



Crofty Multi Academy Trust

Applicant Pack

Headteacher of Pennoweth Primary School



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Message from our Chair of Trustees and CEO

Dear Colleague,

Thank you for your interest in the position of Headteacher at Pennoweth School, a popular and growing primary in Redruth. The information that is contained in this Applicant Pack will give you a flavour of both Pennoweth 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 Multi Academy 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 sixteen 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 MAT 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 Multi Academy Trust 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

Mike Hosking

Chair of Trustees
Crofty Board of Trustees



Simon Hague

Simon Hague

Chief Executive Officer



Crofty MAT Culture

Education is a basic human right and it is our chosen vocation because there is no greater reward than seeing children and young people thrive and succeed. It is a privilege to know that our work improves children's lives and the lives of future generations.

To do this, we have an amazing team of staff, committed to our core purpose, which is to give our learners the best possible start in life, to unlock possibilities and enable them to make choices about their future.

Crofty is a values led organisation, built on the three core values of Learning, Integrity, and Community. Our values are the principles that underpin everything we do. We describe our values in terms of the behaviours and attitudes we most want to see in each other. This is important to us because it is our behaviours and attitudes that create the Crofty culture.

If this resonates with you, then please get in touch. Every school or person who joins us helps to shape and evolve the culture further, so we are always looking to attract like-minded colleagues who would like to be part of the journey.

Professional Development

In order to deliver on our commitments, we have hard wired our values into our systems. For example, our systems for appraisal and professional development ensure that every staff member receives professional development, tailored to their individual circumstances and requirements. That might not sound so groundbreaking, but what makes us really different is that in Crofty we don't just link pay to exam or test results, we reward staff for the commitment they demonstrate to our values, and in particular to how they engage in their own development and the development of others. We do this because we know that the only way to improve outcomes for our children and young people is to improve how we teach. So, we reward staff whose commitment ensures everyone's teaching keeps getting better. At the heart of this is a coaching-based approach, specific to the individual. All these things make Crofty a 'deliberately developmental' organisation.

School Improvement

When it comes to school improvement, we ensure each school within Crofty MAT receives the support it needs, bespoke to its unique context and priorities. This is in addition to the regular, timetabled challenge and support from trusted and experienced colleagues. To achieve this bespoke approach, we use our greatest resource; the staff in other trust schools. Of course, much of the school improvement work happens organically, a product of the many and varied network groups, sharing practice and motivating each other to ever better ways of working. If all this sounds idealistic then don't worry. We also employ external (Ofsted registered) partners to check what we're doing. We don't want to be accused of marking our own homework. In reality, we love the challenge that external scrutiny brings, it keeps us on the ball and helps us live our commitment to learning.

Freedom to be Creative

We are particularly pleased with the way colleagues from across all schools redesigned the schools' broad and balanced curricula. Curriculum Leads from across the Trust co-created a solid foundation of 'small steps,' and from this each school's leaders and staff designed a curriculum unique to their school. From our creation we have always believed in the principle of maintaining each school's

individual character. Our Headteachers operate with the autonomy to set their school's vision and curriculum so that it meets the unique character and needs of the school's community.

When Working for Crofty MAT you can expect:

- A culture that encourages and supports staff to be creative and innovative, making a difference to the lives of our communities' young people.
- To be part of a supportive professional community with opportunities for career development within the Trust's schools.
- Access to the teacher's pension scheme.
- Appraisal and professional development, based in the Crofty values, which ensures that every staff member has personalised support to succeed.
- Access to an incredible package of employee benefits, see page 8.



Pennoweth Primary School

At Pennoweth, everything we do is about enabling every child to reach their full potential. First and foremost, our children feel safe coming to school, and we work very hard to ensure that the culture and ethos remain strong and that children therefore grow in confidence and self-knowledge and not only develop positive attitudes to their learning but are inspired to learn more.

We are very lucky here at Pennoweth because the school site is so large and varied. The school itself is modern and spacious and has recently been refurbished to a high standard. The classroom and 'break out' areas are therefore pleasant environments in which to work, and both children and staff take pride in looking after them.



Pennoweth DNA

All our actions in school are informed by our guiding principles that form the 'Pennoweth DNA.' There are five strands to the DNA. These are as follows:

We are safe.

We feel loved.

We take responsibility.

We are always learning.

We are ready.

The strands are in that order for a reason. We firmly believe that children, and adults, need to feel safe and loved before they are in position to take responsibility and progress well in their learning.

To give further clarity to why we have chosen these strands, we use key quotations to define our meaning.

We are safe.

"If children feel safe, they can take risks, ask questions, make mistakes, learn to trust, share their feelings and grow." Alfie Kohn

We feel loved.

"A child must know that they are a miracle, that since the beginning of the world there hasn't been, and until the end of the world there will not be, another child like him." Pablo Casals

We take responsibility.

"The time is always right to do what is right." Martin Luther King

We are always learning.

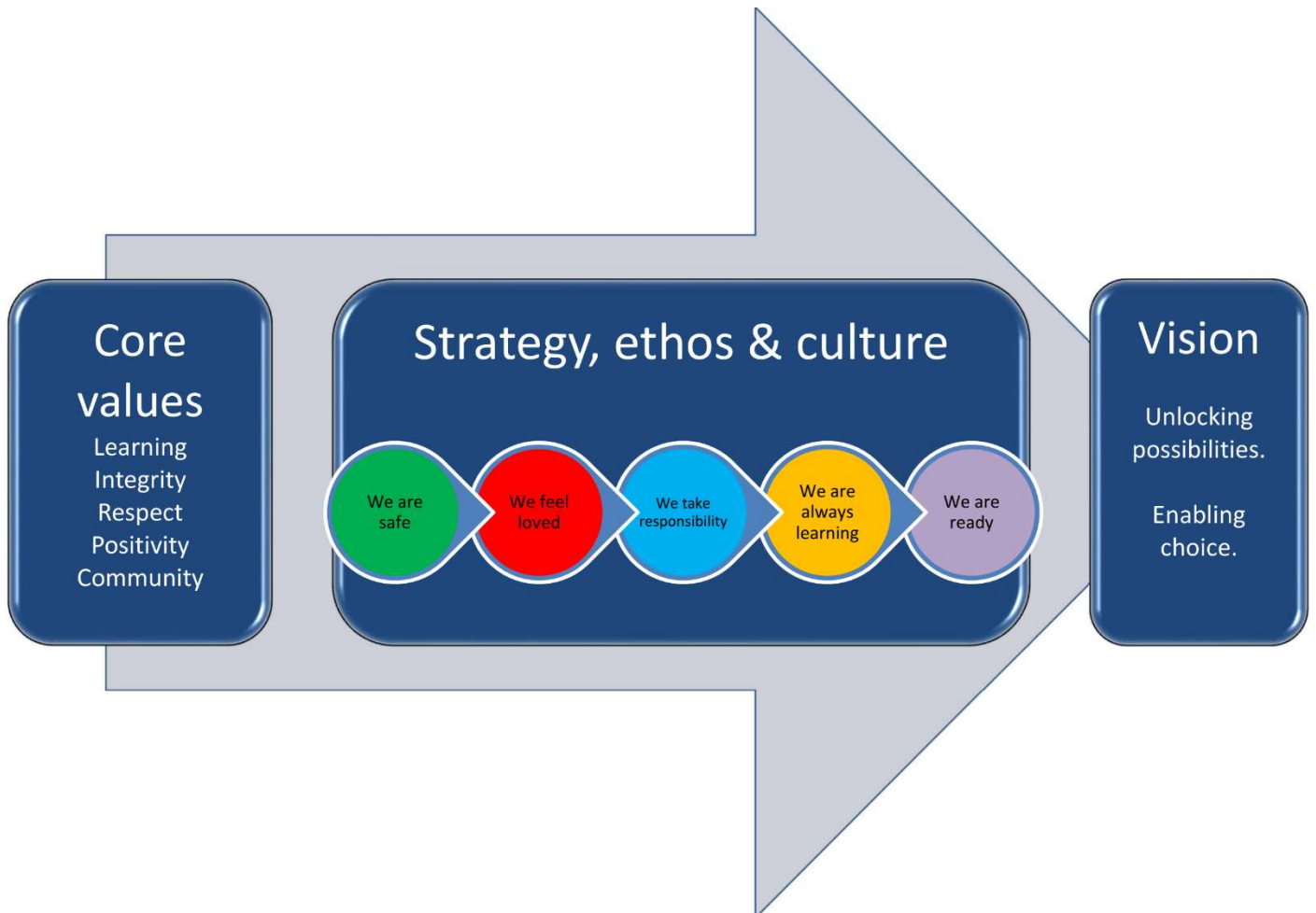
"Learning is the only thing the mind never exhausts, never fears and never regrets." Leonardo da Vinci

We are ready.

"I'll be ready. I'm not sure for what exactly. But maybe that's what being ready really means." Holly Goldberg

Our DNA strands are separate to, but integral to the delivery of, our vision. We share the vision and values of our wider Trust family. These are detailed below. Our DNA defines the way that we operate and therefore frames our ethos and our strategic approach.

The DNA provides a shared language throughout our school to enable aligned understanding of our ethos for all our stakeholders; the language is also displayed through our school environment.



CROFTY Multi Academy Trust

Employee Benefits



Cyclescheme is an employee benefit that saves you 25-39% on a bike and

accessories (or even more with their offers). You pay nothing upfront and the payments are taken tax efficiently from your salary by your employer. <https://www.cyclescheme.co.uk>



Join Carn Brea and you're not just joining a Leisure Centre, or a gym, you're joining a community. With exclusive discounts across all levels of membership and flexible payment options, there is a package for everyone. <https://www.carnbrealeisurecentre.co.uk/membership>



Free access to Health and Wellbeing services through Education Mutual. Available to you*;

- * Mental Health Services
- * Counselling
- * Stress Coaching
- * Physiotherapy/MSK Services
- * Long COVID Support
- * Nurse Support Services
- * 24/7 GP Service

<https://www.educationmutual.co.uk>

* Available to all of our newly assimilated schools from September 2023

FREE Breakfast Club for all staff children attending a CROFTY Breakfast Club*, and discounted rates on CROFTY After School Club* when you work in addition to your regular hours (TA's only).

*Clubs must be run by CROFTY staff, not external childcare providers



Look after your eyes with a free annual eye test at Specsavers. Simply book online and take your

voucher with you. <https://www.specsavers.co.uk> For more information, or to request a voucher, email human.resources@croftymat.org



Welcome to A Great Place to Work, offering savings and benefits for members through SEE REWARD. **SEE REWARD Drive** - lease a brand new electric vehicle and a fraction of the normal cost. All vehicles are supplied fully insured and maintained, with no deposit and no credit checks.

SEE REWARD Community - free access to expert articles and a full range of 'Total Wellbeing Tools', plus free support, guidance and advice from a panel of leading Industry Experts, covering all areas of Reward, Engagement and HR, including Company Pensions, Total Wellbeing, Employment Law, Contracts of Employment and general Employee Relations.

SEE REWARD Shop and Vectis Card - take advantage of discounts from thousands of retailers and service providers, from the big High Street Supermarkets to Holidays, Cinema Tickets and Theme Park, and Utility providers.

<https://www.agreatplacetowork.net>

For further information on any of the Crofty MAT employee benefits, contact human.resources@croftymat.org

Working and living in Cornwall



As a place to live, Cornwall offers everything you could need to enjoy an exceptional quality of life. From the beautiful beaches, breath taking landscapes, vast open spaces, and the laidback lifestyle, there really is something for everyone.

The Lizard Peninsula, for example, is one of the best places in England to spot wildlife where you are likely to catch sightings of seals, dolphins and even the occasional whale. Other popular attractions include the Eden Project, which is home to the world's largest indoor rainforest, you can enjoy a stroll across the causeway at Marazion (tide times permitting!) to visit St Michael's Mount, a rocky island complete with a castle and medieval church.

Aside from the many attractions, Cornwall is home to countless scenic and beautiful coastal walks; photographed above is Wheal Coates, St Agnes.

Venturing further afield, Cornwall has great road and rail links and an airport based in Newquay, offering direct flights across the UK and Europe, and connecting flights to the rest of the world.

Cornwall is a beautiful county with big opportunities for those who wish to make it their home.

Job Description

Job Title:	Headteacher
Salary Range:	By negotiation
Location:	Pennoweth Primary School
Responsible to:	The CEO, Director of Education, the Local Governing Committee (LGC) of Pennoweth Primary School, and the Board of Trustees of Crofty MAT
Responsibility for:	Leadership and management of the school, including strategic development, school improvement and engaging with the community.
Supervisory Responsibility for:	School Senior Leadership Team, Teaching Staff, Support Staff

Main Purpose of the Job

The core purpose of the Headteacher is to provide professional leadership and management to schools within Crofty Multi Academy 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 Multi Academy Trust'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 MAT's and the LGC's 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.

Leading and Teaching

To work with the LGC and Crofty MAT's 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.

- 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 MAT Estates Manager.
- To undertake responsibilities as defined in the MAT'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 MAT'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 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.

- 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 Crofty MAT's pupils at all times.
- To act as a Crofty MAT 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



FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications/ Training	Honours Degree or equivalent and Qualified Teacher Status	<p>Knowledge/training in models for outstanding learning and teaching.</p> <p>Evidence of continuing professional development, at senior leadership level.</p> <p>If not already Designated Safeguarding Officer, a willingness to be the schools' trained DSO.</p>	<p>A higher qualification in leadership and/or education.</p> <p>Approved "Safer Recruitment" training.</p> <p>NPHQ (if not already a Headteacher prior to 1st April 2004).</p> <p>Safeguarding 'Train the Trainer' training.</p> <p>Experience of being a Designated Safeguarding Officer and recently trained to Tier 3.</p>	Application Form
Professional Experience	<p>Senior leader with a proven record in raising standards by setting challenging targets.</p> <p>Senior leader with experience of inspiring learners to attain high levels of achievement, behaviour, and attendance.</p> <p>Successful senior leadership and management experience.</p>	<p>Ability in developing excellent working relationships with all staff and other stakeholders.</p> <p>Experience of effective systems for performance management of staff.</p> <p>Ability in using assessment data effectively to provide action plans to improve whole school performance.</p> <p>Show understanding of budgeting and financial control.</p> <p>Leadership experience across the primary age range.</p> <p>Leadership in the principles of outstanding learning and teaching with wide experience of classroom observation and feedback.</p>	<p>Evidence of leading on curriculum design, development, implementation, and management.</p> <p>Sound knowledge of current educational thinking and educational developments.</p>	<p>Application Form, supported by a portfolio of evidence demonstrating success.</p> <p>Selection Procedure</p> <p>Interview</p>

FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Professional Skills	<p>Successful management of change from inception to completion.</p> <p>An inspirational leader with drive, foresight, and energy.</p> <p>High quality classroom practitioner.</p> <p>Demonstrates experience of successful whole school improvement.</p>	<p>Outstanding all-round communication, advocacy, and presentation skills.</p> <p>Skills, experience, and ability to model and promote high-quality learning and teaching to meet the needs of all learners.</p> <p>Ability to forge positive relationships with pupils, staff, governors, parents, the local community, and other schools, particularly those within the multi academy trust.</p> <p>Ability to recruit, deploy, develop, and motivate staff.</p>	<p>Excellent ICT skills and accustomed to promoting new technologies/other innovative methods to enhance learning.</p> <p>Outstanding analytical skills</p>	Application Form
Personal Qualities	<p>A dynamic, committed leader.</p> <p>Proven ability of developing successful teams, serving the needs of pupils and colleagues.</p>	<p>Able to foster a collaborative environment, which thrives on trust and respect and has a strong commitment to equality and diversity.</p> <p>An inspirational role model with the ability to lead by example.</p> <p>Anticipates changing circumstances and acts proactively to meet the challenge.</p> <p>Personal integrity and honesty.</p>		Interview

FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Specialist Knowledge and Skills		<p>Coaching and mentoring skills</p> <p>Experience of Ofsted Preparation</p> <p>Partnership and community development</p> <p>Demonstrates an awareness, understanding and commitment to the protection of safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	Leadership within a MAT	Application/ Interview/ Assessment
Behaviours and Values		<p>Has a commitment to personal and professional development.</p> <p>Demonstrates a commitment to all children in every Trust school.</p> <p>Makes decisions based on strong, ethical personal and professional values.</p> <p>Is committed to supporting the success of others through collaboration.</p> <p>Demonstrates a high level of emotional intelligence, trust, and integrity.</p>		Application/ Interview/ Assessment

The 'Essential' criteria will be those that any shortlisted applicant will be expected to meet but the 'Key' criteria will be those that enable the Selection Panel to identify those applicants who have the special areas of expertise pertinent to this post at this time.

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 human.resources@croftymat.org
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 make sure that you address the criteria outlined in the Job Description and Person Specification when writing your Supporting Statement.

Safeguarding Commitment

Crofty Multi Academy Trust 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 a successful Disclosure & Barring check and satisfactory references.

Online Searches

As a part of our recruitment process, the Trust will carry out online searches on those who have been shortlisted for interview as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education. These searches may include but are not limited, to search engines and news websites. Any information discovered in the searches that the Trust deems relevant, and therefore processes and uses, will be stored in line with our Data Protection Policy and the UK General Data Protection Regulation.

The online searches will be carried out by a member of staff who does not sit on a selection panel and only information relevant to the recruitment process will be passed to the panel.

By applying for a vacancy within the Trust, you consent to online searches being carried out, and furthermore, understand that we have a legitimate interest in doing so. We may use any information uncovered to help identify incidents or issues that are available online and may discuss these with you at interview.

If you have any concerns or questions in relation to the online searches, please contact:

human.resources@croftymat.org

Timeline

Closing date and shortlisting:

Closing at midnight on Wednesday 6th March, with shortlisting taking place on Thursday 7th March 2024.

Interview dates:

Thursday 21st and Friday 22nd March 2024

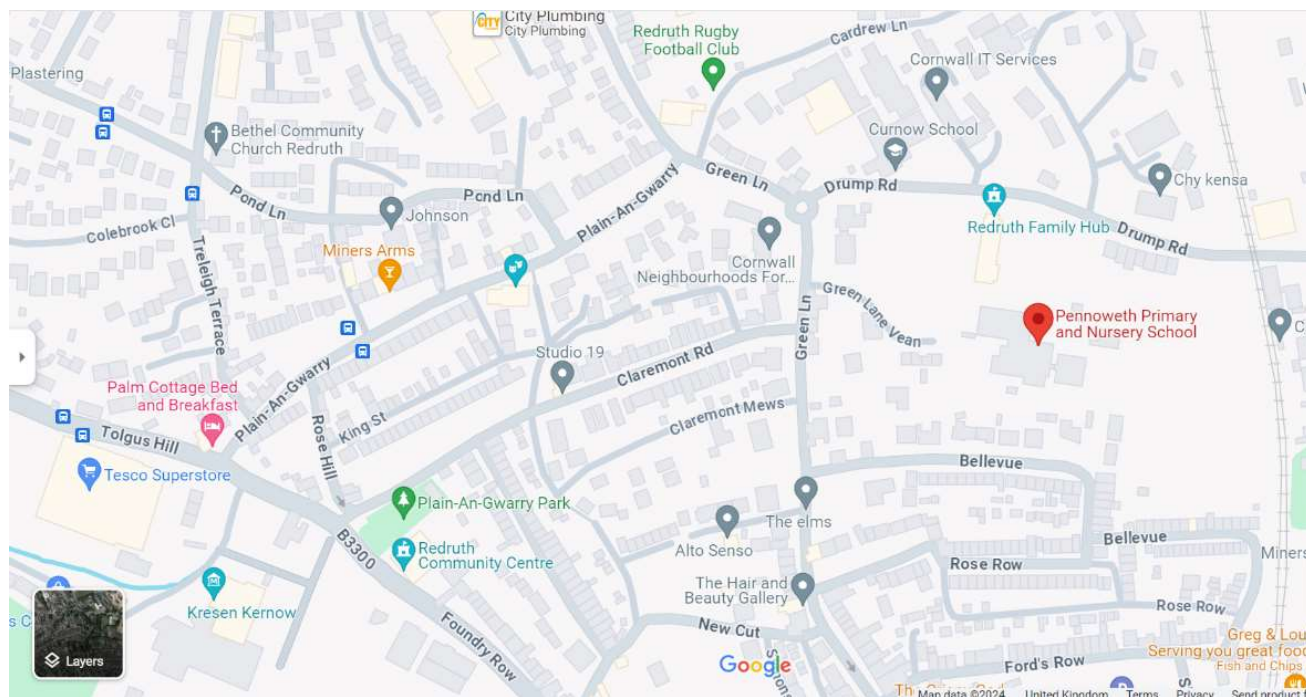
Start date:

September 2024

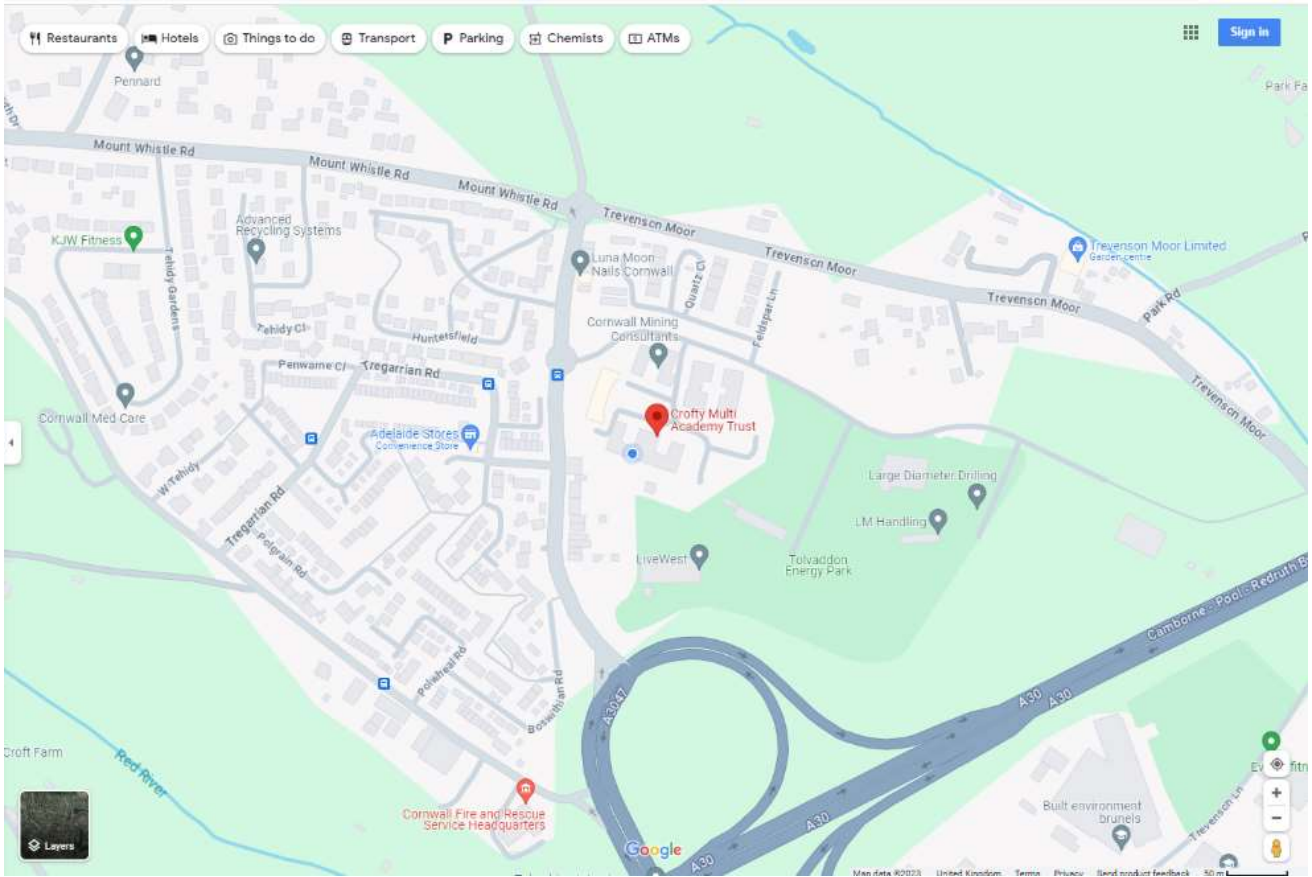
Further Information or visits to the school

We strongly encourage you to visit our Head Office and some of our schools before applying for the position. To arrange a visit or for further information, please contact our Human Resources Manager, Caroline Thomas, at the Shared Services Team on 01209 311135 or email human.resources@croftymat.org

Where to find us



Pennoweth Primary School
Drump Road
Redruth
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TR15 1NA
<https://pennoweth.croftymat.org>



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Unit 2 The Setons
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Camborne
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<https://croftymat.org>