



HEADTEACHER OF
TRELOWETH SCHOOL
RECRUITMENT PACK
FEBRUARY 2026



A WELCOME FROM OUR CHAIR OF TRUSTEES



Dear Colleague,

Thank you for your interest in the position of Headteacher at Treloweth School, a popular and thriving primary school in Redruth. The information that is contained in this Applicant Pack will give you a flavour of both Treloweth and Crofty. We would also encourage you to pay a visit to the school, and indeed any other part of the Trust, including our base here at Tolvaddon, Camborne.

Crofty Education Trust was formed in 2016 from a long-established partnership of schools dedicated to providing the best education for children in the Camborne, Pool, and Redruth area. Since then, it has flourished into a high-quality educational support and development community for eighteen Cornish schools, backed by excellent professional services and moral leadership.

Although located in a most beautiful area of the country, our communities can face a number of significant challenges including social deprivation, the impact of excess numbers of second homes, and an overall lack of economic opportunity. To seek to address these issues our core purpose as a Trust is to provide our children with the best possible start in life, to unlock possibilities and enable them to be able to make choices about their future.

The most powerful driver for achieving this purpose is our culture which is a product of our shared values. Our shared values of Learning, Integrity and Community define our attitudes and behaviours and, through our key strategy of "working as one," ensures we have a genuine shared responsibility for all children in all of our schools. The combination of values, culture and strategy are what makes Crofty such a great community in which to work.

This post is an exciting opportunity to play an important role in helping Crofty to continue to improve, and to develop even further in achieving our purpose.

If you share our values, have the enthusiasm, skills, and qualities to thrive in our Trust, we would be delighted to hear from you, so please get in touch.

Kind regards,

Mike Hosking

Chair of the Board of Trustees, Crofty Education Trust.

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OUR TRUST

ABOUT CROFTY EDUCATION TRUST

Crofty Education Trust is a group of eighteen schools, working as one, serving the communities of West Cornwall.

WHY DO WE EXIST? WHAT IS OUR PURPOSE?

Our purpose is to give our children the best possible start in life, to unlock possibilities and enable them to make choices about their future.

HOW WILL WE DO THIS?

Driven by our values we are engaged in a restless pursuit of excellence, creating the highest quality learning for staff and children alike.

WHAT IS OUR STRATEGY?

By “working as one” we have created a culture of shared responsibility for all children in our schools. Sharing resources enables us to maximise opportunities, innovate and pursue equity for our learners.



OUR CORE VALUES



LEARNING

- You are committed to continuous learning
- You are a critical thinker and are not afraid to challenge the status quo
- You take considered risks, seeing mistakes as an opportunity to learn
- You are always looking for more effective ways of working
- You enjoy keeping up to date with the latest ideas and thinking
- You see change as a continuous fact of life, embracing it in the quest for improvement



INTEGRITY

- You earn the trust and respect of colleagues over time
- You lead by example
- You speak up when something isn't right
- You see things through, keeping your promises
- You are prepared to have honest conversations, being straight and compassionate
- You are emotionally reliable and predictable



COMMUNITY

- You understand the power of the group to overcome bigger challenges
- You deliver equity – No-one succeeds unless we all succeed
- You embrace collective responsibility
- You celebrate the success of others
- You make a positive contribution to the team

STRATEGIC OBJECTIVES

At Crofty, we work tirelessly in the pursuit of our three strategic objectives:

Create exceptional schools that equip children to make informed, positive life choices.



Grow the reach of the Trust, working alongside our communities, so that all thrive.



Be agents of change, to positively impact our environment.



Our objectives focus around the five pillars of quality for Multi Academy Trusts as defined by the Department for Education in its guidance on 'Commissioning high quality trusts':

01. HIGH QUALITY AND INCLUSIVE EDUCATION

For all children in all our schools to experience a high quality and inclusive education with aspirational outcomes, recognising achievement in all its guises.

02. SCHOOL IMPROVEMENT

Create an effective school improvement model that draws from both internal and external best practice, to meet current and future needs of all children within the Trust and beyond.

03. WORKFORCE

To make all schools within Crofty desirable and inclusive places to work.

04. FINANCE AND OPERATIONS

To grow and manage Trust resources for long term sustainability.

05. GOVERNANCE AND LEADERSHIP

To ensure effective governance and leadership at all levels across the Trust.



OUR SCHOOLS

1. Garras
2. Godolphin
3. Halwin
4. Illogan
5. Lanner
6. Marazion
7. Parc Eglos
8. Pencoys
9. Pennoweth
10. Penpol
11. Porthleven
12. Portreath
13. Rosemellin
14. Roskear
15. Sithney
16. Trannack
17. Treloweth
18. Weeth



TRELOWETH SCHOOL

At Treloweth, we believe that every child deserves to have a happy and fulfilling primary education. We know that children learn best through an interesting and engaging curriculum, and we strive to make learning opportunities enjoyable, varied and challenging so that all children achieve their personal best.

We are proud to welcome every child and family to our brilliant school with our Treloweth Top 5 aims.

- We are a happy and inclusive school; we cherish individuality.
- We have high expectations of ourselves, our families and our children.
- We value and promote the physical and emotional well-being of all.
- We provide a carefully designed and enjoyable curriculum that nurtures a sense of belonging.
- We relish a challenge, are passionate about learning and are excited about the future!

Guided by our motto, "Curious, Kind, and Connected," we believe that when children feel safe and valued, they can explore, build connections, and deepen their learning.

CURIOUS, KIND & CONNECTED

These words guide everything we do, with kindness at the heart of it all. When we create an environment built on kindness, we create a place where everyone—staff and students alike—feel safe, valued, and ready to succeed.

When children feel they are in a safe, kind space, they will feel secure. In that security, they'll be able to be curious- to explore, to ask questions- and to make the meaningful connections that deepen their learning and prepare them for adulthood.



'Curious' about learning and interested about the world they live in; that they are able to debate and question and leave us with good learning habits.



'Kind' to each other and the planet; make a positive contribution to society.



'Connected'. Our pupils make meaningful links in their learning, deepening their thinking and understanding. They build positive, purposeful relationships and feel connected to their communities, wherever they are.

OUR OFFER

- Permanent, full time role
- Salary: L16 - L22 (£75,048 to £86,803)
- Employees Pension Scheme
- Support for Continuous Professional Development (CPD)
- To start 1st September 2026

RECRUITMENT TIMELINE



RECRUITMENT PROCESS FOR SHORTLISTED CANDIDATES

- The Headteacher Assessment and Interviews will be held over two days: Monday 9th and Tuesday 10th March.
- Shortlisted candidates invited through to this stage will be expected to participate in a variety of activities on Monday 9th March, including meeting with key stakeholders and delivering a presentation to an invited audience.
- Candidates who successfully complete Day 1 will be invited to attend the final interview panel on Tuesday 10th March.

HOW TO APPLY

This pack contains the Job Description and Person Specification, which list the key competencies that we are looking for.

- Please complete the Application Form in full and submit to our HR Coordinator, Laura Finney. **laura.finney@croftymat.org**
- Please make sure that you address the criteria outlined in the Job Description and Person Specification when writing your Supporting Statement.
- CVs will not be considered however, should you wish to include a covering letter, please ensure that it is no more than two sides of A4.
- Please also complete and submit the Equal Opportunities Form.

SAFER RECRUITMENT

Crofty is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff and volunteers will share this commitment. This post is subject to the necessary pre-employment checks including an enhanced check with the Disclosure and Barring Service, and the receipt of satisfactory references.

If you have any concerns or questions in relation to the pre-employment checks, please contact our HR Coordinator.

FURTHER INFORMATION

We strongly encourage you to visit our Shared Services Office and a selection of our schools before applying for this position.

To arrange a visit of for further information, please contact our HR Coordinator.

WHERE TO FIND US

Crofty Education Trust
Unit 1 North Crofty
Tolvaddon Energy Park
Camborne
TR14 0HX
01209 311135
<https://croftymat.org>

Treloweth Primary School
Higher Broad Lane
Redruth
TR15 3JL
01209 216192
<https://treloweth.croftymat.org>



JOB DESCRIPTION

Job title:	Headteacher
Salary range:	L16 to L22 (£75,048 to £86,803)
Location:	Treloweth Primary School
Accountable to:	CEO, Director of Education, Local Governance Committee (LGC) of Treloweth Primary School, and the Board of Trustees of Crofty Education Trust

Main Purpose of the Job

The core purpose of the Headteacher is to provide professional leadership and management to schools within Crofty Education Trust.

The role will promote high standards in all areas of schools' work, develop, share, and communicate the Trust's values and encourage a culture of excellence.

Shaping the Future

The Headteacher will be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff, and all other members of the school communities. This vision should include the Trust's values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Strategic Direction and Development of the School

- To work with the LGCs and Crofty's Leadership Team to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national, and international context:
- To formulate overall aims and objectives for the school policies for their implementation.
- To create an ethos and provide educational vision and direction which secures effective teaching, successful learning, and achievement by pupils.
- To develop with staff, pupils, parents, and governors' policies relevant to the needs of the school.
- To implement Crofty and LGC policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils.
- Secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium, and short-term objectives and targets which secure the educational success of the school.
- To ensure that the management, finance, organisation, and administration of the school supports its vision and aims.
- To ensure that policies and practices take account of government legislation, national, local, and school data, and inspection research findings.
- To monitor, evaluate and review the effects of policies, priorities, and targets of the school in practice and take action if necessary.
- To fulfil the Headteacher's standards.

JOB DESCRIPTION

Leading and Teaching

- To work with the LGC and Crofty Leadership Team to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
- To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment.
- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative, responsive, and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
- To be able to implement strategies which secure high standards of behaviour and attendance.
- To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- To be able to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.

Leading and Managing Staff

To lead, motivate, support, challenge and develop staff to secure improvement:

- To participate in the selection and appointment of teaching and non-teaching staff of the school.
- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- To plan, allocate, support, and evaluate work undertaken by groups, teams, and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere and helping to maintain a reasonable work life balance.
- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers and support staff, including targets relating to pupils' achievement.
- To assess whether a teacher at the school who requests an assessment has passed the threshold.
- To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported, and assessed.

Efficient and Effective Deployment of Staff and Resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the aims of the Trust.

- To allocate, control and account for those financial and material resources of the school which are delegated to the Headteacher by effectively managing the school budgets and material resources.
- To work with governors and senior colleagues to recruit staff of the highest quality.
- To work with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided.

JOB DESCRIPTION

- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To make arrangements, if so required, for the security and effective supervision of the school buildings, contents, and grounds, ensuring that any lack of maintenance is reported to the Crofty Estates Manager.
- To undertake responsibilities as defined in the Trust's Health and Safety Policy and to be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
- To manage, monitor and review the range, quality, quantity, and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency, and secure value for money.
- To ensure that staff attend training and development activities which increase their knowledge, understanding and effectiveness.

Accountability

- To be accountable for the efficiency and effectiveness of the schools to the Trust board, LGC, pupils, parents, staff, local employers, and the community:
- To liaise and co-operate with the Trust's Director of Education, Headteachers and senior leaders in the evaluation, monitoring, and inspection of the school.
- To provide information, objective advice, and support to the LGC to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- To report to the LGC and Trust Board on the discharge of the Headteacher's functions and the affairs of the school.
- To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the Trust board, the local community, Ofsted, and others, to enable them to play their part effectively.
- To ensure that parents and pupils are well-informed about the curriculum, attainment, and progress and about the contribution that they can make to achieving the school's targets for improvement.
- To report to the governors annually on the performance management of teachers in the schools in relation to the School Teachers Pay and Conditions Document.
- To provide information about the work and performance of staff where it is relevant to their future employment.

Strengthening the Community

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's community.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.
- To work in partnership with other agencies
- To seek opportunities to invite parents and carers, community figures, business, or other organisations into the schools to enhance and enrich the schools and their value to the wider community.

JOB DESCRIPTION

- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovation.
- To ensure that the school promote effective links with the local community and continues the development of close liaison with other local primary & secondary schools.
- To ensure that the schools offer appropriate extended services.

Pupil Care

- To arrange for effective induction of pupils entering the school and transferring to secondary school.
- To determine, organise and implement, in concert with other appropriate persons or bodies, a policy for the personal, social development of pupils including pastoral care and guidance.
- To determine and arrange means to promote among pupils' self-discipline and a proper regard for authority; to encourage good behaviour and seek to always secure acceptable standards of conduct when pupils are on school premises or under school direction while out of school.
- To handle individual disciplinary cases, including power to exclude pupils in accordance with provisions of the latest legislation.

General/Other

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

PERSON SPECIFICATION

	Essential or Desirable (E/D)	How Assessed
Qualifications/ Training	• Honours Degree or equivalent and Qualified Teacher Status (E). • Knowledge/training in models for outstanding learning and teaching (E). • Evidence of continuing professional development, at senior leadership level (E). • If not already Designated Safeguarding Lead, a willingness to be the schools' trained DSL (E). • A higher qualification in leadership and/or education (D). • Approved "Safer Recruitment" training (D) • NPHQ (if not already a Headteacher prior to 1st April 2004) (D). • Safeguarding 'Train the Trainer' training (D). • Experience of being a Designated Safeguarding Lead and recently trained to Tier 3 (D).	App/Doc
Professional Experience	• Senior leader with a proven record in raising standards by setting challenging targets (E). • Senior leader with experience of inspiring learners to attain high levels of achievement, behaviour, and attendance (E) • Successful senior leadership and management experience (E). • Ability in developing excellent working relationships with all staff and other stakeholders (E). • Experience of effective systems for performance management of staff (E). • Ability in using assessment data effectively to provide action plans to improve whole school performance (E). • Show understanding of budgeting and financial control (E). • Leadership experience across the primary age range (E). • Leadership in the principles of outstanding learning and teaching with wide experience of classroom observation and feedback (E). • Evidence of leading on curriculum design, development, implementation, and management (D). • Sound knowledge of current educational thinking and educational developments (D)	App/Int
Professional Skills	• Successful management of change from inception to completion (E). • An inspirational leader with drive, foresight, and energy (E). • High quality classroom practitioner (E). • Demonstrates experience of successful whole school improvement (E). • Outstanding all-round communication, advocacy, and presentation skills (E). • Skills, experience, and ability to model and promote high-quality learning and teaching to meet the needs of all learners (E). • Ability to forge positive relationships with pupils, staff, governors, parents, the local community, and other schools, particularly those within the multi academy trust (E).	App

	Essential or Desirable (E/D)	How Assessed
	• Ability to recruit, deploy, develop, and motivate staff (E). • Excellent ICT skills and accustomed to promoting new technologies/other innovative methods to enhance learning (D). • Outstanding analytical skills (D).	
Personal Qualities	• A dynamic, committed leader (E). • Proven ability of developing successful teams, serving the needs of pupils and colleagues (E). • Able to foster a collaborative environment, which thrives on trust and respect and has a strong commitment to equality and diversity (E). • An inspirational role model with the ability to lead by example (E). • Anticipates changing circumstances and acts proactively to meet the challenge (E). • Personal integrity and honesty (E).	Int
Specialist Knowledge and Skills	• Coaching and mentoring skills (E). • Experience of Ofsted Preparation (E). • Partnership and community development (E). • Demonstrates an awareness, understanding and commitment to the protection of safeguarding of children and young people (E). • Demonstrates an awareness, understanding and commitment to equal opportunities (E). • Leadership within a Trust (D).	App/Int/Ass
Behaviours and Values	• Has a commitment to personal and professional development (E). • Demonstrates a commitment to all children in every Trust school (E). • Makes decisions based on strong, ethical personal and professional values (E). • Is committed to supporting the success of others through collaboration (E). • Demonstrates a high level of emotional intelligence, trust, and integrity (E).	App/Int/Ass

App = Application Form

Int = Interview

Doc = Documentary Evidence (e.g. Certificates)

Crofty Education Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Crofty Education Trust is committed to equal opportunities in employment, and we positively welcome your application.