



Candidate Pack

Assistant Headteacher Helston Community College

HELSTON COMMUNITY COLLEGE
ASPIRATION · AMBITION · ACHIEVEMENT



Self Help	Self Responsibility	Equity	Equality	Democracy
Solidarity	Social Responsibility	Honesty	Openness	Caring for Others

Message from the Headteacher – Mr W N Jenkins

Dear Applicant

Thank you for showing an interest in the position of Assistant Headteacher. This vacancy arises from the strategic decision to strengthen and add capacity to our senior leadership team. Although we would like to appoint someone for an Easter start, we are prepared to wait until September if necessary for the right candidate.

At Helston Community College, our students matter: each one an individual, valued and appreciated. We are ambitious for all of our students and are committed to providing a learning experience that consists of high challenge combined with appropriate support, and effective teaching in a safe and disciplined environment.

Our College is a place where doors of opportunity are opened for young people, and we encourage them to make the most of every opportunity that comes their way. We provide a diverse curriculum, allowing students to develop knowledge, skills and talents in a broad range of subject areas. We challenge students' thinking and encourage them to learn from setbacks, so that they become resilient learners who can respond effectively to future challenges. We urge our students to believe in themselves, to take responsibility for their own learning and personal development, and to work hard so that they achieve their very best. We are committed to **promoting aspiration, encouraging ambition and ensuring achievement** within a values-driven ethos.

Helston Community College is part of the Southerly Point Co-operative Multi-Academy Trust, which was established on 1st June 2017, and we are one of 19 schools situated around Helston and the Lizard – the most southerly part of Cornwall. Our work is underpinned by the co-operative values: **self-help, self-responsibility, equity, equality, democracy, solidarity, social responsibility, openness, honest and caring for others**. The Trust works together to improve and enhance opportunities for all young people in the local community. Teachers collaborate in cross-phase groups through a range of curriculum networks, including Literacy, Mathematics, History, Geography and Science. There is also a very effective DSL network group, which provides both challenge and support across the Trust schools.

There is a wealth of information about the College and the Trust available online, and we recommend that you review what is available via the College website : www.helston.cornwall.sch.uk

Our new Assistant Headteacher will play a vital role within our Senior Leadership team as we continue with our focus of ensuring the College continues to provide high quality education for all our children in a caring, inclusive environment. We are fortunate to have a committed Senior Leadership Team that prides itself on working collaboratively, formulating the aims and objectives of the College within the context of the Trust's strategic framework. The successful applicant can look forward to joining a supportive and welcoming team.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment and undergo an enhanced DBS check as part of our Safer Recruitment and Selection procedures.

I look forward to receiving your application.

Best wishes

Mr Wayne N Jenkins
Headteacher

About the Role

Post Title: Assistant Headteacher
Responsible to: Headteacher
Grade: Leadership Spine : L11-15
Contract: Full time and Permanent
Start Date: Easter 2022

Helston Community College, part of the Southerly Point Co-operative Multi-Academy Trust, are seeking a highly competent and ambitious senior leader, who is ready to take on a new challenge, fulfilling a major role within our Senior Leadership team. As we are looking to expand our Leadership team, your specific skillset and evidenced experience can help determine the focus and responsibilities of this particular position.

Helston Community College is one of the family of schools who together are Southerly Point Co-operative Multi-Academy Trust. We genuinely support each other and work closely together to achieve our aim of 'enabling excellence for all': our children, our staff and our communities. Our work is underpinned by the co-operative values and these inform everything we do.

We are looking for someone who has a proven ability in strategic thinking and outstanding leadership, ensuring the College continues to provide high quality education for all our children in a caring, inclusive environment.

You will be a highly motivated enthusiastic and innovate leader with excellent leadership and interpersonal skills. You should:

- Be an outstanding practitioner committed to raising attainment and school improvement
- Have experience of leading whole school initiatives with impact
- Be someone who has highly effective interpersonal and organisational skills to motivate colleagues and drive improvement

Main Purpose of the Post

- Shaping the Future
- Leading Learning and Teaching
- Developing Self and Working with Others
- Managing the organisation
- Securing Accountability
- Strengthening Community

Main responsibilities of the Post

- Ensuring the vision for the College is clearly articulated, shared, understood and acted upon effectively by all
- Working within the College community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrating the vision and values in everyday work and practice
- Motivating and working with others to create a shared culture and positive climate
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensuring that strategic planning takes account of the diversity, values and experience of the College and community at large
- Ensuring a consistent and continuous College-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning

- Ensuring that learning is at the centre of strategic planning and resource management
- Establishing creative, responsive and effective approaches to learning and teaching
- Ensuring a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Demonstrating and articulating high expectations and setting stretching targets for the whole College community
- Implementing strategies which secure high standards of behaviour and attendance
- Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies
- Challenging underperformance at all levels and ensuring effective corrective action and follow-up
- Treating people fairly, equitably and with dignity and respect to create and maintain a positive College culture
- Building a collaborative learning culture within the College and actively engaging with other schools to build effective learning communities
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development
- Managing own workload and that of others to allow an appropriate work / life balance
- Creating an organisational structure which reflects the College's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the College and its facilities
- Ensuring that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives

As a member of the Senior Leadership Team

You will act as a role model in the dissemination and practice of College policies, in keeping with the ethos of the College.

Play a major role, under the overall direction of the Headteacher, in:

- formulating the aims and objectives of the College in the context of the Trust's strategic framework;
- participating in College monitoring and self-evaluation procedures;
- planning, organising, developing, monitoring, evaluating and reviewing the College Development Plan;
- line-managing designated responsibility postholders;

- developing College systems, as designated;
- establishing, implementing and reviewing College policies, as appropriate;
- being responsible for the budget relating to designated areas of leadership and/or management;
- being a team leader in the performance management programme;
- participate in a range of day-to-day, whole-school leadership and management responsibilities e.g. assemblies, cover, student behaviour;
- deputise for senior colleagues, as required, and undertake any urgent task that may arise, to ensure the effective management of the College;
- assume other duties which may be reasonably required or delegated by the Headteacher, from time to time.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

The College will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements

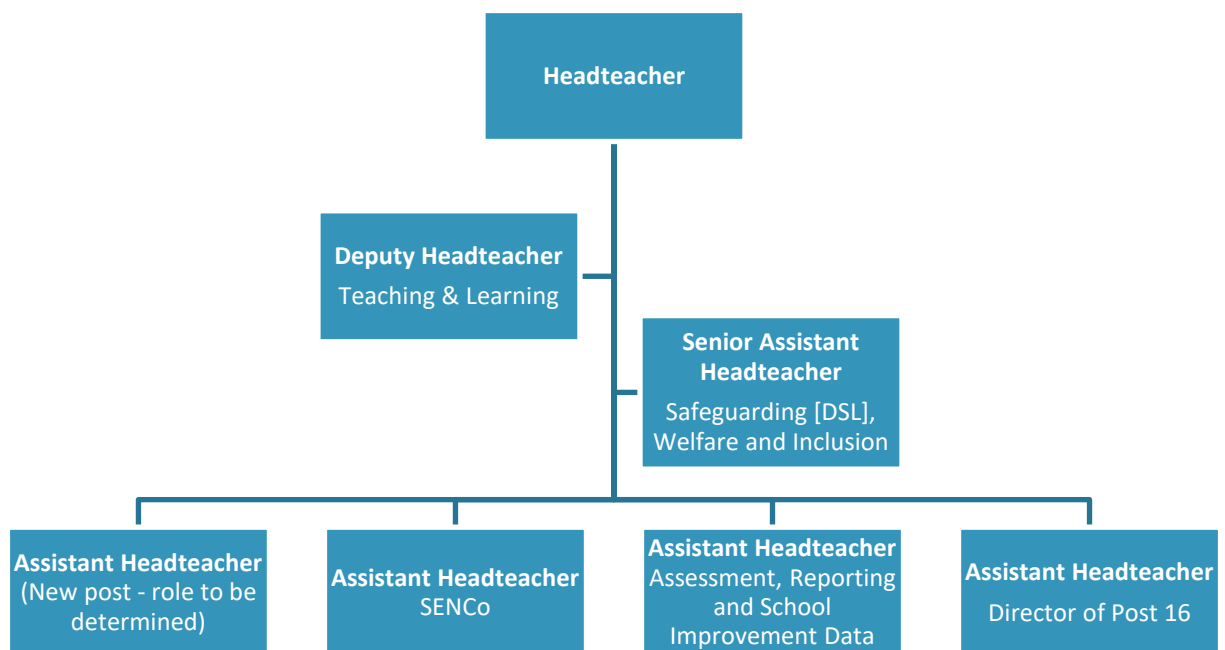
Attributes	Essential	Desirable	Recruiting Method
Relevant Experience	<ol style="list-style-type: none"> 1. Substantial teaching experience at KS3 and KS4 2. Successful leadership and management experience 	<p>Previous senior leadership team experience</p> <p>Involvement in school self-evaluation</p> <p>Experience of managing complex HR and staffing issues</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education and Training	<ol style="list-style-type: none"> 3. Qualified teacher status or recognised qualification; 4. A degree level qualification in relevant subject; 5. Current and recent professional development 	Further relevant professional or academic qualifications	Application Form
Knowledge and Skills	<ol style="list-style-type: none"> 6. Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement 7. Understanding of key education issues/change, combined with the ability to lead and co-ordinate their effective implantation 8. Experience of leading a successful team 9. Understands the need for quality assurance, monitoring and evaluation 10. Practical knowledge and understanding of curriculum, development, planning and implementation 11. Experience of leading CPD 12. Communicate effectively in a wide variety of forms to a range of audiences 13. Lead and inspire others 14. See tasks, plans and ideas through to completion 15. Think strategically but have an 'eye for detail' 	Ability to hold staff to account	<p>Application Form</p> <p>References</p> <p>Selection Tasks</p> <p>Interview</p>

	16. Undertake complex, problem solving tasks		
Any Additional Factors	17. Ambition and a highly professional approach to their work 18. Determination and passion for getting the best outcomes for all students 19. Ability to work under pressure and prioritise effectively 20. Complete reliability for maintaining confidentiality 21. Great energy, enthusiasm and hope 22. A real drive to make things happen and a passionate desire to make a difference 23. The desire for further career progression 24. A warm, open and optimistic disposition, loyalty, determination and persistence 25. Demonstrate a commitment to: <ul style="list-style-type: none"> ➤ Co-operative values; ➤ promoting the College and the Trust's vision and ethos; ➤ high quality, stimulating learning environment; ➤ relating positively to and showing respect for all members of the school and wider community; ➤ ongoing relevant professional self-development; ➤ Safeguarding and child protection. 		Interview Selection Tasks References

Self Help Self Responsibility Equity Equality Democracy
Solidarity Social Responsibility Honesty Openness Caring for Others

Senior Leadership Team

Organisation Chart



Timeline for application

Thursday 13 th January 2022	Online Eteach / DFE Teaching Vacancies/ Southerly Point Website / Cornwall Council
Sunday 30 th January 2022	Closing date
Week Commencing 31 st January 2022	Shortlisting
During week commencing 14 th February 2022	Interviews

Applicant Information

Applying for the post:

Application forms can be downloaded from the College website : www.helston.cornwall.sch.uk or via /Teaching Vacancies/Cornwall Council or by contacting Angela Atkinson, HR Manager.

Informal telephone calls with the Headteacher can be arranged and visits to the College are welcomed. Please contact Angela Atkinson to discuss further.

To ensure your application can be considered, a completed application form must be received by:

11.59pm on Sunday 30th January 2022

Please complete online or email forms to:

Angela Atkinson, HR Manager

Email: aatkinson@helston.cornwall.sch.uk

Telephone: 01326 572685