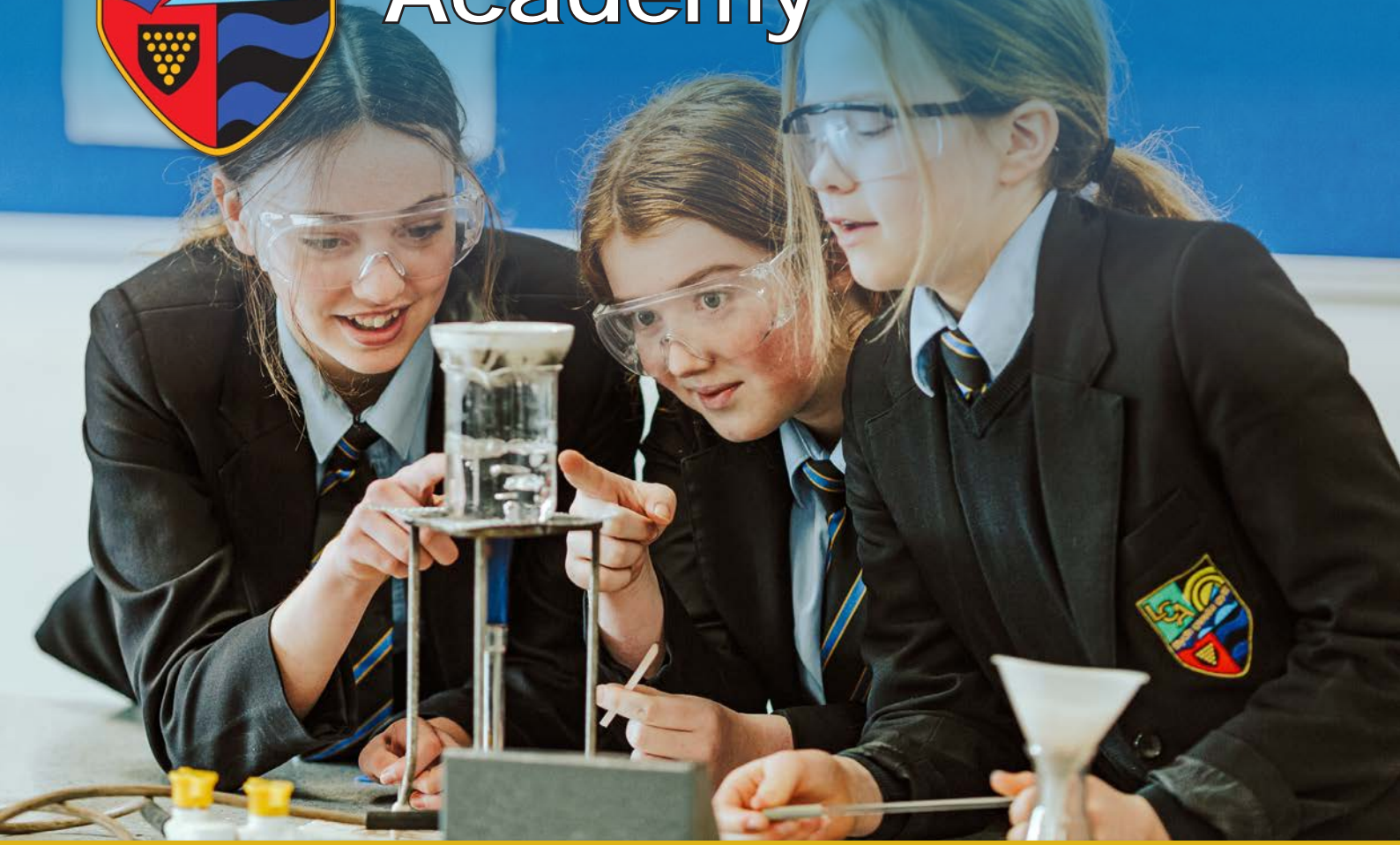




Looe Community Academy



Headteacher Candidate Information

bydh gwella gylli
be the best you can be

Dear Applicant,

Thank you for your interest in the post of Headteacher at Looe Community Academy.

We are seeking an exceptional school leader to guide our successful school through its next stage of growth and development.

At Looe Community Academy, our ethos is firmly rooted in a commitment to our students, with kindness, courage, and resilience serving as core values for the entire school community. Our mission is to empower every student to cultivate and achieve high aspirations. While we have made significant strides, there is still more to accomplish. This requires a leader who balances creativity with rigor, empathy and with the readiness to make challenging decisions. The role will present various challenges, so we are looking for someone with personal reserves of optimism, resilience, and persistence.

The successful candidate must demonstrate a proven ability to lead teams from a position of authority while also influencing and fostering collaboration. This role offers extensive opportunities for Trust-wide engagement and requires proactive involvement in supporting the wider community to benefit all students.

We are looking for a leader who can:

- Understand and engage with the complexities of the school and broader Trust community.
- Translate strategic plans into effective actions that result in positive outcomes.
- Drive change sensitively by recognising the needs of both the internal and external community.
- Inspire confidence in the school, staff, your improvement plans, and your leadership.
- Think innovatively to solve complex problems.
- Champion the well-being of students, staff, and stakeholders.
- Collaborate effectively as a key member of our Trust Senior Leadership Team.

In return, you will be supported by:

- A dedicated school leadership team.
- A well-qualified and enthusiastic teaching and support staff.
- A committed Governing Committee that values both robust oversight and the personal development and support of all staff.
- A collaborative and supportive Trust, including a network of Headteachers and central staff.

In your application, please tell us about:

- How you have leveraged your personal qualities and leadership abilities to drive impactful change, particularly in your current role.
- Your experience in developing outstanding teaching and learning practices.
- How you have successfully supported vulnerable and disadvantaged students to achieve their potential.

We look forward to receiving your application.

Yours sincerely,

Steve Pinnell, Chair of the Local Governing Committee

About Our School

Our mission is to create and sustain a caring, learning community of high quality where everyone is valued for who they are and what they may become. We believe that good conduct, effort and achievement should always be encouraged and recognised within the academy alongside the values of resilience, respect and responsibility that underpin a high-quality learning community.

Respect

For everyone to be valued for who they are, respect is crucial towards all members of the academy community. This is demonstrated through respect of the school, local and international environment. It is also demonstrated through the actions of all of our staff and students such as through respect for themselves through health choices and respect for others through good manners.

Responsibility

Responsibility is also key for a high-quality learning community. Students need to take responsibility for learning, their behaviour and their choices. This can be demonstrated by having high personal aspirations for punctuality, uniform and being correctly equipped and prepared for all lessons.

Resilience

Resilience enables students to challenge themselves to go beyond their comfort zone in learning and in overcoming other life challenges, such as avoiding the influence of negativity and self-doubt.

These are expressed through Our Curriculum...

Character education is woven into the PSCHE curriculum and strives to develop students' self-worth by staff valuing every student as a member of the academy community and modelling the development of positive relationships. All staff have responsibility for modelling the values of respect, responsibility and resilience, whatever their role within the academy. In addition, staff provide opportunities for learners to develop decision-making skills and express their ideas. Such skill development is recognised through the use of a tool called Skills Builder linked to the SECRET skills.

..through Our Routines...

All staff are expected to teach the learning behaviours they expect to see in their classrooms or areas of responsibility. This includes aspects of academy life. For example, how to enter the classroom, how to ask a question and how to queue in the canteen.

..and through the Promotion of Our School Ethos through our actions.

Looe Community Academy strives for students to be the best they can be and has an inclusive community ethos. As well as students receiving support from their tutor day to day, they also are a member of a House, either TRE, POL, PEN or KEV, led by a Head of House. Houses work together at various times of the year in activities which promote our values and celebrate the students' achievements. House and year group assemblies are used to model school values and publicly exemplify positive behaviours that reinforce the academy's ethos.



Our SMART Shared Values

Thank you for your interest in the post of Headteacher at Looe Community Academy (LCA).

Over the past six and a half years the current Headteacher has been extremely successful in attracting year on year increases in student numbers and bringing about changes to the leadership structure and physical structure of how the school operates. The most recent inspection by OFSTED recognised and praised these 'green shoots' and the direction of travel of the school whilst also recognising the work still needed to improve student outcomes.

If you are a successful candidate you will become a member of our Trust Senior Leadership Team, working collaboratively to develop and refine our shared vision 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.

Within this framework, you will have the autonomy to engage the hearts and minds of the community through your own vision and passion for education to further enhance the outcomes and community ethos of LCA.

The mutual respect between staff and students has always been heavily prized by the school community and has given rise to some of the most amazing Trust student leaders, with whom, I have had the pleasure to work. They are used to their voice being heard and their individuality celebrated.

We are committed to ensuring that all staff in SMART have the opportunity to develop their skills, expertise and leadership and I wish you the best of luck in taking this next step in your own professional journey.

Dan Buckley
CEO



Person Specification

SMART Schools' 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"> • Good honours degree or equivalent (2ii and above) with QTS 	<ul style="list-style-type: none"> • NPQH or equivalent postgraduate qualification
Strategic Leadership	<ul style="list-style-type: none"> • Passion for improving the life chances of all pupils and professional competence of all staff. • Ability to formulate, communicate and implement a clear 5 year vision for the school. • Ability to translate vision into shared strategic improvement plans with outcomes for students • Ability to conduct accurate school self-evaluation and translate areas for improvement into targeted plans • Relentlessly high expectations of staff and students based on belief in education • Understanding of and commitment to safeguarding and safer recruitment 	<ul style="list-style-type: none"> • Experience of leading a team through large scale impactful change • Experience of cross Trust or multi-school strategic projects • A sound understanding of finance and human resource allocation and how to achieve value for money • Experience of working closely with the Local Governing Committee or developing Governors' capacity
Leading, Teaching and Learning	<ul style="list-style-type: none"> • An evidence based commitment to providing all students with a broad and balanced curriculum • An understanding of the value and limitations of interpreting student data to raise standards. • Knowledge, experience and implementation of successful teaching and learning strategies and the evaluation of evidence based research. • Knowledge and experience of successful behaviour and attendance strategies which correlate to improving student well-being 	<ul style="list-style-type: none"> • Up to date professional knowledge of pedagogy and leadership arising from regular wider reading • Experience of whole school curriculum redesign including the pastoral curriculum
Developing self and working with others	<ul style="list-style-type: none"> • Experience of conducting effective appraisal • Commitment to professional development across the School and where the opportunity has arisen, across their wider Trust • Experience of coaching • Ability to demonstrate commitment to own continuous learning • Ability to demonstrate a commitment to and experience of positive team working 	<ul style="list-style-type: none"> • Can provide examples of working with external partners to secure improvements • Experience of working across a Trust or similar structure
Personal qualities and attitude	<ul style="list-style-type: none"> • Openness, Fairness and integrity • Holds an optimistic and positive attitude • Resilience and determination to overcome challenge • Deep commitment to students, staff and parents in the school and wider community 	
Working with the wider community	<ul style="list-style-type: none"> • Can share examples of where working closely with parents has had positive outcomes • Has experience of working within a wider community 	<ul style="list-style-type: none"> • Has engaged with local community projects within own educational setting • Has shared and developed practice amongst schools other than their own

Job description

Post: Headteacher

Responsible to: Chief Executive Officer

Salary: L18 – L24 (£75,675 - £87,651 pa) dependent on experience

Start Date: 1st September 2025 or earlier if current contract notice period allows

Strategic Leadership

- Provide effective leadership for LCA, ensuring the highest quality of education for all students and the highest standards of learning and achievement in accordance with statutory requirements.
- Work in partnership with the governing committee and stakeholders to create a shared vision and strategic plan which inspires and motivates students and staff and all other members of the school's community.
- Ensure that the vision for the school is clearly articulated, shared, understood and implemented by all.
- Ensure that the Trust's vision is incorporated into agreed objectives and operational plans, which contribute to the school improvement plan and the SEF.
- Using the school improvement plan and SEF, identify appropriate priorities and targets to ensure the highest quality education for all students and highest standards of learning and achievement.
- Develop policies and practices that promote effective learning in a safe and secure environment where safeguarding and well-being are paramount.
- Lead and motivate staff to create a culture of collaboration and trust which results in a positive and proactive climate both at school and Trust level.
- Lead on the school's recruitment and retention strategy to ensure that high-performing teaching and support staff are appointed and retained.
- Ensure that continued excellence is achieved by being creative, innovative and embracing new ways of working.
- Work with financial astuteness to build on the sustainability of the school and of the wider Trust.



Managing the organisation

- Lead, coordinate and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Create and continuously review the organisational structure so that is fit for purpose in reflecting the school's ethos and vision, and enables the systems, structures and processes to work efficiently and effectively in line with legal requirements.
- Manage the school's financial and human resources effectively and efficiently to achieve school targets and priorities.
- Recruit, retain and deploy staff appropriately to ensure an effective workforce to work towards the vision of the school and the wider Trust.
- Manage and organise the school environment so that it meets the needs of the curriculum and health and safety regulations.
- Manage and organise the range, quality and use of resources ensuring they are monitored, evaluated and reviewed to improve the quality of education delivered and provide value for money.
- Continuously develop, implement and evaluate the Trust-wide and school policies in line with changing regulations and best practice.

Leading Teaching and Learning

- Ensure a consistent and continuous school wide focus on students' achievement using data and benchmarks to monitor progress in learning.
- Devise, organise and put in place a diverse curriculum with an effective assessment framework to meet the needs of all students.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure that the well-being of the student is at the heart of creative, responsive and effective approaches to teaching and learning.
- Promote a culture and ethos of challenge and support, where all students can achieve success and be engaged in learning.
- Monitor and evaluate classroom practices and promote improvement.
- Promptly challenge and address under performance.
- Be responsible for implementing strategies and policies which achieve high standards of behaviour and attendance.

Developing staff and working with others

- Lead and support all staff to achieve high standards through induction, a robust performance management system and effective continuing professional development.
- Strengthen a positive ethos throughout the school and Trust community treating people fairly, with dignity and with respect.
- Lead on developing a collaborative learning culture within the Trust which includes coaching and peer support as well as wider collaboration.
- Ensure that teams and individuals have clear delegation of tasks and responsibilities which are planned, allocated, supported and evaluated.
- Acknowledge and praise the achievements of all employees.
- Create a culture of high expectations and be responsible for ensuring that appropriate and consistent action is taken when performance is unsatisfactory.

- Continuously reflect on own practice by setting high standards and pursuing personal professional development.
- Be keenly aware of personal work/life balance; and through performance management ensure the positive well-being and work/life balance for colleagues.
- Actively seek appropriate links with other professionals and learning communities within the Trust and the wider community to enhance outcomes for all learners.

Securing accountability

- Be accountable to the CEO for the performance of the school.
- Provide timely, clear and pertinent information for the Governing Committee to enable it to fulfil its duties.
- Be able to accurately interpret and present information clearly for a range of audiences including parents, carers and other members of the wider community.
- Ensure that staff responsibilities and accountabilities are clearly defined, agreed, understood and subject to rigorous review and evaluation.
- Be able to accept and act upon feedback from stakeholders.

Working with the wider community

- Establish collaborative and open relationships with all stakeholders.
- Build relationships with the parents and carers promoting a committed and shared responsibility for the success of all students.
- Seek opportunities to promote the school in the wider community – through celebration, sharing practice and joining in with local community activity.
- Build appropriate links with other academies to share and build upon good practice.
- Seek leadership opportunities across the Trust.
- Secure the support and expertise of external agencies for the benefit and protection of all students.

Generic responsibilities

- To undertake any other duty as specified by the relevant School Teachers' Pay and Conditions Document (STPCD) not already mentioned above.



How to apply

A fully completed form and letter of application should be sent to the Trust HR team, by Monday, 2nd December at 9:00am.

Please send your application by email to: hr@smart-trust.net

Interview dates are planned for 12th and 13th December

We would welcome visits to the school from prospective candidates and/or a conversation with the current headteacher.

Please contact Christa Diederiks, PA to the Headteacher on 01503 262625 or by email cdiederiks@looeca.net

The school address is:
Looe Community Academy
Sunrising
East Looe
PL13 1NQ

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

