

**Vacancy Information Pack**

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| **School Name:** | Newlyn School |
| **Job Title:** | Headteacher  |

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| Application Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |



**Newlyn Primary School** 

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| **Job Title:** | Headteacher  |
| **Pay Point / Pay Range:** | Leadership Pay Spine L10 – L16 |
| **Contract Type:** | Permanent  |
| **Hours Per Week / Weeks Per Year** | Full time |
| **Closing Date:** | 12 midnight on 9th January |
| **Proposed Interview Date:** | 18th/19th January 2023 |

Truro and Penwith Academy Trust, together with the Local Governing Board of Newlyn School, are seeking to appoint a dynamic and committed Headteacher. You will have a child-centered approach, and will provide a creative, inclusive and challenging curriculum which inspires and motivates children and supports high quality teaching and learning both indoors and out.

You will have recent senior leadership experience and will share our vision and values to lead this village school from May 2023. Individuals must demonstrate a significant contribution to primary school improvement and an enthusiasm to embrace the opportunities of leading this already flourishing and happy school with a strong community identity.

To visit the school please contact Isabel Stephens, Headteacher on

head@newlyn.tpacademytrust.org or Tel 01736 363509.

If you wish to discuss this position please contact Harriet Andrew, Director of HR Tel. 01872 613282

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| To find out more about [insert school name], please visit: | [Welcome to Newlyn School](https://www.newlynschool.co.uk/web) |
| To discuss this position please contact the Headteacher: | Email – head@newlyn.tpacademytrust.org Telephone – 01736 363509 |
| Application packs can be downloaded from: | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | Handrew@tpacademytrust.org  |

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

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| **School Information for Applicants** |
| **School Address:** | Newlyn School, Carne Road, Newlyn, Penzance TR18 5QA |
| **School Telephone Number:** | 01736 363509 |
| **School Email Address:** | newlyn@tpacademytrust.org  |
| **Name of Headteacher:** | Isabel Stephens |
| **Website Address:** | [Welcome to Newlyn School](https://www.newlynschool.co.uk/web) |





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| **Welcome to Our School** |
| This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.At Newlyn, the children are at the very heart of all we do and we work to ensure that they are happy, confident and have opportunities that will prepare them for the future. Our staff are caring, dedicated and passionate about getting the very best from every child.Through our engaging curriculum, we ensure that children can foster a passion for learning and curiosity that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. We are particularly passionate about art, music and sport. We have built a strong link with Newlyn Art Gallery and are lucky enough to have pieces of art from the Arts Council Collection displayed in our school. Many children have taken the opportunity to learn an instrument and take part in a wide range of sporting activities.We strongly believe in outdoor learning and our children benefit enormously by being so close to beaches and woodland. We also believe that children need to be given the opportunity to travel further afield and opportunities are provided for the children to travel to places such as Bristol and London.  Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around. |

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| **General Background** |
| Newlyn School was formed after the amalgamation of Tolcarne Junior School and Newlyn Board School in 1995 after extensive building work. We joined Truro and Penwith Academy Trust in 2017. |

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| **Class Organisation** |
| The school currently has 131 children on roll in six classes, some of which are mixed. Class sizes vary from 16 to 28 children per class. Foundation –Miss Tonkin and Mrs Buckingham, Year 1 – Mr Moore, Year 2/3 –Mrs Squires, Year 3/4 – Mrs Smith and Mr Argall, Year 5- Mrs Wood and Year 6- Miss Rollason.  |

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| **Staff Organisation** |
| The school has a Headteacher, five full-time teachers, 2 part-time teachers, a part-time music teacher and a Deputy Head. In addition we have two HLTAs, three SEND teaching assistants and five teaching assistants who are a key part of our teaching and learning team.We also have a dedicated non-teaching staff team who cover the administrative and catering responsibilities of the school.The leadership team currently includes the headteacher, Deputy Head, SENDO and literacy coordinator.We are strongly committed to staff development and learning. |
| **Our Curriculum** |
| Newlyn has a holistic philosophy of education. Our broad and balanced curriculum builds on the skills, knowledge and understanding of all children, providing them with life skills and aspirations to become good citizens of the future. Our curriculum is well developed. We believe in the love and joy of reading and this is reflected in our curriculum, our focus and investment in reading and the progress the children make. We follow Little Wandle for phonics and are currently working with Kernow Hub to develop our school as a centre of excellence to support other schools in the Trust and in the local area.Our maths curriculum is based around our own bespoke approach and White Rose.Our wider curriculum subjects have either a bespoke or an adapted curriculum in place. We place a huge emphasis on our Art curriculum and the importance art plays in oracy, building self-esteem and mindfulness. Sport is also prioritised. We are a Jigsaw Flagship School and place great importance on the teaching of our PSHE curriculum. |
| **Finance**  |
| Income:

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| GAG Funding | £644,117 |
| Non-GAG Grants | £134,880 |
| Other Income | £32,000 |
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| **Safeguarding** |
| Newlyn School is committed to promoting the safety and wellbeing of all children. All recruitment processes are undertaken using thorough checks to ensure the suitability of candidates.TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |
| **Application Information** |
| We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

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| Contact Name: | Isabel Stephens |
| Contact Email Address: | head@newlyn.tpacademytrust.org |
| Contact Telephone Number: | 01736 363509 |

Please note that CVs will not be accepted.Application packs can be downloaded from: [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

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| Closing Date: | 9th January 2023 |

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

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| Interview Date(s): | 18th and 19th January 2023 |

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post. |



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| **Welcome from Chair of Trustees** |

Academy House

Truro Business Park

Truro

Cornwall, TR4 9LD

01872 613101

recruitment@tpacademytrust.org

September 2022

Dear Applicant

**Vacancies within Truro and Penwith Academy Trust (TPAT)**

Thank you for your interest in this opportunity to join Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established in early 2014. During a sustained period of growth, the Trust has expanded and now includes twenty-nine schools with Trewirgie Infant School having joined us in the Summer of 2021. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into 3 main clusters.

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support with the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with the One Cornwall Teaching Hub and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in our Academy Trust benefit from the expertise of local practitioners working within the Trust who can help to identify cost effective solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the pupils and students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination, who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this challenging role we look forward to receiving your application.

Anita Firth

Chair of the Board of Trustees

Truro and Penwith Academy Trust

**Job Description**

**HEADTEACHER: Newlyn School**

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

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| **Job Title:**   | Headteacher   |
| **Salary Range:**  | Leadership Pay Spine  |
| **Location:**    | Newlyn School  |
| **Responsible to:**  | TPAT Board of Trustees, TPAT Chief Executive, Local Governing Board   |
| **Direct Supervisory Responsibility for:**  | Senior Leadership Team, Teaching Staff, Support Staff  |

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| **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 community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders’ beliefs and values.   |

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| **Strategic Direction and Development of the School:**   |

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| To work with the Governing Body 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:  1. To formulate overall aims and objectives for the school policies for their implementation.
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
3. To develop with staff, pupils, parents and governors policies relevant to the needs of the school
4. To implement TPAT’s and the LGB’s policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils in relation to gender, race, disability and special educational needs.
5. 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
6. 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
7. To ensure that the management, finance, organisation and administration of the school support its vision and aims
8. To ensure that policies and practices take account of government legislation, national, local and school data and inspection research findings
9. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary
10. To arrange for a deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher’s functions at any time when absent from school.

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| **Leading Curriculum and Teaching**   |
| To work with the Trust and governing body 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.  1. To ensure that all pupils receive a high quality education through a curriculum programme designed to promote progress in learning in a safe & healthy school environment
2. To ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
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| 1. To ensure that learning is at the centre of strategic planning and resource management
2. To establish creative, responsive and effective approaches to the curriculum, learning and teaching
3. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning
4. To demonstrate and articulate high expectations and set stretching targets for the whole community
5. To implement strategies which secure high standards of behaviour and attendance
6. To determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
7. To take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils
8. 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.
9. To fulfil the Headteacher’s duty under the 1988 Education Reform Act in relation to the National Curriculum and Religious Education
10. To make appropriate arrangements for a daily act of collective worship in accordance with the 1988 Act.

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| ***Leading and Managing Staff***  |
| To lead, motivate, support, challenge and develop staff to secure improvement:  1. To lead the selection and appointment of teaching and non-teaching staff of the school
2. 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
3. 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
4. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils’ achievement
5. To assess whether a teacher at the school who requests an assessment has passed the threshold, subject to the approval of the assessment arrangements by an assessor, and where requested to do so providing assistance to an assessor in relation to threshold assessments at the school
6. To participate in arrangements for Headteacher performance management
7. To ensure that trainees and early career teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.

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| **Efficient and Effective Deployment of Staff and Resources** |
| To deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context:  1. 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 budget and material resources
2. To work with governors and senior colleagues to recruit staff of the highest quality available
3. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
4. To advise the Trust and governing body and implement decisions in relation to staffing
5. To advise the governing body on the adoption of effective procedures to deal with the competence and capacity of

staff 1. To advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
2. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
3. 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 local authority
4. 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
5. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
6. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve
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| the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money 12. To ensure that staff are provided with appropriate training and professional support which increases their knowledge competence and understanding of their roles and responsibilities.   |
| **Accountability**  |
| To be accountable for the efficiency and effectiveness of the school to the Trust, local authority, governors, pupils, parents, staff, local employers and the community:  1. To liaise and co-operate with Trust and LA education officers and support services in the evaluation, monitoring and inspection of the school according to such arrangements as may be required by or agreed with the local authority
2. To provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
3. To report to the governing body on the discharge of the Headteacher’s functions and the affairs of the school
4. To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school
5. To present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, the Trust, local governors, the local community, OfSTED and others, to enable them to play their part effectively
6. 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
7. To report to the governors annually on the performance management of teachers at the school in relation to the Trust policy based on the School Teachers Pay and Conditions Document
8. To provide information about the work and performance of staff where it is relevant to their future employment.

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| **Strengthening Community** |
| 1. To build a school culture and curriculum which takes account of the richness and diversity of the school’s communities
2. To create and promote positive strategies for challenging prejudice and discrimination and to deal with any incidents of harassment
3. To ensure learning experiences for pupils are linked into and integrated with the wider community
4. To ensure a range of community-based learning experiences
5. To work in partnership with other agencies in providing for physical, academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
6. To create and ensure opportunities for parents and carers, community figures, business or other organisations to work in partnership with the school to enhance and enrich the school and its value to the wider community
7. To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
8. To co-operate and work with relevant agencies to protect children
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary & secondary schools.
10. To ensure that the school offers appropriate extended services.

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| **Pupil Care** |
| 1. To ensure that provision in the school enables all pupils to receive their entitlement
2. To arrange for effective induction of pupils entering school and transferring to secondary school
3. To determine, organize and implement, in concert with other appropriate persons or bodies, a policy for the personal, social development of pupils including pastoral care and guidance
4. To determine and arrange means to promote among pupils self-discipline and a proper regard for authority; to encourage good behaviour and seek to secure acceptable standards of conduct at all times when pupils are on school premises or under school direction while out of school
5. To handle individual disciplinary cases, including, where appropriate, the Headteacher’s power to exclude pupils in accordance with provisions of the latest legislation.
6. To ensure the culture of safeguarding within the school is effective and well led in line with statutory requirements and guidance.

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| **Special Conditions related to the post**  |
| * *Physical fitness*
* *Able to work unsocial hours*
* *Key holder*

 ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture*** **o*f valuing diversity and ensuring equality of opportunities.***  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:  * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
* Receipt of two satisfactory employer references one of which must be from your current or most recent employer
* Satisfactory verification of relevant qualifications ● Satisfactory health check

 All new employees will be required to undertake mandatory training required by the Trust.  |

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