



**REF NO: PEN013**

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# **Executive Deputy Headteacher (Pastoral)**

***Leadership Pay Scale L21-25***

**Closing Date | 9.00am Tuesday 23<sup>rd</sup> February 2021**

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**Headteacher (Penrice) | Lucy Gambier**

**Headteacher (Poltair) | Mark Everett**

**Executive Headteacher | Richard Baker**

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## Key Roles



The Executive Deputy Headteacher will work under the direction of the Executive Headteacher for Penrice Academy and Poltair School for the DSL role, and the Headteacher at Penrice Academy for the Deputy Headteacher role.

As Designated Safeguarding Lead, the postholder will be responsible for safeguarding across both Penrice Academy and Poltair School, for which the key roles will include:

- Advise and support both senior teams in maintaining an outstanding approach to safeguarding.
- Coordinate the distribution of policies, procedures, and safeguarding resources throughout both organisations.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage safeguarding concerns, allegations or incidents reported at both organisations.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.

As Executive Deputy Headteacher at Penrice Academy, the key roles will include:

- Support day to day leadership of the school.
- Inspire, motivate and influence students and staff, taking a leading role in maintaining the highest possible standards of behaviour and attendance.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour.
- Contribute to the strategic leadership of the school in its relentless pursuit of our vision and ambition.
- Support a culture of self-improvement and ambition in staff and students, whilst balancing wellbeing and workload.
- Lead on the admission and transition process.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Develop staff to become the best they can be, inspiring with the latest research and developments in educational thinking.
- Be an excellent role model, holding and articulating clear values and moral purpose.
- Be highly visible, consistent, and a supportive presence in and around the school.
- Leading substantial whole school initiatives as named on the school improvement plan.
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all.
- Hold all staff to account for their professional conduct and practice.
- If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Executive Headteacher
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

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## Person Specification



Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▼ Qualified Teacher Status</li> <li>▼ Degree in relevant subject</li> <li>▼ Current and recent Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>▼ NPQSL</li> <li>▼ Master Degree in relevant subject</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▼ 3-5 years leadership experience at Assistant/Deputy level</li> <li>▼ A minimum of 5 years' experience as DSL in a large secondary school</li> <li>▼ Line Management of pastoral teams</li> </ul>	<ul style="list-style-type: none"> <li>▼ Leading staff training and development</li> <li>▼ Involvement in school self-evaluation, including OFSTED training/experience</li> <li>▼ Experience of managing complex HR/staffing issues</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>▼ Working understanding of KCSIE 2020 and other legal frameworks</li> <li>▼ Effective communication, presentation, and interpersonal skills</li> <li>▼ Ability to communicate a vision and inspire others</li> <li>▼ Ability to build a team and form effective working relationships</li> <li>▼ Ability to deal with challenging parents and students</li> <li>▼ Able to evidence a sound understanding of working with outside agencies in order to improve outcomes for young people</li> <li>▼ Experience of working closely with safeguarding partners at County-wide/Local Authority level</li> <li>▼ Experience of working with other DSLs, within a MAT or LA, to improve outcomes for young people</li> </ul>	<ul style="list-style-type: none"> <li>▼ Understanding of school finances</li> <li>▼ Ability to hold staff to account</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>▼ Able to evidence and substantiate a commitment to developing a strong safeguarding culture across the school</li> <li>▼ Determination and passion for getting the best outcomes for all students</li> <li>▼ Ability to work under pressure and prioritise effectively</li> <li>▼ Complete reliability for maintaining confidentiality</li> <li>▼ Commitment to uphold the high standards of the teaching profession at all times</li> </ul>	<ul style="list-style-type: none"> <li>▼ Unrelenting loyalty and optimism to the school and the Trust</li> </ul>

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