



Pensilva Primary School Headteacher Application Pack



Pensilva Primary School, School Road, Pensilva, Liskeard, Cornwall, PL14 5PG

Welcome letter to applicants

Dear Applicant,

Thank you for showing an interest in our headteacher vacancy and requesting our headteacher application pack. Choosing a new headteacher is one of the most important decisions a school has to make. We are very proud of our school and are determined to find the very best next headteacher to lead the school forwards.

Pensilva Primary School is ideally located to offer the best of the Duchy; on the edge of Bodmin moor, a world heritage site, and just a short drive from both the North and South coasts. We are a village school with close community links, including excellent links with our local pre-school. Currently we are a four-class school, with a growing number on roll, benefitting from the freedom to lead and develop curriculum ideas as we are not an academy or in a MAT.

Pensilva is seeking someone who:

- Is an energetic, inspirational leader who puts children at the heart of everything they do
- Is able to empower and motivate children, staff and parents, being a visible presence in our community
- Will embrace and build on our current strengths and can uphold our school vision and values
- Has a track record of successfully raising standards and ensuring all children make good progress through targeted assessment and intervention
- Is confident and competent with all areas of school management, including Safeguarding
- Has a very good understanding of special educational need
- Will appreciate the opportunity to continue to have a small teaching role

In return, we at Pensilva are delighted to offer:

- Children who are keen to welcome you to our happy, inclusive school
- A spacious site with large classrooms and fantastic outdoor spaces, including playgrounds, fields and woodland areas
- An excellent and committed PSA
- “Parents highly value the work of the school and would recommend it to others” Ofsted 2018
- A supportive Governing Body
- A commitment to ongoing professional development
- An enthusiastic, cohesive, and collaborative staff team committed to the development of the children
- “The school is fortunate to have such a hardworking team!” LA 2022

We hope you are excited by the prospect of joining Pensilva Primary School, to have the opportunity to capitalise on the excellent foundations we offer to be able to lead us to

further success. If you are then we would be delighted to hear from you. Visits to the school are highly advised and encouraged. If you have any questions, please do not hesitate to get in touch. We look forward to receiving your application.

Alex Putna

Chair of Governors, Pensilva Primary School



Our School Vision and Values

TO LIVE, TO LOVE, TO LEARN

At Pensilva Primary School we work together to create a positive and nurturing learning environment where our children can feel happy, safe and respected. Our curriculum, with its emphasis on outdoor learning, encompasses our locality in the middle of beautiful Bodmin Moor with its rich environment and diverse Cornish history.

We aim to offer our children the knowledge, skills, opportunities and experiences to enable them to:

Live

- Lead an active, healthy life-style for a healthy body and mind
- Have experience and appreciation of the local area and wider world
- Build strong communication skills and resilience ready to play a full part in life and work
- Be confident, responsible and active members of the local and wider community
- Be aspirational with a zest for life

Love

- Be caring, empathetic, respectful and compassionate
- Be proud and confident individuals
- Celebrate diversity and inclusivity
- Feel valued, nurtured and have a sense of belonging
- Have a love and appreciation of the outdoors and of local heritage

Learn

- Have confidence and determination to reach high standards of personal achievement
- Be both collaborative and independent learners
- Show creativity, resilience and resourcefulness
- Be technologically literate
- See challenges as opportunities
- Be pro-active and life-long learners

Our Values:

Pride

We are proud of everything we are and everything we do

Respect

We respect ourselves and others

Tolerance

We recognise and celebrate individuality and diversity

Aspiration

We have vision and aim high

Responsibility

We are responsible for our own actions

Perseverance

We always try our best and embrace challenge

Compassion

We are kind and caring



Key Information about Pensilva Primary School

Type of school	Local Authority Maintained Trust School
Age range	4 – 11 years
Location	School Road, Pensilva, Cornwall, PL14 5PG
Number on roll	96
Number of classes	4
Number of teaching staff	6 (7 including headteacher)
Attendance	(2020/21 published data) 95.5%
% of children with SEND	25%
% of children in eligible for Free School Meals	19.8%
% of children in receipt of Pupil Premium (including FSM, CIC, and military)	27%
EYFS GLD 2022	64%
Year 1 phonics screening	95%
Key Stage 1 projected outcomes from Teacher Assessment for 2022	
Percentage of pupils meeting the expected standard in reading	79%
Percentage of pupils meeting the expected standard in writing	71%
Percentage of pupils meeting the expected standard in maths	86%
Key Stage 2 (Y6) projected outcomes from Teacher Assessment for 2022	
Pupils meeting the expected standard in reading	82%
writing	82%
maths	73%
Latest OFSTED grading	Good July 2018

Quotes from Ofsted

Ofsted April 2018

“The leadership team has maintained the good quality of education in the school..”



“Strengths in early years, outdoor learning and sports..”

“Pupils have a well-developed understanding of what is expected of them, both academically and personally, and strive to help each other to learn well.”



“My children love going to school and say that although sometimes it is hard work, they also have a lot of fun learning.”

Job Description – Headteacher

The job description is subject to the general conditions of service for a headteacher as set out in the current School Teachers Pay and Conditions Document.

In carrying out his/her duties the headteacher shall consult, where appropriate, with the Local Authority, the Governing Body, the staff of the schools, parents and pupils.

Shaping the future

The Headteacher should be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school's communities. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Duties and responsibilities

A) Strategic direction and development of the school

To work with the governing body and others, to develop a strategic view for the school in their communities 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 and 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 schools
4. To implement the local authority's and governing body's policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils in relation to gender, race, disability, special educational needs and other forms of educational disadvantage
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 schools are committed to the 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 their 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.

B) Leading and teaching

To work with the governing body to lead and manage 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 good quality education through a programme designed to promote a stimulating style of learning in a safe and 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
3. To ensure that learning is at the centre of strategic planning and resource management
4. To establish creative, responsive and effective approaches to learning and teaching
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
6. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
7. To be able to implement strategies which secure high standards of behaviour and attendance
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
9. 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
10. 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
11. To fulfil the headteacher's duty under the 1988 Education Reform Act in relation to the National Curriculum and Religious Education
12. To make appropriate arrangements for a daily act of collective worship in accordance with the 1988 Act.

C) Leading and managing staff

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To participate in the selection and appointment of teaching and non-teaching staff in 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. Lead, manage and develop the staff, including appraising and managing performance
4. 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
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. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range
7. To participate in arrangements for headteacher performance management
8. To ensure that trainees and newly qualified 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.

D) 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 schools which are delegated to the headteacher by effectively managing the school's budgets 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 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
6. To advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
7. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
8. 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
9. To undertake responsibilities as defined in the LA'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
10. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity

11. 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
12. To ensure that staff are encouraged to attend INSET which increases their knowledge and understanding of their roles and responsibilities.

E) Accountability

To be accountable for the efficiency and effectiveness of the school to the local authority, governors, pupils, parents, staff, local employers and the communities:

1. To liaise and co-operate with education officers and support services in the evaluation, monitoring and inspection of the schools 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, governors, the LA, 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 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.

F) Strengthening Community

1. To be able 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 racial and other prejudice and dealing with, and reporting, racial 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 seek opportunities to invite parents and carers, community figures, business or other organisations into the schools to enhance and enrich the school and its value to the wider communities
7. 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 innovative initiatives
8. To co-operate and work with relevant agencies to safeguard and protect children
9. To ensure that the school promotes effective links with the local community and continue the development of close liaison with other local primary and secondary schools.

G) Pupil Care

1. To ensure that provision in the school safeguards all pupils in line with the statutory guidance in Keeping Children Safe in Education
2. To arrange for effective induction of pupils entering the school and transferring to the next phase of education or to another provider mid-year
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, guidance and an understanding and appreciation of British values
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 power to exclude pupils in accordance with provisions of the latest legislation.

Person Specification

Criteria	Essential	Desirable	How identified		
			Form	Letter	Interview
Qualifications & Experience					
Appropriate Initial teaching qualification	x		x		
Qualified teacher status in England and Wales	x		x		
Substantive Headship or evidence of NPQH or other relevant Headteacher qualification		x	x		
Recent, relevant successful senior leadership and management experience in school(s) or a similar position within a Local Authority / Academy	x		x		
Evidence of recent relevant continuing professional development	x		x		
Professional knowledge and skills					
Extensive knowledge and understanding of current educational issues and legislation	x			x	x
An understanding of and commitment to safeguarding and promoting children's welfare	x		x		x
Data analysis skills and the ability to use data in school improvement	x				x
Curriculum expertise; evidence of successful and innovative curriculum development	x		x	x	
An inspirational teacher with evidence of being an excellent classroom practitioner	x			x	x
Can demonstrate high expectations of themselves and leads the school's teaching and learning with enthusiasm	x			x	x
Effective operational knowledge of Foundation Stage and Key Stages 1 and 2	x			x	x
An understanding of the implications of teaching children within mixed age classes		x		x	x
An understanding of the implications of a rural/coastal setting		x		x	x

Leadership and management					
Evidence of managing change effectively	x		x	x	x
An inspirational leader, passionate about education with a strong track record of improving outcomes for children through continual and sustainable school improvement	x		x	x	x
Experience of monitoring school performance, evaluating and taking action on the effectiveness of teaching and learning	x		x	x	
A proven track record of working collaboratively within the wider school community and with other agencies	x		x	x	x
A proven record of leading, motivating, supporting, challenging and inspiring all staff	x		x	x	x
A commitment to own personal professional development and that of all staff	x		x	x	
Successful experience of managing budgets and resources	x			x	x
A commitment to enhancing school provision through a wide range of extra curricular activities		x		x	x
Philosophy					
Evidence of a commitment to development of the whole child	x		x		x
Evidence of an inclusive approach towards the education of all children	x		x		x
Evidence of an understanding of special educational need and how to value and support every child	x		x		x
Is committed to the health and wellbeing of all staff	x				x
Personal qualities					
Outstanding communication skills, both verbal and written	x		x	x	x
Outstanding interpersonal skills	x				x
Ability to establish a good rapport with parents and wider school community		x		x	x

Unless you are able to provide clear evidence that you fulfil all essential criteria required either in the application form or letter you cannot be shortlisted for interview

How to Apply

Visits to the school: We would advise and encourage potential applicants to visit the school. Please contact the school secretary to arrange a visit
secretary@pensilva.cornwall.sch.uk

Applications: Please complete the full application form which is available online. Return your application form and equal opportunities monitoring form by email to
headships@cornwall.gov.uk

Interview Date: Monday 18 July 2022

Pay Scale: L8-14