



Penryn College

Headteacher Information Pack

Penryn College
Achieving through Challenge

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Dear Applicant,

Thank you for expressing an interest in the Headteacher post at Penryn College. As Chair of Governors I am thrilled to be able to offer this exciting opportunity and look forward to receiving your application.

After what will be four years in post, our current Headteacher is sadly leaving us, creating a vacancy at the very heart of our school which requires a truly passionate and pupil-centred candidate to lead and build on our current success as a truly 'comprehensive' school. We are proud of our genuinely inspiring learning environment, committed to our mission "Achieving through Challenge", ensuring all pupils achieve their full potential. We are dedicated to working collaboratively across the school with staff, parents and carers, Governors and our community to ensure the best possible outcomes for pupils in a safe, nurturing environment.

The school fosters an ethos and atmosphere of ambition for all, setting high academic standards whilst supporting the social, emotional and physical needs of our pupils which are diverse. We are passionate about inclusivity, have wellbeing as a high priority for both pupils and staff, and are determined to provide the best possible curriculum to meet the needs of each and every pupil. We work closely with our Primary Schools, the Penryn community and local businesses to engage and inspire our pupils, offering the broadest possible experiences both inside and outside the classroom.

Our staff are a truly passionate team, dedicated to creating a school that sets high standards in education, behaviour and personal development. We have an ambitious and diverse curriculum offering breadth and balance. The curriculum is based on embedding knowledge and skills, aiming to improve progress and attainment, stretch creativity, and motivate pupils to achieve the best possible academic, vocational, or technical outcomes. We have recently created a new STEAM faculty and were awarded a substantial grant to provide a new and inspiring facility for pupils in these subjects. Penryn College has recently been appointed to join the 'Creativity Collaboratives' programme, Funded by Arts Council England. This is a national cohort of schools established to test and evaluate a range of innovative practices in teaching and learning, developing creative teaching approaches and curriculum development.

Our academic results speak for themselves; in 2019 our Progress 8 was 0.51, "Well above average", the second highest in the county and FFT ranked 15th percentile nationally. Our Grade 4 or above in English and Maths was 74%, and our Attainment 8 score of 52.2 are all significantly above the national average and have been consistently above for the last four years. Our attainment figures in 2020 and 2021 were also very good.

We are oversubscribed year on year and proud of our reputation of being a totally inclusive school, welcoming and supporting pupils with diverse needs - educational, emotional and physical. We have recently moved our Area Resource Base (ARB) for pupils with special needs, creating facilities where pupils and specialist staff are front and centre of college life. Our fantastic team of support staff offer highly skilled pastoral care and we set high standards in ensuring all pupils have access to the best possible education appropriate to their needs and ambitions.

As one of the original schools designated as a 'Sports College' in the 1990s, PE and sport, alongside leadership, remain key to enriching the experiences of our pupils and developing their potential. We offer an extensive range of extra-curricular activities for pupils of all abilities and interests, starting from year seven right up to the end of year 11. We have opportunities for 'Personal Study' time to support learning which, alongside the rich and diverse range of artistic, adventurous and sporting opportunities on offer at Penryn College, gives breadth and balance to school life, creating well-rounded individuals with leadership skills and the confidence to achieve in their post-16 choices.

Ofsted says of our current Headteacher and Penryn College, "You and other senior leaders provide strong leadership that has sustained the strengths and values of the school and led to further improvements. Your evaluation of the school's strengths and the areas that need some further improvement is detailed and accurate. The evaluation of current pupils' progress and achievement is accurate. You are very well supported by governors who know the school inside out. They are rigorous in challenging and holding school leaders to account. The involvement of pupils in the life of the school, including discussing changes and evaluating their impact, is exceptional. All staff are proud to work in the school." We are rightly proud of our culture and our achievements.

We are looking for a very special individual who understands and supports our ethos and has the management skills and passion to lead an experienced Senior Leadership Team and staff and who truly comprehends the important part that each individual contributes to the successful running of a school.

We offer the opportunity for you to visit the school on the 20th and 21st of January. To make an appointment to visit, or if you require further information, please contact our HR Manager, Gemma Ohly, on 01326 372379, extension 1706, or e-mail gohly@penryn-college.cornwall.sch.uk. Further information about Penryn College can be found on the school website and you can download the teaching application and Equal Opportunities Monitoring Form via the Vacancies page. I look forward to receiving your application by 27th January at 12 noon. Interviews will take place on the 10th and 11th of February.

Yours faithfully,

Julia Roberts, Chair of Governors, on behalf of the Governing Body of Penryn College

Job Description (1/5)



Post Title: Headteacher.

Salary/Grade: ISR L29-L35 £83,971 - £97,273.

Working Time: Full-Time.

Reporting to: Governing Body of Penryn College.

Responsible for: Carrying out duties in line with the conditions of employment as set out in the current School Teachers' Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of Penryn College.

This job description reflects the Headteachers' Standards 2020. The standards embody three key principles, namely that the work of Headteachers should be:

- Learning centred
- Focused on leadership, and
- Reflect the highest possible professional standards

Headteachers should also model for the students and staff the values, vision and ethos of the school.

Disclosure: Enhanced DBS.

Core Purpose:



- To provide vision and dynamic, professional leadership for Penryn College to ensure high quality, inclusive and comprehensive education for all its students.
- To inspire, challenge, motivate and empower all members of the school community to contribute to and carry the vision forward.
- To manage the school's resources effectively and creatively.
- To cultivate a safe environment that secures and promotes the highest achievement for both students and staff.
- To promote the school in the wider community, and to work across the Penryn Partnership to provide opportunities for all children's education in these schools.

Key Responsibilities:

- Work with the Governing Body to influence the strategic direction of Penryn College, to produce and deliver the Education Plan, to share good practice across it and drive whole school improvement.
- Create and maintain partnerships with other school leaders.
- Identify talent and play a mentoring role in developing leadership within Penryn College.
- Take the lead on working with the Governing Body to establish a clear vision and strategy for the next phase of Penryn College's development and ensure this is clearly articulated, shared and acted upon by the whole school community via an effective School Development Plan.
- Maintain and develop provision for the special education needs of our students.

Strategic Leadership:

- Ensure that consideration is given to the safeguarding and protection of all students and young people associated with the Academy at all times.
- Create an organisational structure which reflects the Academy's values and enables management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the Academy's financial and human resources effectively and efficiently to achieve its educational goals and priorities.
- Recruit, retain and deploy staff appropriately to achieve the strategic aims and goals of the Academy.
- Implement successful performance management processes with all staff and report to the Governing Body on a regular basis.
- Manage and organise the estate and facilities efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students whilst providing best value.
- Ensure the school is effectively prepared to meet the requirement of the Ofsted inspection framework.



Leading Teaching and Learning:

- Ensure high standards of achievement, progress, attendance and behaviour.
- Ensure all children are safe.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Ensure a consistent and continuous focus on achievement for all, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
- Ensure a culture and ethos of challenge and support where all students can fulfil their potential and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Improve standards in teaching and learning through the use of student performance data.
- Ensure the curriculum extends beyond academic, technical and vocational intentions to develop all areas of students' personal development.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

Leading and Managing Staff:

- Treat people fairly, equitably, inclusively, with dignity and respect to create and develop a positive culture of personal responsibility and the celebration of excellence.
- Build a collaborative learning culture and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and professional review.
- Build effective teams to generate a strong culture of working together to achieve the Vision.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
- Regularly review and evaluate own practice and impact, setting personal targets and taking responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance with wellbeing at the core.



Efficient and Effective Deployment of Staff and Resources:

- Work with Governors and senior colleagues to recruit staff of the highest quality available.
- Advise the Governors on the adoption of effective procedures to deal with the competence and capability of staff.
- Agree and set appropriate priorities with the Governing Body and ensure school finances are managed according to those priorities and within budget.
- Manage and organise premises efficiently and effectively, to ensure they meet health and safety regulations while providing a stimulating environment that instils pride and supports the curriculum.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Quality Assurance:

- Work with the Governing Body, providing information, objective advice and support to enable it to meet its responsibilities and to ensure the Academy meets all its statutory requirements.
- Maintain the Academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and hold individuals to account.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including the Governors, parents and carers, Ofsted, etc.
- Evaluate personal contribution to Academy achievements taking into account feedback from others.



Other Specific Duties:

- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Create and promote positive strategies for challenging discrimination of any kind.
- Ensure learning experiences for students are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the student experience and the Academy's value to the wider community.
- Contribute to the development of the wider education system by, for example, sharing effective practice, gaining NLE status, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work proactively with relevant agencies to protect students.

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

The Academy will endeavour to make any necessary and reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

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

Person Specification & Prospectus Information

- We have put together a detailed 'Person Specification' list for the Headteacher job role, please click [here](#) to access this document.
- You can also access our prospectus information by clicking [here](#).



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Thank you for taking the time to read our Headteacher Information Pack. If you require more information, please contact our HR Manager, Gemma Ohly, on 01326 372379 (ext. 1706), or e-mail gohly@penryn-college.cornwall.sch.uk