



# Illogan School

## Applicant Pack

### Headteacher



## 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 of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.

## Position Overview:

### Salary:

Leadership scale – L11 – L17

### Closing date and shortlisting:

9am Wednesday 2nd February 2022

### School visit:

Please contact the school to arrange an appointment on 01209 842360

### Interview dates:

Thursday 17th & Friday 18th February 2022

### Potential start date:

September 2022 (or earlier if possible)

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## 1. Welcome Letter from the Trust

Dear Applicant,

I would like to take this opportunity to thank you for showing an interest in the position of Headteacher for our school.

The information we have put together in this application pack will give you a flavour of our school, but I would encourage you to make the most of the open visit times that are available to you and come and see the school for yourself.

We are a one form entry primary school situated on the edge of Redruth, one mile from the stunning north coast of Cornwall. The school plays an active part in the community of Illogan and has strong links with community groups.

The school underwent a significant refurbishment as part of the co-location of Curnow Special School which now shares the school site with Illogan School. This was completed in September 2014 and has allowed the development of a unique partnership between the two schools whose shared ambition is to create 'one community.'

The school has an established history of collaboration, being a founder member of the Crofty Cooperative Learning Trust in January 2012. This effective partnership led to the formation of the Crofty Multi Academy trust on 1<sup>st</sup> October 2016. We would like a Headteacher who actively engages with the culture of genuine shared accountability that exists across the trust and ensures that Illogan School continues to thrive.

The staff and governors are committed to providing pupils with the very best learning opportunities, and our curriculum, as well as extra-curricular activities enable all our children to grow, not just in their academic achievements. The school benefits from a large cycle track, fantastic Early Years outdoor facilities and a wooded area set aside for outdoor learning. The opportunities for curriculum enhancement are significant. We are keen to support and encourage parents to be a part of their child's learning and are active in engaging parents. We regularly take part in community events such as The Illogan Lights Parade at Christmas and Crofty community concerts. The PTFA supports the school through raising money for trips and outdoor play equipment and makes a significant contribution to the school minibus.

We know there are areas where we excel, and we want our new Headteacher to preserve and extend that success. We also know there is work to be done and we want someone who can work with us on those areas and take our school forward in a caring but positive way.

If you feel you have the experience and qualities we need, I look forward to hearing from you and wish you the best of luck with your application.

Kind regards

Simon Hague  
Chief Executive

## 2. How to apply:

On page 9 you will find the job description, which lists the key competencies we are looking for.

Complete the application form in full, CVs will not be considered. However, should you wish to include a covering letter please ensure it is no more than two sides of A4.

Please make sure you address the criteria outlined in the Job description and person specification when writing your personal supporting statement.

We highly recommend that you visit our school before applying for the position. To arrange a visit, please contact Sam Dingle at the school on 01209 842360.

To request an application pack, or if you require further information, please email [rebecca.collins@croftymat.org](mailto:rebecca.collins@croftymat.org)



### 3. The school:

Illogan School is a one form entry primary school, situated on the edge of Redruth, one mile from the stunning north coast of Cornwall. The school plays an active part in the community of Illogan and has strong links with community groups.

Illogan School shares an amazing building and great facilities with Curnow School. Through our joint mission statement of “Two Schools, One Community” we seek to create great opportunities to maximize and strengthen the benefits of inclusive working for both schools.

Illogan School also reaps the benefits of being one of the schools of the Crofty Multi-Academy Trust: working collaboratively with the other eight schools to ensure the continual delivery of an engaging and vibrant education.

Illogan currently has 33 members of staff and 209 children on roll. The children are arranged into 7 single aged classes.

The school has 13% children with Special Educational Needs & Disabilities (SEND), 0.95% have English as an Additional Language (EAL) 16.7% are in receipt of Free School Meals (FSM).

The learning environment is warm and welcoming, and the displays are exciting and stimulating. We have high expectations of our children and the staff who work with them.



The school benefits from a large cycle track, a fantastic Early Years outdoor facility and a wooded area set aside for outdoor learning. The opportunities for curriculum enhancement are significant.

#### **Our Ethos: Aspire, Believe, Create, Dazzle**

We work together to maintain a positive and caring school ethos, with a strong emphasis on the individual child. Our standards are high, and our aim is for all children to optimise their potential. Our school mission of A, B, C, D: Aspire, Believe, Create, Dazzle, coupled with an emphasis on Growth Mindset, encourages children to develop the independence of mind and become lifelong learners.

#### 4. Leadership and Management:

We have a strong leadership team who work collaboratively within school, and alongside the Crofty Multi Academy Trust, to continually improve standards across the school. Our Local Governance Committee is a supportive, committed and challenging group of critical friends for the school, who play an active role within the school community, and are familiar faces around the building.

At Illogan School, we believe that giving children responsibility for their school gives them a sense of ownership and pride. We also believe that this approach enables children to prepare for life in modern Britain by becoming positive citizens, learning to express themselves confidently, learning how to make valuable contributions to a community, how to respect and follow rules and laws as well as being involved in making decisions that positively affect their school life.

The responsibilities take on many forms such as, School Council, responsibilities for play for younger children and lunchtime duties. In each class, children are encouraged to take on various responsibilities to allow them to take ownership and pride in the day-to-day running of their class.

One exciting area we are currently developing is that of pupil leadership, with the introduction of prefects alongside our more established and very professional school council. Illogan School has embraced the introduction of British Values to the curriculum and make continuous links for the children, to the fundamental values of democracy and freedom of choice, combined with the balance of rights and responsibilities.



## 5. The Curriculum:

Our curriculum is full and rich. We place the child at the heart of all our activities.

Whilst we recognise the importance of teaching within the National Curriculum, we endeavour to provide our children with a wider school experience which is exciting, enriching, and inspiring. To this end, we adopt a subject-based approach to planning and teaching, thus allowing us to create stimulating and learning opportunities for all our children, while insisting on high standards.

The school is successful in many disciplines of sport, of which the children compete and participate in clubs. We attend inter-school competitions and often win medals to show in our celebratory assemblies.

## Parental Engagement:

We communicate with the parents through our newsletter, the school website, school social media, Class Dojo and email. We have an active and enthusiastic Parent, Teacher & Friends Association (PTFA) which is focused on successful fundraising and providing an enjoyable social experience for our families.

Illogan is a school that prides itself on being in the heart of the community, where children feel safe, staff feel supported, and everyone can grow and learn together.

Our excellent pastoral team serves many families, liaising effectively with outside agencies and providing support within the school.



## 6. What we can offer:

- A competitive salary in line with Schools Teachers pay and conditions
- A comprehensive Health & Wellbeing support package
- Commitment to ongoing CPD and career opportunities within the MAT
- Opportunity to be part of a team committed to genuine collaborative working and have support from a highly experienced senior management and School Improvement Team
- A Trust Board and LGB who are supportive, understand respective roles, and are committed to delivering the best possible outcomes and experiences for our school community
- Support from teaching staff, the administrative team, and the wider shared support team
- The opportunity to work in a spacious and welcoming building with extensive grounds offering a wealth of outdoor learning opportunities
- A genuine opportunity to make a difference to the benefit of pupils and their local community



## 7. The learners would like a Headteacher who is...

- Cares about children and the community
- Respects the school and values what we are good at
- Is there when we need them the most
- Strict – but not too strict
- Helpful
- Fun

- Listens
- Wants to help children learn
- Gets things done
- Organised
- Able to arrange whole school events
- And who likes children

## 8. Job Description

**Job Title:** Headteacher

**Salary Range:** Leadership Scale L11-L17

**Location:** Crofty Multi Academy Trust

**Responsible to:**

Board of Trustees, CEO, Director of Education, Local Governance Committee

**Direct Supervisory Responsibility for:**

School Senior Leadership Team, Teaching Staff, Support Staff

### **Main Purpose of the Job**

The core purpose of the Head Teacher is to work as part of Crofty Multi Academy Trust, providing professional leadership and management to the Trust.

This role will promote a secure foundation from which to achieve high standards in all areas of the school's work, develop, share, and communicate the Trust 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 community. 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 LGB 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:

1. To formulate overall aims and objectives for the school 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.

3. To develop with staff, pupils, parents, and governors' policies relevant to the needs of the school.
4. To implement Crofty MAT's and the LGB's policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils.
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 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.
7. To ensure that the management, finance, organisation, and administration of the school support its 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 fulfil the Headteacher's standards.

### **Leading and Teaching:**

To work with the LGB 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.

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 & 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.

#### **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 of 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. 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.

4. 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.
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. 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 school's strategic plan and financial context:

1. 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 budget and material resources.
2. To work with governors and senior colleagues to recruit staff of the highest quality.
3. To work with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided.
4. To advise the LGB and implement decisions in relation to staffing.
5. To advise the LGB on the adoption of effective procedures to deal with the competence and capacity of staff.
6. To advise the LGB 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 MAT Estates Manager.

9. 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.
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 attend training and development activities which increase their knowledge, understanding and effectiveness.

#### **Accountability:**

To be accountable for the efficiency and effectiveness of the school to the Trust board, LGB, pupils, parents, staff, local employers, and the community:

1. 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.
2. To provide information, objective advice, and support to the LGB 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 LGB and Trust Board 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 Trust board, 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. 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.
7. To provide information about the work and performance of staff where it is relevant to their future employment.

#### **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 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
6. 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.
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 innovation.
8. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary & secondary schools.
9. To ensure that the school offers appropriate extended services.

**Pupil Care:**

1. To arrange for effective induction of pupils entering school and transferring to secondary school.
2. 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 and guidance.
3. 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.
4. To handle individual disciplinary cases, including power to exclude pupils in accordance with provisions of the latest legislation.

**General / other:**

1. 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 Multi Academy Trust's pupils at all times
2. To act as a Crofty Multi Academy 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.
3. To be aware of and adhere to all Trust policies and procedures.
4. To be responsible for your own continuing self-development and attend meetings as appropriate
5. To undertake other duties appropriate to the post as required



## 9. Person Specification

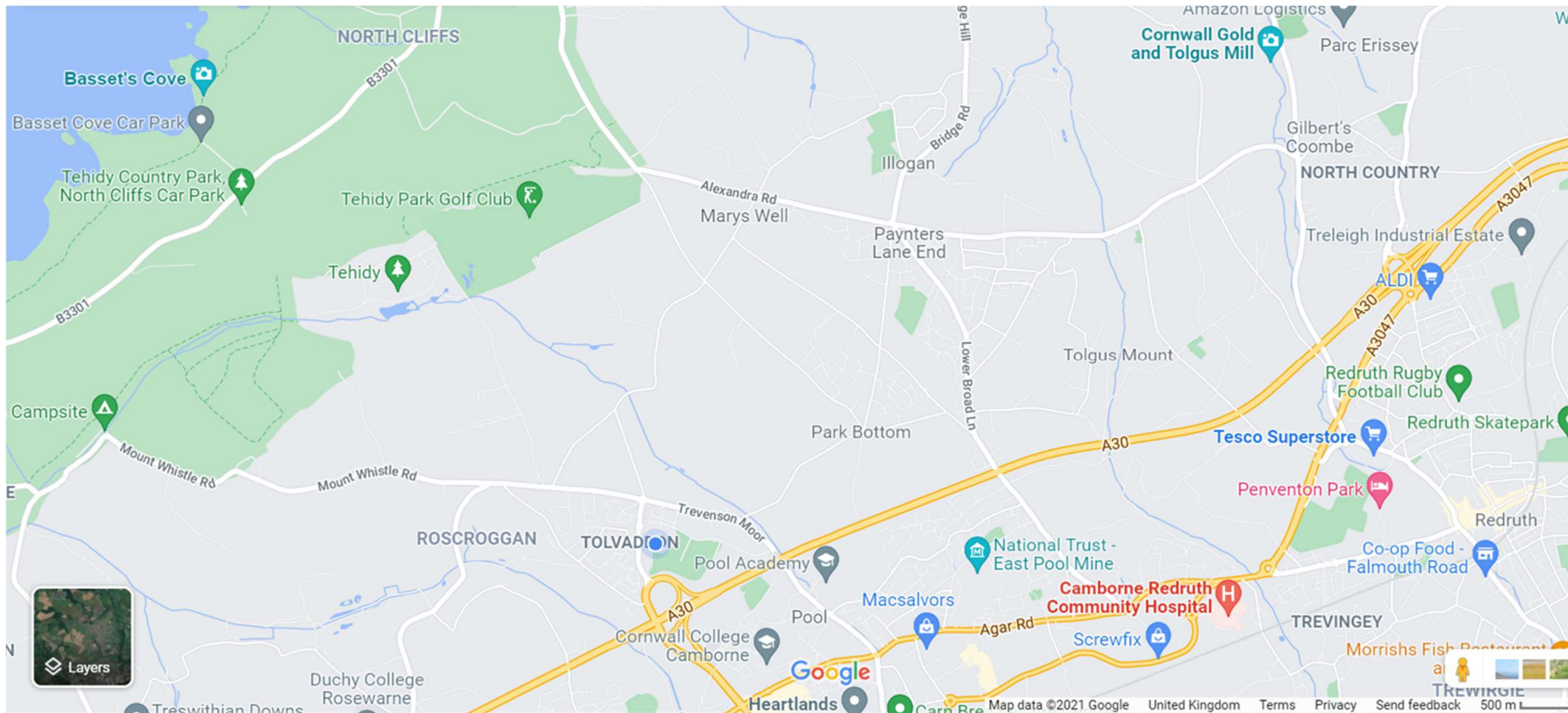
FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications/ Training	Honours Degree or equivalent and Qualified Teacher Status	Knowledge/training in models for outstanding learning and teaching Evidence of continuing professional development, at senior leadership level	A higher qualification in leadership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

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		Coaching and mentoring skills Experience of Ofsted preparation Partnership and community development Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Leadership within a MAT	Application/ Interview/ Assessment
Behaviours and Values		Motivational leadership Promote a culture of high-performance Collaborative working Workforce resilience High level of emotional intelligence Trust and integrity		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.

## 10. Where to find us:



**Illogan Primary School**  
**Churchtown**  
**Illogan**  
**Redruth**  
**Cornwall**  
**TR16 4SW**