



CORNWALL EDUCATION LEARNING TRUST  
LEARNING TOGETHER

# HEADTEACHER

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## FOWEY PRIMARY SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION



COLLABORATE • EMPOWER • LEAD • TRANSFORM





**Lisa Mannall**

TRUST LEAD, CORNWALL  
EDUCATION LEARNING TRUST

Welcome, and thank you for requesting an information pack for this special vacancy. Cornwall Education Learning Trust (CELT) is a family of Cornish Primary and Secondary Schools with a strategic vision of 'learning together to help every child achieve more'.

As educationalists – and parents – we often ask 'what is an ideal childhood?' How can we make sure we give every child the chance to shine? How can we make the most of our unique Cornish environment and heritage to fill children with wonder and a grounding sense of place? We are proud to be educating over 7,500 learners across mid-Cornwall and believe there is no limit to what a child can achieve.

Living and working in Cornwall offers you access to a beautiful environment, rich cultural heritage and unique lifestyle which is hard to match, as demonstrated by the hashtag Kernowfornia. Cornwall has a diverse landscape with nearly a third of the county designated as an Area of Outstanding Natural Beauty. Being almost completely surrounded by sea, there are miles of dramatic coastline, captivating fishing harbours, and spectacular sandy beaches to enjoy but if trees or wide-open spaces are more appealing, there are glorious moors, woods and heathlands throughout the spine of the county.

As a Trust CELT can offer you superb career possibilities in a dynamic team of education professionals. In return you'll dazzle us with your passion, drive and ambition to make the lives of local children richer, happier and more fulfilling.





As a Trust, we agree that a child needs to feel that they are wanted, loved and valued for exactly who they are, from the beginning. There is no replacement for that and if it's not right at the start, everything that follows is playing catch up. After that, it is about nurturing the individual genius of each child. Every child is unique and has their own strengths, weaknesses, and passions. It doesn't matter what these might be; what matters is focusing on what it is they love and giving them the space and time to explore those passions.

We cannot forget that the core business of schools is ensuring that children and young people are able to read, write and be numerate. We also know that whatever the world may look like in the future, there will be a need to instil universal human values. Values-based education empowers schools to emphasise the centrality of all people in society and focuses on valuing self, others and the environment, underpinning their curriculum with universal positive human values such as respect, justice, equality, integrity, harmony, trust and honesty.

At CELT, we believe that nature is a gift we should try to give to each child so forming a relationship with nature early on is a very powerful thing. Our schools are all situated in unique locations. We want children to grow up remembering their childhood as a happy, safe place where they connected with Cornwall's beautiful natural environment.

Young people have their own voice - our role is to hear that voice and offer the space and opportunity for it to grow. A CELT education gives each child a moral compass and self-leadership, it enables reflection and a code of personal ethics. Our pupils become the Captain of their own ship, which ultimately enables them to navigate their wonderful, individual journeys as custodians of our future.

**We hope that you'll be along for that journey with us.**



Fowey Primary School is a one form entry school nestled at the top of the port of Fowey in East Cornwall.

We aim to ensure that all our children have the best primary experience, utilising our fantastic site and incredible location to ensure enriched and exciting learning opportunities. Our priority is to ensure that children are safe, happy and eager to come to school. We are committed to ensure that all children achieve academically whilst being enthused for learning through our broad curriculum offer.

Our core values of Collaboration, Aspiration, Respect and Empathise are integral to everything we do. Fowey Primary School is proud to be part of the Cornwall Education Learning Trust where our collective aim is to 'learn together to help every child achieve more'.

## Our Vision, Mission and Values

**Vision:** A happy, inclusive and welcoming school that values each individual and works together to enable everyone to achieve their very best.

**Mission:** We are committed to welcoming all members of our community to succeed in our school. We believe that we have a responsibility to ensure that everyone in our school community achieves their very best and we aim to provide a balanced, aspirational education that allows our children to become rounded, successful and happy young adults who are equipped with the skills they need to succeed in life.

**We are different, but we fit together.**

**Values:** Collaborate, Aspire, Respect, Empathise (at Fowey Primary School we C.A.R.E.)







## JOB DESCRIPTION

**Purpose of the Post:** To take day to day responsibility for the leadership & management of the school. To improve teaching, learning, experiences and the outcomes for all children.

To develop our school in accordance with its shared values and school development plans and to be accountable for improving outcomes for pupils.

**Reporting to:** CELT Executive Leadership Team

**Key Contacts:** Other Teaching Staff, Support Staff, Pupils, Parents

**Location:** Based at Fowey Primary School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.

**Salary Grade:** Grade L12-L18

**Hours:** Full time role including up to 0.4 fte Classroom commitment A flexible approach to working hours is required.

### Main purpose

- establish and sustain the school's ethos and strategic direction
- establish and oversee systems, processes and policies so the school can operate effectively
- identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- ensure school improvement strategies are effectively implemented
- monitor progress towards achieving the school's aims and objectives
- allocate financial resources appropriately, efficiently and effectively
- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- build positive and respectful relationships across the school community
- serve in the best interests of the school's pupils

**Closing date: 9am on 16th May 2022**  
**Proposed interview date: 27th May 2022**





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# PRINCIPAL RESPONSIBILITIES

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## STRATEGIC PURPOSE

- Overall accountability of the day to day management of the school.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To lead the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
- To lead the whole staff team to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Promote and maintain a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
- Responsible for building the reputation of the school within the community.



## STANDARDS

- Review the progress made by children at regular intervals and report that progress to the Lead for School Improvement and Trust Leader and parents. Act to ensure that progress is at least at national expectation and usually better.
- Monitor teaching, learning and assessment regularly and report on that to the Lead for School Improvement and Trust Leader. Act to ensure that the overall quality of teaching and learning is consistently good with an ambition to be even better.
- Be the Performance Management lead for the school in order to improve outcomes in all year groups
- Lead high quality CPD activity and monitor its effectiveness.
- Review the curriculum goals for the school and ensure the curriculum is well matched to the needs of the pupils and the demands of national assessment. Ensure that 'British values' are well taught and that there is a coherent SMSC strand through teaching plans.
- Ensure teachers' planning is well matched to the needs of pupils and is effective in ensuring rapid progress and depth of learning.
- Ensure vulnerable groups of pupils are given sufficient support and additional help to enable them to make similar or better progress compared to national comparators.

## ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.





## GOVERNANCE, ACCOUNTABILITY, STAKEHOLDERS AND WORKING IN PARTNERSHIP

- Understand and welcome the role of effective governance
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Develop and maintain a relationship between the school and its parents, immediate community and wider stakeholders, including other Trust schools.
- Report regularly to parents on the progress, attainment and wellbeing of pupils.
- Organise regular meetings for parents and prospective parents to discuss pupil progress or other matters.
- Manage complaints from parents and other stakeholders at Stage 1.
- Use the website and other forms of social media to report on compliance and the work and achievements of the school.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## MANAGING RESOURCES

- Work with the CELT Central team:
  - to ensure the delegated budget is managed appropriately to maximise value for money;
  - ensure the premises are safe, and that there is due attention to health and safety by employees;
  - on employee HR matters.





## GENERAL RESPONSIBILITIES APPLICABLE TO ALL STAFF

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Note:**

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.





## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>• Appropriate teaching qualification-QTS</li> <li>• Recent/relevant CPD</li> <li>• A commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant professional qualifications</li> <li>• Recent Leadership CPD</li> </ul>	Application Form Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• Relevant school teaching experience</li> <li>• Experience in leading curriculum projects and initiatives across a school</li> <li>• Ability to communicate a vision and inspire others to improve practice</li> <li>• Demonstrable experience of successful line management and staff development and the ability to support others to improve</li> <li>• Ability to build effective working relationships</li> <li>• Ability to analyse data and to use data to set targets and identify weaknesses</li> <li>• Experience in school self-evaluation and development planning</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	Successful leadership and management experience in a senior role within a school	Application Form Interview References
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of current assessment models and curriculums</li> <li>• Knowledge of current educational thinking and research</li> <li>• Knowledge of use of data to better understand outcomes</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Knowledge of methods of raising attainment</li> <li>• Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>• Demonstrates an awareness, understanding and commitment to equality and inclusion</li> </ul>	Knowledge and understanding of school finances and financial management	Application Form Interview References





Selection Criteria	Essential	Desirable	How Assessed
Values Related Qualities	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul> <p><b>Collaborate</b> – ability to work effectively as a team</p> <p><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</p> <p><b>Leadership</b> – To lead by example and achieve shared goals</p> <p><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</p>		Application Form Interview