seeking to appoint a dedicated and enthusiastic leader who is passionate about improving the life chances for students in our community.

The successful applicant will contribute to the sustained improvement of the school by making a substantial contribution to their areas of responsibility. Responsibilities include, development of data, assessment and reporting systems, timetabling, year 9 options and curriculum work. We are looking for someone who will be able to build strong and effective relationships with stakeholders and who will enable our students to 'be the best they can be'. You will share our focus on supporting students to achieve their potential and our commitment to personal and social development.

Of crucial importance to us, our successful applicant will be a determined and resilient team player whose vision and principles fully align with our school's ethos. We are looking for someone who will take on a key senior leadership role within our thriving school and who will be able to get the best out of those they work with, for, and alongside. They will share our dedication to education and removing barriers for our students, and will have a relentless and ambitious determination to support our students to develop the character and knowledge that will help them flourish and succeed in life.

We are able to offer prospective applicants an opportunity to visit the school prior to application. Please email Sue Bennett, Head's PA to arrange: sb@mullionschool.org.uk Please note that all visitors to the school are required to provide photo ID on arrival.

To find out more about [insert school name], please visit:	www.mullionschool.org.uk
To discuss this position please contact the Headteacher:	Email – dp@mullionschool.org.uk Telephone – 01326 240098
Application packs can be downloaded from:	www.mullionschool.org.uk/vacancies
Please email your completed application form and equality & diversity monitoring form by the closing date to:	Sue Bennett – sb@mullionschool.org.uk

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

School Information for Applicants

School Address:	Mullion School
School Telephone Number:	01326 240098
School Email Address:	sb@mullionschool.org.uk
Name of Headteacher:	Dawn Penberthy
Website Address:	www.mullionschool.org.uk



Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

For more information about Mullion School, please see our website: www.mullionschool.org.uk

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

General Background

Mullion School is located on the outskirts of Mullion Village. We are an 11-16 school with 555 students on role. Our student community spans the Lizard Peninsula with a large number of students travelling to school by bus each day. We serve arguably one of the most beautiful and unique areas of the country.

Mullion School is ambitious, creative and inclusive, our students consistently achieve academic excellence. We encourage all students to take an active role in the school, through leadership opportunities, sport, performing arts and enrichment opportunities. The school is a vibrant supportive community and our students are a pleasure to teach and work with every day.

Relationships are important to us at Mullion School and you would be joining a strong collaborative team of staff and a leadership team that is passionate about Mullion School. It is an

exciting time for the school as we join Truro and Penwith Academy Trust, who have a clear vision for collaboration and school improvement.

This position has arisen due to the promotion of the previous post-holder.

Class Organisation

For more information about our class organisation, please see our website:
www.mullionschool.org.uk

Staff Organisation

For more details about our staff organisation, please see our website: www.mullionschool.org.uk

Our Curriculum

At Mullion School we are ambitious for all students and offer an inclusive, broad and balanced curriculum across Key Stage 3 and Key Stage 4. We strive for academic excellence for all and believe in developing the whole child, through our commitment to every students' personal development. This enables our students to successfully progress to the next stage in their education with confidence.

At Key Stage 3 and 4 pupils are taught in predominantly mixed ability groupings with the exception of Maths, which is taught in sets.

In 2022 we offered our pupils a choice of 18 different courses to study at Key Stage 4 – an offer we are extremely proud of, particularly given our size. At Key Stage 4, pupils choose 4 option subjects to study, as well as the core offer of English, Maths, Science, PE and PSHE.

Our core curriculum is supported and enhanced by a broad range of clubs, visits and extra-curricular opportunities.

For more information on our curriculum, please see our website:
www.mullionschool.org.uk

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Sue Bennett
Contact Email Address:	sb@mullionschool.org.uk
Contact Telephone Number:	01326 240098

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.mullionschool.org.uk/vacancies

Closing Date:	5 December 2022 (Midnight)
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	12 December 2022 - To Be Confirmed
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.



Mullion School



**Truro and Penwith
Academy Trust**

Truro and Penwith Academy Trust is a supportive and collaborative Organization with one primary focus: the improvement of teaching and learning within Cornwall

Job Description/Person Specification

Job Title:	Assistant Headteacher
Salary Range:	From L7 –L13
Hours:	1.0 fte
Base:	Mullion School
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	Exams Lead, Data Manager and Faculty Areas
Responsible for:	Data, Assessment, Reporting and Curriculum
Important Functional Relationships: Internal/External	<p><u>Internal:</u> Headteacher, School leadership team, staff, students</p> <p><u>External:</u> Parents, visitors to the school</p>

Main Purpose of Job:

To contribute to the leadership of sustained improvement of the school by improving the quality of provision, securing student engagement and leading professional development of colleagues. To maintain the relentless focus of the school community on raising standards in teaching and learning and provision so that all students make rapid and sustained progress in their academic, social and personal development. To take responsibility for key aspects of school development.

Main Duties and Responsibilities:

Shaping the Future

- Support the Headteacher to clearly communicate, share, understand and implement the school vision
- Contribute to the school's ethos of self-review and improvement where all members of the school community have opportunities to contribute and are able to do so without fear of failure in a culture that promotes equality, diversity and respect

- Work with the leadership team and school community to translate the vision into agreed objectives and operational plans that promote and sustain rapid school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture of school improvement and positive contribution
- Encourage and role model creative solutions, innovation and the use of appropriate technologies to achieve excellence
- Implement and contribute to school systems that provide a robust and accurate evaluation of school performance and priorities for improvement

Leading Teaching and Learning

- Ensure a consistent and continuous focus on students' achievement, using relevant, accurate data to monitor student progress
- Support the Headteacher to ensure that teaching and learning are at the heart of strategic planning and resource management
- Implement creative, responsive and effective approaches to teaching and learning
- Support the Headteacher to ensure a culture of challenge and support where all students can achieve success
- Demonstrate and communicate high expectations and standards and contribute to setting and communicating stretching targets for the whole school community
- Implement strategies and provide support for colleagues to secure high standards of student behaviour and attendance
- Organise and implement a diverse, flexible, academically rigorous, well sequenced and relevant curriculum within identified subject areas
- Implement assessment systems to ensure assessment is accurate, timely and used effectively to secure strong progress in learning, informed by diagnosis of prior learning, misconceptions and gaps in key knowledge and skills
- Role model the use of technology to enhance and extend organisational effectiveness and the learning experience of students
- Contribute to the school's processes for monitoring, evaluating and reviewing classroom practice and implement strategies to raise standards and address areas of weakness
- Challenge underperformance at all levels and ensure effective intervention and monitoring of impact of intervention
- Provide support for colleagues in securing high levels of effectiveness in all teaching standards.
- Contribute to implementing the school's behaviour policy: providing support in responses to managing challenging behaviour including, where appropriate, inclusion and exclusion.
- Leading the Organisation
- Contribute to the management of the school, reflecting the school's values and ensure that policy and practice are implemented consistently and that statutory obligations are met
- Implement clear, evidence based improvement plans and policies that make a significant contribution to school improvement
- Contribute to the effective use of the school's financial and human resources to achieve the school's education targets and priorities
- Contribute to the recruitment, retention and effective deployment of staff and assist in managing their workloads to achieve the school's vision and goals
- Implement and contribute to effective performance management and appraisal processes of all staff

- Contribute to the efficient use of the school environment to ensure it meets the needs of staff, students and statutory obligations and legislation.
- Ensure that the range, quality and use of resources is monitored, evaluated and reviewed to improve the quality of education for all students and provides excellent value for money
- Contribute to regular reviews of school systems to ensure statutory obligations are met and current practice is improved on where appropriate
- Contribute to key HR and leadership processes as appropriate e.g. absence, disciplinary, capability
- Ensure a consistent approach to promoting high standards of staff conduct, attendance and punctuality are implemented across the school

Professional Development and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and ethos
- Contribute to the collaborative learning culture within the school and actively engage with local, regional and national providers to share best practice and ensure rapid and sustained school improvement
- Contribute to strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities
- Contribute to school INSET, training and activities that share best practice and support the professional development of colleagues
- Recognise and celebrate the skills and contribution of staff and promote an ethos of continuous professional development through sharing best practice
- Promote a culture of high expectations for self and others and take appropriate action to tackle underperformance
- Review own practice, set personal targets and take responsibility for personal professional development
- Be an excellent role model for staff and students by reflecting on own skills and demonstrating a desire to improve and learn
- Manage own workload and that of others to promote appropriate work/life balance

Promoting School Ethos

- Contribute to the school culture and curriculum that celebrates the richness and diversity of the school, local, national and global community
- Promote positive strategies for challenging prejudice and harassment
- Collaborate with local and national agencies to provide for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families
- Maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Secure opportunities to enrich the curriculum and experience of students with the experiences and skills of the wider community including local and national educational providers
- Promote opportunities to share best practice by working in partnership with others schools
- Cooperate fully and work effectively with relevant agencies to protect the welfare of students

Securing Accountability

- Contribute to effective school governance by providing accurate information and reports, clear communication, advice and support to Governors
- Contribute to the school ethos which supports collaborative working, has a systematic approach to sharing best practice, celebrates success and takes responsibility for outcomes
- Ensure individual staff responsibilities and accountabilities are clearly defined, understood and agreed and are subject to rigorous and systematic review and evaluation
- Present coherent, clear, and accurate accounts of the school's performance to a range of audiences including parents, governors, and staff
- Promote and safeguard the welfare of students within the school.
- Lead identified aspects of school improvement, as agreed with the Head of School
- Take a lead role in the performance management of identified teachers and support staff, setting aspirational targets and providing mentoring and coaching for staff to support their achievement and professional development

Unlocking Potential

- Role model the mutually respectful relationships with others that are a core part of the school's ethos.
- Work with the Headteacher to embed a culture of high standards: in academic learning, work, social interactions and personal development.
- Implement school systems to embed a positive school culture which values, recognises and rewards achievement, effort, high standards and progress and offers to children repeated opportunities to 'begin again' and make a fresh start. Exemplify forgiveness, restorative practice and emotional intelligence about the needs of others.
- Demonstrate daily optimism about the power and high value of education as a means to empower future citizens, change lives for the better and open and widen opportunity and life chances.
- Implement school systems to embed a culture of equality of opportunity which celebrates diversity and difference
- Provide through role modelling and mentoring, the individual care and support that students need to thrive academically, socially and emotionally.
- Make a substantial contribution to leading the school's culture of safeguarding, exemplifying the values and actions which embed this culture throughout the school.
- Support colleagues, and work directly with children, to remove barriers to learning and ensure every child achieves their full potential.
- Demonstrate daily to others, explicitly and through implementing school policy and procedures, that the school's high quality education of children is built on foundations of strong, professional and mutually respectful relationships, professional integrity, care, wellbeing and safeguarding.

Specific Responsibilities commensurate with the role and school improvement priorities will be agreed annually with the Head of School.

Person Specification :	Essential	Desirable	Recruiting method
Education and Training	<p>Attainment of GCSE's grade C or above in English & Maths and a range of other curriculum subjects</p> <p>A Levels</p> <p>Degree in National Curriculum Subject</p> <p>Qualified teacher status</p>	<p>Honours Degree at 2:1 or above</p> <p>Masters Level qualification</p> <p>NPQ qualification (Middle, Senior or Headteacher)</p>	Application Form / Interview
Skills and Experience	<p>A proven track record of working with students of the relevant age in a learning environment.</p> <p>Previous experience of working on a school leadership team</p> <p>Experience of working in at least one secondary school</p> <p>Track record of securing school improvement and standards commensurate with Ofsted 'Good'</p> <p>Experience of managing significant resources or finance within a school environment</p> <p>Experience of working with Governors and within a MAT setting</p>	<p>Relevant experience to</p> <p>Include curriculum development , effective use of data, timetabling and reporting.</p> <p>Experience in working in more than one secondary setting, or in a different educational context e.g. specialist education</p>	Application/Interview/Assessment

	Track record of improving outcomes for students, including vulnerable students and those with SEND, disadvantaged.		
Specialist Knowledge and Skills	<p>Up-to-date ICT skills.</p> <p>Good listening & communication skills.</p> <p>Knowledge of specific curricular areas or key stages.</p> <p>Awareness of the SEND Code of Practice and guidance on meeting SEND.</p> <p>Knowledge and understanding of the Ofsted framework</p> <p>Knowledge of statutory policy and procedures for schools e.g. exclusion, attendance, admissions, health and safety, HR, recruitment, safeguarding</p>	<p>Safer recruitment training</p> <p>Tier 3 safeguarding</p>	Application/Interview/Assessment
Behaviours and Values	<p>Self-motivated and able to work constructively as part of a team and as a leader. Able to adapt approach to suit circumstances and audience.</p> <p>Ability to relate well to children and adults and to inspire others to excel.</p>		Application/Interview/Assessment

	<p>Outstanding role model for Growth Mindsets</p> <p>Excellent communicator: to a variety of audiences and orally, in writing and using social media</p> <p>Ability to work to deadlines and methodical approach to work. Ability to thrive under pressure.</p> <p>Ability to manage challenging situations including with students and stakeholders.</p> <p>Deeply committed to equality of opportunity, British Values and diversity.</p>		
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General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the Academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Special Conditions related to the post

- Physical fitness
- Able to work unsocial hours
- Key holder

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	To apply online please visit: www.mullionschool.org.uk/vacancies Please complete your application form in full and return to Sue Bennett – sb@mullionschool.org.uk . Please note that we do not accept CVs.
Contact details:	Sue Bennett – Head's PA – sb@mullionschool.org.uk Tel: 01326 240098
Closing date:	12 Midnight, Monday 5 December 2022

Truro and Penwith Academy Trust is committed to providing employee benefits that motivate and reward our employees.