



## APPLICANT PACK

### Headteacher

December 2021



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St Martin's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



### St Martin's CE School

Lake Lane  
 Liskeard  
 Cornwall  
 PL14 3DE

Tel: 01579 344042

[www.st-martins.cornwall.sch.uk](http://www.st-martins.cornwall.sch.uk)



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## Welcome Letter - Mr Sean Powers - CEO

Thank you for your interest in this opportunity to join the St Barnabas CE Multi Academy Trust.

St Barnabas Multi Academy Trust is made up of a group of eight schools who work closely together in order to ensure they provide the best education for pupils in the South East Cornwall Area. Our 'Bring It' vision is inspired by the 'parable of talents'. We encourage everyone to share their unique skills and experience to help us develop our organisation.

The Trust is evolving all the time, most recent developments include; the deployment of Trust Phase Leaders to support our key stage teams across the Trust, the appointment of Trust subject leaders who ensure our curriculum and pedagogy is exciting for pupils and effective in supporting them to learn and remember more.

Headteachers work closely together sharing expertise. They meet fortnightly with the CEO to effect change and support each other to raise standards across the Trust.

Our schools are governed by three local governing bodies; the Rame LGB, Liskeard LGB and Tamar Valley LGB. Governors are active in carrying out their duties monitoring school improvement and reporting to the Trust directors.

Schools are supported by our central team in areas including; safeguarding, information management & GDPR, financial planning, human resources, processing & auditing, estates management, writing bids for capital funding, health and safety, technical infrastructure and hardware.

Teachers across the Trust share the workload by actively working together to support; subject leadership, curriculum development, planning, outdoor education and residential visits. In this way everyone feels part of the wider organisation and as a result are committed to the benefits of a collaborative approach.

St Martin's School is on a rapid improvement pathway following its most recent OFSTED inspection. Monitoring visits since then indicate the school is making good progress towards achieving a 'good' standard of education.

Everyone in the Trust is looking forward to welcoming a dynamic leader to our largest school. Please do not hesitate in contacting us for any further information.

Best Wishes  
Sean

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## About St Martin's CE School

**(The school currently has 236 children on roll including our pre-school)**

St Martin's is a friendly, caring and welcoming Church of England School based in the South East Cornwall Town of Liskeard. Liskeard is located on the southern edge of Bodmin Moor and is just a few miles from the Cornish coast. Cornwall is a delightful place to live, grow up and work as well as being part of a local community.

The school has a strong christian ethos and we are proud of our school's role in helping children excel, grow their special gifts, build their confidence and achieve their full potential.

St Martin's last full Ofsted inspection was in May 2019 when the school was judged to 'require improvement'. We are anticipating a re-inspection by Ofsted before the end of the 2021-22 academic year.

The school is on a rapid journey of improvement and we are committed to ensuring that this momentum is continued.

We are now seeking a new Headteacher to lead us on the next stages of our journey and to provide stability and direction.

## What we need from you

We are looking for an experienced and inspirational leader for our Christian school community; the person will be passionate and ambitious about making a real difference to the lives and outcomes of the children we serve.

Our amazing children and highly motivated staff team are waiting to find out if YOU might be their next leader.

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# St Barnabas Multi Academy Trust

## Headteacher - Job Description

Title	Headteacher
Salary	L12 - L17
Line Manager	CEO
Purpose	<p>The headteacher will:</p> <ul style="list-style-type: none"> <li>• Ensure pupils are kept safe</li> <li>• Formulate the aims and objectives of the school and provide overall strategic leadership</li> <li>• Establish policies for achieving these aims and objectives</li> <li>• Manage staff and resources</li> <li>• Monitor progress towards the achievement of the school's aims and objectives</li> <li>• Lead by example and model best practice regarding professional conduct, workload and personal development</li> <li>• Be a role model for all in our community</li> <li>• Have a commitment to and contribute towards whole Trust collaborative working for the benefit of all pupils in all our schools</li> </ul>
Main Duties and Responsibilities	<p><b>Qualities and knowledge</b></p> <ul style="list-style-type: none"> <li>• Have a good working knowledge of whole school Safeguarding policy, practice and procedure</li> <li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li> <li>• Build positive relationships with all members of the school community, showing positive attitudes to them</li> <li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally</li> <li>• Work with political and financial astuteness, translating policy into the school's context</li> <li>• Communicate the school's vision compellingly and drive strategic leadership</li> <li>• Promote the Churches vision for education</li> </ul>

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	<ul style="list-style-type: none"> <li>• Seek training and continuing professional development to meet own needs</li> </ul> <p><b>Pupils and staff</b></p> <ul style="list-style-type: none"> <li>• Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes</li> <li>• Ensure excellent teaching in the school, including through training and development for staff</li> <li>• Establish a culture of 'open classrooms' as a basis for sharing best practice</li> <li>• Create an ethos within which all staff are motivated and supported to develop their skills and knowledge</li> <li>• Identify emerging talents, coaching current and aspiring leaders</li> <li>• Hold all staff to account for their professional conduct and practice</li> </ul> <p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>• Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour</li> <li>• Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice</li> <li>• Welcome and work with the CEO, directors, governing board as appropriate, providing the information it needs to govern effectively</li> <li>• Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources</li> <li>• Support distribution of leadership throughout the school and Trust</li> </ul> <p><b>The self-improving school system</b></p> <ul style="list-style-type: none"> <li>• Create an outward-facing school which works with other organisations, schools and Trust leaders to secure excellent outcomes for all pupils</li> <li>• Develop effective relationships with fellow professionals</li> <li>• Model entrepreneurial and innovative approaches to school improvement and leadership</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education</li> </ul>
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	<p>The headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.</p>
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St Barnabas Multi Academy Trust	
Headteacher Person Specification	
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• (Desirable) National professional qualification for headship (NPQH)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>

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Personal Attributes	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>
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St Barnabas Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.



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## How to apply

Salary	Group 2 L12 - L17 £55,338 - £62,570
Number on Roll	236 (with a maximum capacity of 315) plus 30 place nursery.
Closing date for applications	Midnight 16th January 2022
Shortlisting Date	17th January 2022
Interview Dates	27th & 28th January - to be held in school with social distancing measures in place. You will need to be available on both dates.
Start Date	1st September 2022

- For further information please in the first instance contact Mr Sean Powers at Trust HQ on 01752 874652.
- Applications can be downloaded from our website [please click here](#)
- Your application form, personal statement (no more than 1500 words) and Equal Opportunities form should be sent to Mrs Helen Newbitt by email [hnewbitt@stbarnabasmat.com](mailto:hnewbitt@stbarnabasmat.com) or by post to Trust HQ, C/O St Martin's CE School, Lake Lane, Liskeard, PL14 3DE.
- **Please do not send a CV, we will only consider applications as detailed above.**
- School visits are warmly welcomed. To arrange a visit please contact Trust HQ on 01752 874652 or alternatively a google meet can be arranged by request.
- References will be sought for the shortlisted candidates prior to interview and the Trust CEO would like to visit candidates in their existing schools prior to interview. This post is subject to enhanced Disclosure and Barring Service (DBS) clearance.

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