



Penryn College

"Achieving through Challenge"



Headteacher

Application Pack



Post:
Headteacher

Salary/Grade:
L31-L37
Starting point to be
discussed at interview
based on experience

Working Hours:
Full Time

Reporting to:
**Trustee Board
of Penryn College**

Closing Date:
**Friday 23rd February
at Midday**

Interviews:
6th-8th March



DEAR APPLICANT

Thank you for expressing an interest in the Headteacher position at Penryn College. As Chair of Trustees, leading our governing body, I am excited to be able to offer this truly unique opportunity to steer our vibrant, outwardly focused, successful secondary school as we enter the next phase of our journey. We require a Headteacher who understands and supports **our ethos of being a totally inclusive Single Academy Trust at the heart of our community**, and has the energy and drive to build on our existing successes. You will need to have the leadership skills and passion to lead our skilled Senior Leadership Team and extremely dedicated staff, sharing our vision of ensuring every student achieves their full potential.

Our commitment to excellence means we have been the **most oversubscribed secondary school in Cornwall for the last 3 years**. As a result, parents and our local community have high expectations of us. In return we have high expectations for our staff and students.

In 2023 our Progress 8 was the fourth highest in Cornwall with 29% of our grades either a grade 7-9 or level 2 distinction or above. Whilst our results have been consistently above average for many years, we are ambitious for all of our pupils and want to achieve sustainably excellent results. Ultimately, **we want to return to our pre-covid target of FFT 5th percentile**.

Our staff are devoted to creating a school that sets high standards in education, behaviour and personal development. We have an **ambitious and diverse curriculum offering genuine breadth and balance**. The curriculum is based on embedding knowledge and skills, aiming to improve progress and attainment, stretch creativity and motivate pupils to achieve the best possible academic, vocational, or technical outcomes.

Staff are passionate about working in an inspiring learning environment and we are **one of eight national pilots for Arts Council England's 'Creativity Collaboratives' programme**.



The programme explores a range of **innovative practices in teaching and learning, developing approaches to teaching for creativity and curriculum development** to ensure our young people are better prepared for their future in a changing workforce. Our learning community includes eight local primary schools who form the Penryn Partnership, our research partner at the University of Exeter and our network of local industry and cultural partners.

At Penryn College we actively welcome and support pupils with a diverse range of needs - educational, emotional and physical. In 2022/23, 5.1% of our students had an EHCP (compared to the average for England mainstream secondary schools of 2.4%). **Our Area Resource Base for pupils with special needs places facilities for pupils and specialist staff at the front and centre of college life.** Our fantastic team of staff offer highly skilled pastoral care and we ensure that all pupils have access to the best possible education appropriate to their needs and ambitions. At a time when resources are stretched locally and nationally, we remain committed to providing exceptional levels of bespoke support for our students. Continuing to meet this challenge will require clear strategic thinking at a school, regional and national level, along with an undisputable commitment to achieve these aims.

Penryn College was one of the first Sports Colleges in England. We have retained our **focus on sports and extra-curricular activities to enrich the experiences of pupils** and develop their potential with an incredibly broad and inclusive offering (we had 43 different events at our 2023 sports day).



Penryn College



Our STP pitch is one of the most up-to-date 3G pitches in the South West with the local professional rugby team, the Cornish Pirates, using this pitch for their training once a week as part of their partnership with us. This partnership sees our students take part in **training sessions led by the first-team squad as well as player-student mentoring sessions.** Our school teams participate in sport at the county, regional and national level and we are regularly invited to compete against private schools such as Millfield in Somerset. Our facilities are highly valued by our local community and waiting lists exist as they are fully booked all year. Maintaining and managing these facilities so that we can continue to take full advantage of the opportunities they provide for our students remains a priority and will require continued focus in the coming years when pressure on finances is likely to intensify.

As a Single Academy Trust we have the freedom to continue with our vision of "Achieving Through Challenge." However, we are aware this structure places management demands on our Headteacher who will need to work closely with our experienced business, finance and HR managers. This requires a leader with a rigorous approach to finance and management procedures combined with an outward focus on building collaborative relationships with a wide range of organisations locally and nationally, as well as fostering already well-established, successful relationships such as the "Penryn Partnership" which includes our feeder primaries.

To make an appointment to visit us in person, to arrange a virtual meeting with one of our Senior Leadership Team, or if you require further information, please contact our Clerk to Governors, Jane Pyatt on 01326 372379 or email headrecruitment@penryn-college.cornwall.sch.uk.

Yours faithfully,

Jacqui Woodward,
Chair of Trustees, on behalf of the Trustee Board of Penryn College



JOB OVERVIEW

Core Purpose:

Demonstrate vision, energy and professional leadership for Penryn College to ensure high quality, inclusive and comprehensive education for all its students.

Inspire, challenge, motivate and empower all members of the school community to contribute to and carry the vision forward.

Curriculum development reflecting the issues associated with the choice and flexibility needed to meet the educational needs of our diverse range of pupils from Year 7 through to Year 11.

Manage the school's resources effectively and creatively.

Cultivate a safe environment that secures and promotes the highest achievement for both students and staff.

Promote the school in the local community, Cornwall and nationally, and to work across the Penryn Partnership to provide opportunities for all children's education in these school.

Ensure that consideration is given to the safeguarding and protection of all students and young people associated with Penryn College at all times.



Key Responsibilities:

Work with the Trustee Board to influence the strategic direction of Penryn College, to produce and deliver the Education Plan, to share good practice across it and drive whole school improvement.

Create and maintain partnerships with other school leaders.

Identify talent and play a mentoring role in developing leadership within Penryn College.

Take the lead on working with the Trustee Board to build on the existing vision and strategy and ensure this is clearly articulated, shared and acted upon by the whole school community via an effective School Development Plan.

Maintain and develop the provision of special education needs of students within Penryn College.

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.





JOB DESCRIPTION

Strategic Leadership:

- | Create an organisational structure which reflects Penryn College's values and enables management systems, structures and processes to work effectively in line with legal requirements.
- | Produce and implement clear, evidence-based improvement plans and policies for the development of Penryn College and its facilities.
- | Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- | Manage Penryn College's financial and human resources effectively and efficiently to achieve its educational goals and priorities.
- | Recruit, retain and deploy staff appropriately to achieve the strategic aims and goals of Penryn College.
- | Implement successful performance management processes with all staff and report to the Trustee Board on a regular basis.
- | Manage and organise the estate and facilities efficiently and effectively to ensure that it meets the needs of the curriculum

Leading Teaching and Learning:

- | Ensure high standards of achievement, progress, attendance and behaviour.
- | Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- | Ensure that learning is at the centre of strategic planning and resource management.
- | Ensure a culture and ethos of challenge and support where all students can fulfil their potential and become engaged in their own learning.
- | Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- | Improve standards in teaching and learning through the use of student performance data.
- | Ensure the curriculum extends beyond academic, technical and vocational intentions to develop all areas of students' personal development.
- | Monitor, evaluate and review classroom practice and promote improvement strategies.



JOB DESCRIPTION

Leading and Managing Staff:

Treat people fairly, equitably, inclusively, with dignity and respect to create and develop a positive culture of personal responsibility and the celebration of excellence.

Manage own workload and that of others to allow an appropriate work/life balance with wellbeing at the core.

Build a collaborative teaming culture and actively engage with other schools to build effective learning communities.

Develop and maintain effective strategies and procedures for staff induction, professional development and professional review.

Build effective teams to generate a strong culture of working together to achieve the Vision.

Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

Regularly review and evaluate own practice and impact, setting personal targets and taking responsibility for own personal development.
Efficient and Effective Deployment of Staff and Resources.

Work with Trustees and senior colleagues to recruit staff of the highest quality available.

Advise the Trustees on the adoption of effective procedures to deal with the competence and capability of staff.

Agree and set appropriate priorities with the Trustee Board and ensure school finances are managed according to those priorities and within budget.

Manage and organise premises efficiently and effectively, to ensure they meet health and safety regulations while providing a stimulating environment that instils pride and supports the curriculum.

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.



JOB DESCRIPTION

Quality Assurance:

Work with the Trustee Board, providing information, objective advice and support to enable it to meet its responsibilities and to ensure Penryn College meets all its statutory requirements.

Maintain the Penryn College ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and hold individuals to account.

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

Develop and present a coherent, understandable and accurate account of Penryn College's performance to a range of audiences including the Trustees, parents and carers, Ofsted, etc.

Evaluate personal contribution to Penryn College's achievements taking into account feedback from others.

Other Specific Duties:

Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.

Create and promote positive strategies for challenging discrimination of any kind.

Ensure learning experiences for students are linked into and integrated with the wider community.

Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.

Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the student experience and Penryn College's value to the wider community.

Contribute to the development of the Wider education system by, for example, sharing effective practice, gaining NLE status, working in partnership with other schools and promoting innovative initiatives.

Co-operate and work proactively with relevant agencies to protect students.

PERSON SPECIFICATION

A Experience

- 1 Successful recent strategic leadership experience as a Headteacher/Principal or Deputy Headteacher/Nice Principal in a fully comprehensive well performing secondary school.
- 2 Successful prior experience of securing and raising standards in a truly inclusive school and working with, and prepared to challenge, external agencies locally and nationally.
- 3 Successful experience of positive behaviour and attendance management and developing a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding.
- 4 Proven successful experience of school self-evaluation and accountability and the school improvement process including developing and delivering an Education Plan according to agreed priorities.
- 5 Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change when change is needed.
- 6 Successful experience and/or knowledge of effective financial and resource management ideally in the context of a Single Academy Trust to achieve educational priorities and ensure efficiency and value for money.

B Education, Qualifications and Experience

- 7 A good honours degree
- 8 Qualified Teacher Status (QTS)
- 9 Relevant higher degree
- 10 NPQH
- 11 Substantial teaching experience in a secondary school

C Qualities and Knowledge

- 12 Commitment to engage with and promote the College's traditions, ethos and values, and provide continuity of our vision.
- 13 Be a visible, high-profile role model with a professional approach that inspires excellence, confidence, trust and respect of the College and the wider community.
- 14 Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively develop, deliver and communicate targets, strategy and vision, as agreed with the Trust Board.
- 15 Ability to foster collaborative relationships (both existing and new) within the local community, Cornwall and nationally to establish an outward facing Single Academy Trust that champions best practice and achieves sustainably excellent outcomes for all students both inside and outside the classroom.
- 16 In-depth knowledge and understanding of the wider educational agenda as well as the statutory and legal framework governing the operation of a Single Academy Trust and the benefits and challenges this creates.
- 17 In depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures.
- 18 A thorough and up of date knowledge and understanding of the OFSTED inspection framework.
- 19 Be astute and perceptive with the ability to use sound judgement to anticipate and to resolve conflict and issues successfully.
- 20 Strong analytical skills with an ability to analyse and interpret data effectively.
- 21 Knowledge of the potential of ICT to enhance learning.

PERSON SPECIFICATION

D Pupils and Staff

- 22 Demand ambitious standards and have high expectations for every student, including those with SEN, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on achieving excellent student outcomes for all.
- 23 Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice.
- 24 Successful experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of students.
- 25 Appreciate the importance of a work life balance for all staff.
- 26 Evidence of achieving a safe, secure and healthy school environment including a focus on achieving a high level of emotional well-being amongst students and staff.
- 27 Committed to safeguarding, promoting the welfare of children and young people, and ensuring all staff and volunteers share this commitment.
- 28 Committed to ensuring appropriate provision and positive school experiences for children with high need SEN, ASC and those who are vulnerable.
- 29 Committed to the provision of extra-curricular activities and enrichment opportunities for all students reflecting our background as a sports college and our role within the wider community.
- 30 Actively encourage CPD and research lead development by staff and innovation in teaching practices.

E Systems and Processes

- 31 A strong leader with evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution.
- 32 Welcome and promote strong governance and collaboration with the Trustee Board to develop and deliver a school vision which achieves excellence for all through intellectual rigour, high standards and inclusion.
- 33 A commitment to and evidence of promoting diversity and equal opportunities within the curriculum and in employment practice.
- 34 Promote leadership throughout the College, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

F Personal Qualities

- 35 Be able to demonstrate a range of leadership styles and employ the right style for the right situation whilst maintaining a high level of personal integrity.
- 36 Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing.
- 37 Be able to relate empathetically to all stakeholders of our Single Academy Trust including parents/carers, staff, students, Trustees and the wider community.
- 38 Be compassionate and thoughtful in their approach at all times, coupled with a sense of humour for those times when it is needed.
- 39 Be resilient in the face of adversity and be able to steer the school through the variety of challenges it will face.

Generic qualifications, knowledge, skills and qualities needed to fulfil this role are set out in the "Headteacher Standards 2020" to which candidates should refer. The Headteacher Person Specification places the "Headteacher Standards 2020" into context. The Selection Panel will assess each candidate against the criteria listed above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all tasks will have been specifically identified.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions document as they relate to Headteachers, and Headteacher Standards 2020.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures and this post is subject to an enhanced DBS check as well as prudent checks of references and employment history.