



Headteacher Information Pack

Appointment of Headteacher at Pencalenick School, a member of the Special Partnership Trust.



Job details

Role	Headteacher
School	Pencalenick School
Employer	Special Partnership Trust
Location	Truro, Cornwall
Salary	L21-L27 (£64,417-£74,615)
Contract type	Full Time
Contract term	Permanent
Job starts	September 2018
Website	www.pencalenick.org

Closing date 2nd March 2018, 9.00am
Shortlisting 5th March 2018
Interviews 15th and 16th March 2018
A negotiable relocation allowance is available to candidates moving from outside Cornwall.



This is a rare and exciting leadership opportunity to lead a highly acclaimed special school into its next stage of development and to play a key role in the future leadership of the Special Partnership Trust. Pencalenick School is set in a beautiful location close to the cathedral city of Truro in the heart of Cornwall. It provides a creative and ambitious centre of specialist learning for 120 pupils with a range of complex learning and communication needs aged 9-16. Due to the retirement of the current Headteacher, the Trustees are seeking to appoint a new Headteacher for Pencalenick School who shares their single-minded ambition to constantly progress and enhance the provision so that it continually improves outcomes for pupils and the whole community.

The school is part of an innovative Special Partnership Trust, bringing together a collaborative partnership of four good and outstanding special schools in Cornwall. Each school share a passion to improve the life opportunities available to the young people once they leave school. They work closely together to achieve this and ensure that together they best meet the needs of individual students. A culture of mutual support and teamwork permeates the organisation.

Pencalenick School has recently successfully introduced KS2 provision within the school, and enjoys strong links with special and mainstream partner schools. It is in the process of extending its provision into an exciting satellite ARB offer within two mainstream secondary schools. The school has always been at the forefront of imaginative learning opportunities focusing on the abilities of all pupils, irrespective of need, ensuring high expectations and challenge alongside care and support in equal measure. Pencalenick School has an outstanding reputation with places always in demand. The school is set in a beautiful learning environment with further scope for development. It benefits from an excellent 25-place weekday residential provision.

The new Headteacher will build on an excellent tradition, bringing fresh challenge and energy to lead the school

forward into its next phase of development. Key to the success of the school has been a committed and talented team of staff who embrace change and continually challenge their own practice by looking for innovative ways to enable the young people to achieve their aspirations and play a meaningful role in the community. The new Headteacher must share this 'can-do' spirit and model it in their daily practice and leadership.

This is an exciting time for the school and the Special Partnership Trust as it continues to develop and enhance all aspects of its provision. The successful candidate will be expected to contribute towards the broader ambitions and outstanding practice across the Trust. A key benefit of being part of the partnership is that the Headteacher can focus on school improvement, with strong background support for many of the business aspects of running a school being supported by the Trust.

If you share this determination and ambition, the post offers an outstanding opportunity to develop in a forward thinking and outward looking organisation. You will receive excellent support and advice from a talented team of colleagues, along with leadership coaching and mentoring from the CEO and DFR. Candidates must be able to demonstrate significant participation and quantifiable impact within a senior leadership team along with evidence of continuing professional development, preferably in SEND. You must be committed to high quality teaching and learning and should have the creativity and vision to inspire and lead change but also the focus to ensure successful outcomes are reached. Your 'can-do' attitude will inspire and engage children and young people, parents/carers, staff and the local community and you must be a compassionate and strong leader who can hold staff to account whilst being accountable yourself. You must be confident and positive and have the skills to build effective teams and also to be a team player. Above all, you will share the passion and belief that children and young people, their learning and developing their potential are at the heart of all decisions.

- Ofsted rated Pencalenick School as a good school (July 2015) with outstanding provision in Behaviour, Pupils Safety and Well Being. <https://reports.ofsted.gov.uk/provider/files/2506797/urn/137478.pdf>

To find out more please visit www.pencalenick.org or www.specialpartnership.org. We would encourage potential applicants to call Andy Barnett, CEO, for a confidential, informal discussion. Prospective candidates are also very welcome to arrange a visit to the school.

Andy Barnett

T: 07711524454

E: ceo@specialpartnership.org

The Special Partnership Trust and Pencalenick School are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS





Special Partnership Trust – Core Values and Operations

The Special Partnership Trust collaborates to secure:

- Exceptional Outcomes: all learning is outcome led promoting achievement, resilience, safety, wellbeing, aspiration and meaningful future destinations
- Strategic Leadership and Governance: securing outstanding provision
- Highest Standards: driven by aspirational targets leading to school improvement
- Enriching Relationships: all stakeholders collaborating to enable every pupil to achieve their potential
- Strategic Use of Resources: pedagogic, research, systems, financial and capital
- An Inclusive community: achieved through effective networking partnerships and outreach
- Equality: in that all partners are equal and accountable to the shared values of the partnership.

The Special Partnership Trust is a collaborative Multi Academy Trust of four special schools across Cornwall. Its aim is to strengthen and enhance best practice across all our specialist provision and beyond into the wider SEN community in mainstream schools, including satellite ARB provision.

A central SPT team supports schools with a core focus on School Improvement, facilitating constructive quality assurance, supportive and challenging coaching and mentoring. It leads on a wide range of administrative, policy, HR and financial systems that deliver economies of scale for schools that frees up Headteachers to focus on school improvement and the learning opportunities for pupils and staff. It is a mutually supportive partnership that encourages innovation and ambition for its entire staff, with a wide range of CPD and career development opportunities.

The successful candidate will receive a comprehensive induction and ongoing coaching and support. We believe in enabling Headteachers to have the freedom to lead their schools to success, supported by and accountable to the Trust and broader partnership.

JOB DESCRIPTION

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Headteacher Pencalenick School
Salary/Range:	L21-L27 (£64,417-£74,615)
Contract Type:	Full time - Permanent
Base:	Pencalenick School
Responsible to:	CEO, Special Partnership Trust
Direct Supervisory Responsibility:	All staff based at Pencalenick School

Main Purpose of Job:

A key strategic role in the Special Partnership Trust; to successfully lead, and be accountable for, high quality learning outcomes and overall school improvement at Pencalenick School

Main Duties and Responsibilities:

Shaping the future

- The Headteacher must be able to demonstrate the ability to develop a shared vision aligned to that of the Special Partnership Trust core values as stated above. Their vision will inspire and motivate 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.

Strategic direction and development of the school

- To work with the governing body, to develop a strategic view for the school in its community and analyse and plan for the needs and further development of the school within the local, national and international context
- To formulate overall aims and objectives for the school and policies for their implementation
- To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils, as well as sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life
- To develop with staff, pupils, parents and governors a Race Equality Policy relevant to the needs of the school
- 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 support its vision and aims
- To ensure that policies and practices take account of 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 act if necessary
- The Headteacher is a Special Partnership Trust appointment and as such may be asked to support leadership initiatives across the partnership or specifically in other schools if required.

Leading and teaching

- To work with the local 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
- 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 the 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.

Leading and managing staff

- To lead, motivate, support, challenge and develop staff to secure improvement
- 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 teachers and other members of staff, in work carried out in school and work carried out elsewhere
- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement
- To participate in arrangements for Headteacher performance management
- 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.

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 with governors and senior colleagues to recruit staff of the highest quality available
- To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
- To advise Governors and Trustees on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health & safety regulations
- To plan, 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 maintaining authority
- To undertake responsibilities as defined in the Health & Safety Policy
- 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 to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- To ensure that staff attend CPD which increases their knowledge and understanding of cultural diversity and all forms of discrimination, and how these can be combated in the classroom.

Accountability

- To work within the SPT Scheme of Delegation, to take into consideration accountability to the MAT as

well as to the school, and to the liaison between the schools within the MAT

- To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the community
- 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
- To report to the governing body 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 LA, 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 at the school 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

- Safeguarding the needs of all members of the school community and ensuring that the Trust wide policies and practices are fully implemented
- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- To create and promote positive strategies for challenging racial and other prejudice and deal 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 in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its 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 innovative initiatives
- To co-operate and work with relevant agencies to protect children
- To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local schools
- To ensure that the school offers appropriate extended services

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

PERSON SPECIFICATION

Person Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree of equivalent 	NPQH
Experience – Financial and Data Management	<ul style="list-style-type: none"> • Effectively managing budget, funding and resources • Effective strategic planning • Managing and interpreting data to support taking the school forward particularly in respect of budget and performance • Use of assessment and analysis in raising standards 	
Experience – People Management & Leadership	<ul style="list-style-type: none"> • Successfully leading, motivating and developing staff – including the performance management process • Challenging poor performance and supporting colleagues as required • Proven effective leadership of a significant sized team • Leading and sustaining educational initiatives for school improvement • Proven ability to lead, organise and motivate a team 	Special School Leadership
Experience – Children with SEN	<ul style="list-style-type: none"> • Knowledge and understanding of the varying needs and abilities of pupils with SEN, particularly those on the Autistic Spectrum 	
Leadership	<ul style="list-style-type: none"> • Developing and maintaining positive relationships with all stakeholders in the SPT and the wider community • Motivating staff to motivate children • Working positively with the school development process – determining, then implementing, priorities • Making the most of staff talent • Holding high standards and expectations and encouraging excellent standards of working amongst colleagues • Supporting the further developments of learning, skills and emotional literacy – with staff, students and parents • Effectively and successfully managing change • Understanding the complexities of and managing people in a way which results in a positive and productive ethos • Celebrating achievement and success 	
Involvement with Children	<ul style="list-style-type: none"> • Awareness of the diverse nature of the individual pupil's needs • Establishing a rapport with children • Having high expectations of what pupils can achieve and helping staff to find creative ways to achieve this • Leading or supporting at assemblies etc 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills with an ability to relate confidently to and motivate a wide range of people • Ability to communicate with enthusiasm, confidence and competence • Being an excellent team builder who can implement strategies which lead to our continued improvement • Being professional, loyal and acting with integrity • Respecting opinions and being able to constructively justify why they might not be used in a given situation • Being approachable, visible and accessible • Being empathetic and committed to inclusion • Having emotional resilience especially when difficult decisions have to be made • Being a catalyst for change 	

Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • Being committed to equal opportunities • Being committed to maintaining our ethos in which safeguarding is paramount • Being committed to promoting and safeguarding the welfare of pupils, staff and visitors 	
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Special Conditions related to the post		
<p>The Special Partnership Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> • 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 <p>All new employees will be required to undertake mandatory training required by the Trust.</p>		

How to apply:	<p>To download an application pack please visit: www.specialpartnership.org or www.pencalenick.org</p> <p>Please complete an application form in full and return to: Tracey Allen tallen@specialpartnership.org</p> <p>Please note that we do not accept CVs.</p>
Contact details:	<p>Special Partnership Trust, Pencalenick School, St. Clement, Truro, TR1 1TE</p> <p>Tel: 01872 520385</p>
Closing date:	<p>9am, 2nd March 2018</p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>

The Special Partnership Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the Teachers' Pension scheme
- Any previous continuous service will be recognised
- Family friendly policies
- Continued professional development support
- A contribution towards relocation costs will be considered in special circumstances