



Trewidland Primary and Pre-School



Head of School Candidate Information

“ Our mission is to recognise the unique talents and abilities of our pupils and to inspire excellence across the curriculum, by providing a happy, secure, community environment in which children can thrive and develop. ”

About Our School

Trewidland Primary and Pre-School is a vibrant happy school with excellent outdoor space.

Thank you for your interest in the full-time position of Head of School. We hope the following information gives you a flavour of our school.

The school is set in a beautiful location on steeply rolling hills nestled between the villages of St Keyne and Trewidland and was originally built to serve these two communities.

We currently have 34 children on roll, aged 4-11, with a PAN of 12 in each year group. The traditional Victorian schoolhouse was extended and fully modernised and has three spacious, light and airy classrooms, each with its own external access, cloakroom and full disabled access. There is a multi-purpose hall equipped for assemblies, drama and indoor PE as well as serving as a dining room. There is also a forest school area to support the teaching of mixed aged classes and a school library.

Our school was highly praised by Ofsted during the inspection in September 2021 and awarded a Good judgement. Inspectors were particularly impressed by the caring environment comments from parents who hold the school in exceptionally high regard. We take pride in knowing our children very well and ensure that they can succeed in all areas of the curriculum and beyond. In our school community, we believe learning comes first and we are all committed to our school's values.



Our School Vision

to recognise the unique talents and abilities of our pupils and to inspire excellence across the curriculum, by providing a happy, secure, community environment in which children can thrive and develop

School Values

**Generosity, Compassion, Respect,
Friendship, Creativity and Perseverance**

Our Golden Rules

- **Be Kind**
- **Be respectful**
- **Try your hardest**
- **Listen well**

Our Trust Values

Trewidland is proud to be a member of the SMART Multi Academy Trust: six schools in South East Cornwall working together in collaborative partnership. Together with Saltash Community School, Liskeard School & Community College, Landulph Primary School, Looe Community Academy and Dobwalls Primary School, we are committed to EQUIP all children with the skills, knowledge and confidence to be outstanding individuals by Expecting the very best of all staff and students, Questioning deeply, Understanding our Goals, Inspiring lifelong learning and Praising positive achievement in all its forms.

It is a core aim of SMART that each school has its own distinctive identity and autonomy so that it is able to be fully embedded in its community. At Trewidland, we are proud to be part of a school where children and staff are inspired to learn, challenged to do their best and encouraged to succeed. We have high expectations of what our children can achieve and strive to inspire all children to develop a love of learning, so they make good progress and attain their very best, becoming confident and successful individuals in our ever-changing world.



Job Description

Post: Head of School

Responsible to: Executive Headteacher

Salary: L1 fixed point, permanent, 0.8 fte Monday, Tuesday, Thursday and Friday.

Start Date: 1st January 2025

This post is an opportunity to play a crucial role in creating and leading our school by working with the Executive Headteacher on the implementation of the strategic direction of the school. The Head of School will have delegated school-wide responsibilities which will be in addition to carrying out the professional duties of a teacher.



Key Responsibilities

Core Purpose:

- To play a major role under the direction of the Executive Headteacher in formulating the aims and objectives of the school; establishing the policies through which they shall be achieved; managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their achievement.
- Undertake the professional duties of:
 - A class teacher.
 - A Head of School as delegated by the Executive Headteacher.
 - The Executive Headteacher, in the event of their absence from school.
- In partnership with the Executive Headteacher, provide professional leadership and management of Learning and Teaching across the school.
- To provide professional leadership and management of School Development priorities.

Shaping the Future

To work with the Headteacher to further develop the strategic view of Trewidland Primary and Pre-School within the Trust, local and national context.

- To maintain positive ethos, vision and values of Trewidland Primary and Pre-School under the direction of the Executive Headteacher and to ensure alignment with the EQUIP principles more generally across the wider Trust.
- To inspire, challenge, motivate and empower others to continue to develop a shared, forward-looking culture and positive climate.
- To work within the school and community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development plan alongside the Executive Headteacher and Governors.
- Assisting in formulating whole school policy and its implementation.
- To assist in school self-review and evaluation and in the effective planning and management of resources to secure improvement.

- To initiate and manage change and improvement to develop the school and its staff, ensuring positive staff participation and effective communication and procedures.
- Helping to ensure that the management, finance, organisation and administration of the school support its vision and aims, ensuring that policies and procedures operate effectively.

Leading Learning and Teaching

The Head of School works with the Executive Headteacher to secure and sustain effective learning and teaching throughout the school.

- To be a high quality, reflective practitioner with the capacity to support others, inspiring and motivating other staff.
- Work with the Executive Headteacher to sustain high expectations and excellent practice in teaching and learning.
- To ensure a realistic, consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Share in whole school data analysis to determine how well the school is performing and assist with target setting as appropriate.
- To lead the school as a successful and inclusive learning community that ensures all pupils are developed to their full potential, irrespective of level of prior attainment, cultural or social background.
- To establish creative, responsive and effective approaches to learning and teaching in line with the school's vision.
- To ensure that learning and teaching is at the centre of strategic planning and resource management.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To be proactive and effective in collaborating with learners, parents/carers, governors, other staff and external agencies in achieving the best outcomes for students.
- To investigate and evaluate local and national strategies to accelerate improvement at Trewidland and the wider Trust.
- To use data effectively to gauge impact of initiatives and ensure there is a research basis for resourcing decisions, to ensure plans and policies are grounded in evidence-based judgements focused on continuous improvement.

Developing Self and Working with others

The role of the Executive Headteacher and the Head of School is one of leading a learning community.

- To work with the Executive Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including your own continual professional development.
- To be an exemplar of all school policies and practices.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To lead the implementation process of school plans and their subsequent monitoring

and evaluation with an emphasis on impact.

- To initiate and manage effective staff development, in line with the school improvement plan and appraisal.
- To build relationships based on mutual respect, and at all times observe professional expectations of a senior member of staff.
- Support the induction of staff new to the school, including NQTs and students.
- Ensure the quality of the appraisal process for all identified support and teaching staff for whom you are the appraiser.

Accountability

The Head of School will support the Executive Headteacher in fulfilling their responsibilities to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE.

- Supporting the Executive Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Working with the Governing body to enable it to meet its responsibilities.
- To further develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibilities for outcomes.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Promote and protect the health, safety and welfare of pupils and staff.
- To be responsible for promoting and safeguarding the welfare of children and young people within the School and across the Multi Academy Trust.
- Publicly supporting all decisions of the Executive Headteacher and Governing Body.

Strengthening Community

The Head of School supports the Executive Headteacher in the development of the school in the wider education context and therefore works in collaboration with parents, community colleagues across the MAT, and other agencies.

- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.
- Build on effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, business or other organisations into school to enhance and enrich the school and its value to the wider community.
- Collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- To develop and maintain external links which will enhance, secure and develop the curriculum, teaching and learning experience across the Trust.

Specific Responsibilities

The Head of School will be designated specific responsibilities by the Executive Headteacher that fit the strategic needs of the organisation. These will change over time

and will be communicated to the Head of School by the Executive Headteacher.

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and this role is in addition to the standard job description of a class teacher.
- The postholder must be flexible to ensure that the operational needs of the school are met.
- The Head of School must have sufficient understanding of the school's needs and strategic direction to effectively lead the school in the absence of the Executive Headteacher.



Person Specification

SMART Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree or equivalent • Evidence of further professional development 	<ul style="list-style-type: none"> • Evidence of further training in leadership and management
Safeguarding	<ul style="list-style-type: none"> • Experience and training as a Designated Deputy Safeguarding Lead • Commitment to the protection and safeguarding of children • Up to date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community 	<ul style="list-style-type: none"> • Safeguarding qualifications
Experience	<ul style="list-style-type: none"> • Successful teaching experience across the primary age range • Experience of leading and implementing whole school initiatives and managing change • Experience of using the outdoors for learning across the curriculum 	<ul style="list-style-type: none"> • Leadership of a significant area or phase, including responsibility for contribution to self-evaluation and school improvement • Experience of teaching in mixed age classes
Strategic Leadership	<ul style="list-style-type: none"> • Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these • Ability to articulate and share the vision of Trewidland Primary • Inspire, challenge, motivate and empower others to carry the vision forward • Understanding and commitment to promoting and safeguarding the welfare of all pupils • Lead, coach and challenge people to work towards common goals • Committed to continuing professional development for self and others • Commitment to equal opportunities 	<ul style="list-style-type: none"> • Experience of undertaking effective performance management • An understanding of financial and resource management • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement

	Essential	Desirable
Learning & Teaching	<ul style="list-style-type: none"> • Demonstrate excellent pedagogy • Clear understanding of what good quality teaching and learning looks like and strategies to develop this • Knowledge and understanding of learning and teaching at KS1/2/EYFS • Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Clear understanding and experience of successful behaviour management 	<ul style="list-style-type: none"> • Experience of effective monitoring of teaching and learning
Knowledge & Skills	<ul style="list-style-type: none"> • Communicate effectively to a wide range of different audiences (verbal, written, using IT as appropriate) • Knowledge of ways in which links with external agencies can be used to extend learning opportunities for pupils • Excellent personal organisational skills • Ability to prioritise workload and work to specific deadlines • Up to date knowledge and understanding of the current national education agenda 	<ul style="list-style-type: none"> • Confident in whole school self- evaluation
Personal Attributes	<ul style="list-style-type: none"> • Ability to inspire, challenge, motivate and empower others • A 'can do attitude' and an ability to solve issues as and when they arise • Is a team player • Belief in and ability to foster a fair, open and supportive culture • Creative, enthusiastic and proactive, keen to embrace new ideas and challenge • Loyalty and confidentiality 	<ul style="list-style-type: none"> • Experience of working with other stakeholders and/or members of the community • TIS/Thrive/Emotional coaching experience

How To Apply

A fully completed application form should be submitted to hr@smart-trust.net by midnight on **Tuesday 15th October 2024**.

Interview dates are planned for **Thursday 24th October 2024**.

We would welcome visits to the school from prospective candidates and/or a conversation with the Executive Headteacher, Kathryn Pipe. Please email head@trewidland.cornwall.sch.uk to request.

For more information regarding SMART Schools Trust, please visit our website at www.smart-trust.net.

