



Headteacher
St Erth Community
Primary School
Candidate Information Pack



Truro & Penwith
Academy Trust

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On behalf of the Board of the Truro and Penwith Academy Trust (TPAT), I would like to thank you for your interest in the exciting role of Headteacher at St Erth Primary School. TPAT has a proven track record of growing great leaders and creating opportunities for career development. Your interest in TPAT coincides with an exciting phase in our development following growth of our trust to 36 schools. I hope that after reading the contents of this pack, you will feel inspired to take your interest further and arrange a visit to see the work at TPAT for yourself.

All members of the TPAT team are committed to providing the very best opportunities for every young person we educate to achieve their potential. Our mission is to improve life chances for all, and we firmly believe in this mission regardless of background, need or life challenges that may arise. Central to our vision for education is the belief that the entitlement to an excellent education can be realised more quickly and with greater sustainability through proactive collaboration.

As a school trust we have a strong sense of moral purpose, which helps to create an environment within which all leaders take collective responsibility for the learning and success of all 8,700 pupils in our care. We promote a culture in which active willingness to share and promote the very best practice is a key factor in the improvement of our schools.

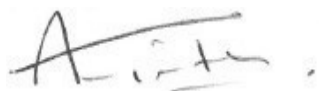
We are committed to supporting and learning from the education community in Cornwall and the wider South West region, and fully contribute to system leadership to the benefit of the communities we serve.

We are looking for a Headteacher who shares this commitment and holds values to support making our ambitious goals a reality. We are seeking someone who has a commitment to collaboration and will have an unremitting focus on high-quality learning, teaching and leadership required to support the trust.

This candidate brief provides some background information about the role, the Trust's development to date and the key themes in our vision: 'Improving life chances for all'. We very much hope these opportunities and challenges will excite you and lead to you submitting an application.



Jenny Blunden OBE
Chief Executive Officer



Anita Firth
Chair of the TPAT Board



01 Introductions

Chief Executive Officer & Chair
Of Trust Board



01

Introductions

Chair of Local Monitoring
Commitee

Dear Applicant,

On behalf of the Local Monitoring Committee, I would like to thank you for expressing an interest in the position of Headteacher at St Erth Primary School.

St Erth is a small school but our children come from a wide variety of backgrounds and have a diverse range of needs. Our motto is “Caring, Sharing, Preparing for Life” and this is truly at the heart of everything we do – our staff pride themselves in meeting the individual needs of every child. The school provides a caring and supportive environment which aims for children to leave us as confident, aspirational and self-aware learners who, as well as being academically successful, are ready for the challenges of life.

St Erth School has been at the centre of the local community for more than 100 years – we celebrated the school’s centenary in 2022. We hope that our next Headteacher will continue to nurture these local connections, whether it is leading the carol singing for the village pensioners’ Christmas lunch, chairing the hustings for the candidates to be our next MP (both things our Head has previously done), or whatever else village life might throw our way.

The greatest strength of our school is our staff, who are highly experienced, incredibly dedicated and hardworking. They are also independent-minded and not afraid to challenge the accepted way of doing things if they believe that a different approach will enhance our pupils’ learning. We will seek for our next Headteacher to continue to nurture this culture and be open to new ideas and challenge.

We are very proud of the extra-curricular opportunities which we offer to our pupils. Their school experience is enriched through residential trips, enthusiastic music lessons and membership of successful teams across a range of sports. The school choir participates in the St Piran’s Day concert every year, and each summer our Key Stage 2 pupils perform an amazing musical show, supported by our wonderfully talented staff. We hope that our next Headteacher will continue to be at the heart of this activity.

Our caring, hardworking and enriching culture has helped us to consistently achieve academic results above the local and national averages, and our fantastic recent Ofsted report. The Local Monitoring Committee, along with our active and enthusiastic parents’ association (the Friends of St Erth School), look forward to working with our new Headteacher to support the school in going from strength to strength.

I hope that this letter and information pack has helped you gain an understanding of what St Erth School is like, and we look forward to welcoming you into the school should you visit us for an interview.

Yours sincerely,

Eoin Seager, LMCChair, St Erth School

About The Role:

Truro and Penwith Academy Trust, together with the Local Monitoring Committee of St Erth School, are seeking to appoint a dynamic and committed Headteacher to join the team. At St Erth we value the wellbeing of our children above all else to create a happy, safe, caring environment in which every child can succeed and constantly strive to improve, ensuring we keep up to date with the very best ideas in teaching and learning to create a fun place to learn. We have engaging and vibrant learning spaces to enhance our curriculum and provide children with a wide range of learning experiences, making use of the unique landscape, culture and history of our local area to further enhance our curriculum to ensure all children thrive academically, emotionally and socially

About You:

The ideal candidate will have recent senior leadership experience and will share our vision and values to lead this village school. Individuals must demonstrate a significant contribution to primary school improvement and an enthusiasm to embrace the opportunities of leading this already flourishing and happy school with a strong community identity. The full person specification for this role can be found within the candidate pack above.


How to Apply

To apply for the position please download and complete the application form which can be found within the application pack above and send to **recruitment@tpacademytrust.org**. Please ensure your name and the position title and school are within the subject line. We are unable to accept CV's.

To explore the role in more detail ahead of applying, please contact our Director of Education, Chris Gould at Chrisgould@tpacademytrust.org. If you would like to visit the school please contact Bill Coleman, Headteacher at head@sterth.tpacademytrust.org or Tel: 01736 753153 The closing date for the position is **9am Wednesday 7 May 2025**. Interview's to be held **Wednesday 21 May 2025**.



02
Advert



03 Our School

About our School

At St Erth we value the well being of the children in our care above all else and aim to create a happy, safe, caring environment in which every child can succeed and do their best. To this end we constantly strive to improve by keeping up to date with the very best ideas in teaching and learning and providing a fun place to learn. We have developed engaging and vibrant learning spaces indoors, outside and online to enhance our curriculum and provide children with a wide range of learning experiences. We make use of the unique landscape, culture and history of our local area to further enhance our curriculum offer as well as broadening horizons through residential trips to London and carefully planning diverse topics to study, for example. We intend for children to leave St Erth School being confident, aspirational and self-aware learners who, as well as being academically successful, are ready for the challenges of life. We know that strong and supportive relationships are the most important factor to a child's development. Our staff seek to understand and support each child as an individual, ensuring they feel valued and secure. Key to this is building a close working relationship with parents. We ensure our staff are highly visible and always available to discuss your child's learning, so we can work together to achieve the best possible outcomes for them. Parents are asked to work with us to achieve this by attending parent evenings, hearing your child read regularly and talking with them about what they do in school.

Caring, Sharing, Preparing for life.

At St Erth School we believe that all children are unique individuals with a right to a safe and happy learning experience. We are driven by our belief that children are most likely to be happy and hence successful if they are given care, support, and challenge in equal measure. Our team is united and dedicated in pursuing the best outcomes for all children at St Erth School. By 'best outcomes' we mean children leave us as confident, self-aware and aspirational learners, ready for the next stage in their education.

We aim to provide children with a well-rounded and ambitious curriculum. High academic standards and expectations run alongside creativity, inspiration and imagination. Through the school's metacognitive learning approach of, 'Ready, Reflect, Review,' children challenge themselves; demonstrate excellence; care for themselves and their community and have fun.

To help us achieve this our pupils have been involved in helping us to develop our core values which guide our approach to learning and life. Our school badge was created by our pupils with the brief that it had to represent our community, its history, its future and our values and we are very proud of it. It represents the following values, which guide us in our relationships and culture throughout the school:

- Kindness - To each other, to ourselves, to nature and our communities. Knowledge - Knowledge we develop through our curriculum subjects and knowledge of ourselves Reading - Always reading – we love it! Respect - For each other, to ourselves, to nature and our communities. Resilience - Overcoming setbacks and embracing failure, staying steady and focused.
- Perseverance - Staying focused when things are tricky, knowing it will lead to reward. Nurture and relationship - Providing each other and ourselves with the care, truthfulness and thoughtfulness we need to be successful. Aspiration - Developing the confidence to set aspirational goals that we have the skills and knowledge to reach.
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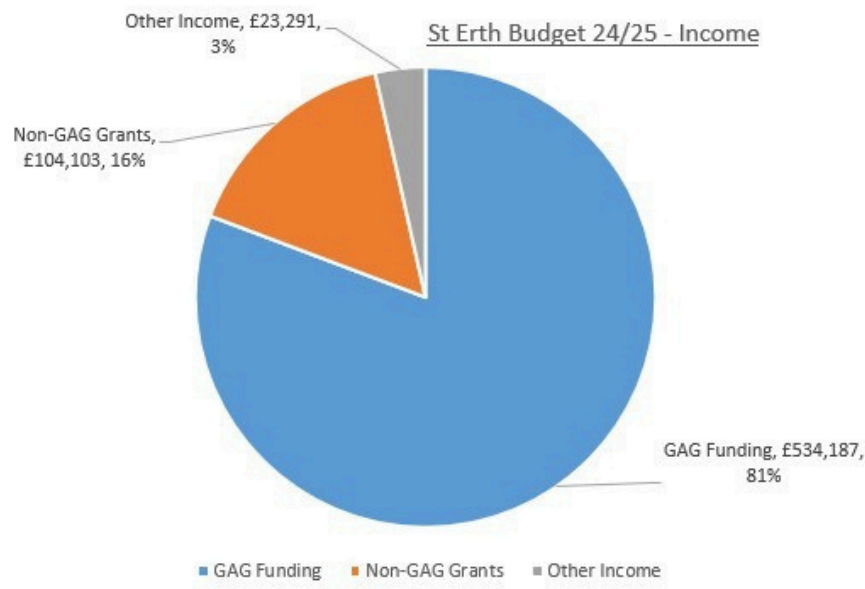
Class and Staffing Structure			
Treen Class Reception	Mousehole Class Year 1 and 2	Fistral Class Year 3 and 4	Godrevy Class Year 5 and 6
Laura Murgatroyd (Mon-Thurs) English, Phonics, EYFS & Music Lead Bill Coleman (Fri) History, Geography, D&T, PSHE, PE, Subject Lead	Erica Bloxham Maths and Art Lead	Kat Burton (Mon- Weds) MFL Lead and School Council Coordinator Tracey Walsh (Weds- Fri) Science Lead	Ralph Hammond RE and Computing Subject Lead, Assessment Lead
Vicky Buckingham (TA)	Heidi Ward (TA) Kim Taylor (TA) Lisa Moran (TA)	Michaela Robbins (TA) Sally Pascoe (TA)	Bridget Williams (TA) Sally Pascoe (TA)
Bill Coleman (Headteacher) Karen Golder (SENDCo) Kerra Stephens (Supply Teacher) Jane Culmer (School Administrator) Nancy Burrows (Administration Assistant)		Ria Bailey (School Cook) Morgan Lee (School Cleaner)	



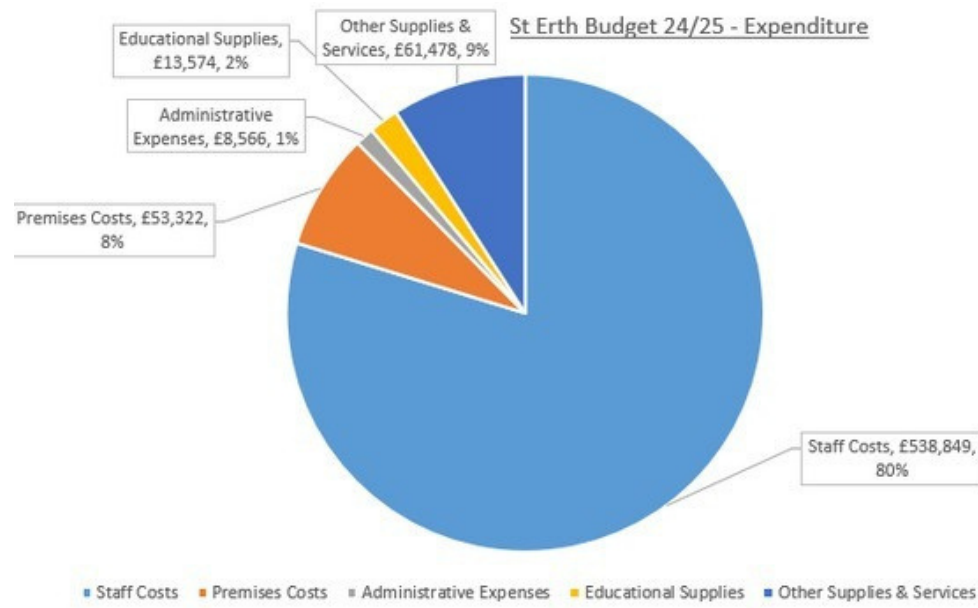
03
Our School

Financial Information

School Income 2024/2025



School Expenditure 2024/2025



04 Job Description

Headteacher

Job Purpose

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 core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Overall Responsibilities

Leading and Teaching:

To work with the Trust 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. In addition to leading the school, there may be a requirement to teach on a regular basis.

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 the 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.

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, 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 participate in arrangements for Headteacher performance management
7. 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.

Accountability:

To be accountable for the efficiency and effectiveness of the school to the Trust, the local authority, the LMC, pupils, parents, staff, local employers and the community: 1. To report to the Trust on all matters relating to education, staffing and finance as required and to seek advice from Trust Officers to ensure an efficient and effective school 2. To liaise and co-operate with education officers and support services in the evaluation, monitoring and inspection of the school according to such arrangements as may be required by or agreed with the local authority 3. To provide information, objective advice and support to the LMC to enable it to meet its responsibilities for monitoring effective teaching and learning and improved standards of achievement. and for achieving efficiency and value for money 4. To report to the LMC on the discharge of the Headteacher's functions and the affairs of the school 5. To create and develop an organisation in which all LMC members and staff recognise that they are accountable for the success of the school 6. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the Trust, the LMC, the local community, OfSTED and others, to enable them to play their part effectively 7. 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 8. To report to the Trust on the professional growth of teachers at the school in relation to the Trust policy based on the School Teachers Pay and Conditions Document 9. To provide information about the work and performance of staff where it is relevant to their future employment.

Pupil Care:

1. To ensure that provision in the school enables all pupils to receive their entitlement
2. To arrange for effective induction of pupils entering school and transferring to secondary school
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 and guidance
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.

Strategic Direction and Development of the School:

To work with the Local Monitoring Committee (LMC) 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 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 the LMC policies relevant to the needs of the school
4. To implement TPAT's policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils in relation to gender, race, disability and special educational needs.
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, increasing teachers effectiveness and securing 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 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.

04

Job Description

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 the LMC 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 Trust and implement decisions in relation to staffing
5. To advise the LMC on the adoption of effective procedures to deal with the competence and capacity of staff
6. To work with the Trust 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.

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 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 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 innovative initiatives 8. To co-operate and work with relevant agencies to protect children 9. 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. 10. To ensure that the school offers appropriate extended services.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- 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

All new employees will be required to undertake mandatory training required by the Trust.

05 Person Specification

Education and Training	Key	Essentials	Desirable
Honors Degree or equivalent and Qualified Teacher Status	Key		
Knowledge/ training in models for outstanding learning and teaching		Essential	
Evidence of recent professional development, at senior leadership level		Essential	
Experience of being a designated Safeguarding Officer and recently trained to Tier 3		Essential	
A higher Qualification in leadership and / or education			Desirable
Approved "Safer Recruitment" Training			Desirable
NPQH (if not already a headteacher prior to 1st April 2004)			Desirable
Safeguarding "Train the Trainer" training			Desirable
Professional Experience			
Senior leader with a proven track record in raising standards by setting challenging targets	Key		
Senior leader with experience of inspiring learners to attain high levels of achievement, behaviour and attendance	Key		
Successful senior Leadership and management experience	Key		
Ability in developing excellent working relationships with all staff and other stakeholders		Essential	
Experience of clear systems and protocols for the performance management of staff		Essential	
Ability in using assessment data effectively to provide action plans to improve whole school performance		Essential	
Show understanding of budgeting and financial control		Essential	
Leadership experience across the primary age range		Essential	
Leadership in the principles of outstanding learning and teaching with wide experience of classroom observation and feedback		Essential	
Evidence of leading on curriculum, design, development implementation and management			Desirable
Sound knowledge of current educational thinking and educational developments			Desirable

Professional Skills	Key	Essentials	Desirable
Successful management of change from inception to completion	Key		
An inspirational leader with drive, foresight and energy	Key		
High quality classroom practitioner	Key		
Outstanding all-round communication, advocacy and presentation skills		Essential	
Skills, experience and ability to model and promote high quality learning and teaching to meet the needs of all learners		Essential	
Ability to forge positive relationships with pupils, staff, governors, parents, the local community and other schools, particularly those within the multi-academy trust		Essential	
Ability to recruit, deploy, develop and motivate staff		Essential	
Excellent ICT skills and accustomed to promoting new technologies/other innovative methods to enhance learning			Desirable
Outstanding analytical skills			Desirable
Personal Qualities			
A dynamic, committed leader	Key		
Proven ability of developing successful teams, serving the needs of pupils and colleagues	Key		
Able to foster a collaborative environment, which thrives on trust and respect and has a strong commitment to equality and diversity		Essential	
An inspirational role model with the ability to lead by example		Essential	
Anticipates changing circumstances and acts proactively to meet the challenge.		Essential	
Personal integrity and honesty		Essential	



05 Person Specification



06 Location: Cornwall

Cornwall

Moving to Cornwall is life-changing in all senses. We believe our county is one of the best places in the world to live - and somewhere you can do something great for vulnerable children, families and adults in Cornwall.

Why here? Let's start with the healthy lifestyle and fantastic outdoor opportunities. Cornwall offers miles of stunning landscape and variety of places to live, which range from cairn to cove. People here are free to spend their weekends exploring the countryside and numerous historical sites, as well as coastal towns like Newquay and Falmouth.

Move here, and you'll be close to:

- wild moorland landscapes
- long and varied coastline
- beautiful beaches with surfing opportunities
- attractive villages
- Areas of Outstanding Natural Beauty.

All this, plus the mildest and sunniest climate in the UK.

Culture in Cornwall

Cornwall is well known for its thriving cultural scene, from the Tate Gallery in St Ives to the Newlyn School of Art and the Barbara Hepworth Museum and Sculpture Garden as well as numerous festivals to meet all interests and tastes. Our world-class attractions include the Eden Project and the Minack Theatre.

We also enjoy a wide range of restaurants owned by world-famous chefs including Rick Stein, Paul Ainsworth and John Torode. Cornish beer, cider and gin are also fast achieving worldwide recognition.

There are a number of great cafés and restaurants serving delicious food to suit all tastes all using local produce.

Community in Cornwall

Cornwall is one of the safest places to live in the country. Last year, Devon and Cornwall Police reported the second lowest crime rate across the country as a whole.

There are many beautiful towns and villages which boast fantastic homes as well as a true sense of community, and the opportunities of the region enables you to enjoy a unique home / work life balance. Property prices seem to be remaining strong despite Coronavirus and Brexit worries, and so buying property here is still considered to be a sound long-term investment, with housing stock to meet varied budgets.

All applications will be acknowledged. There is a nominal closing date for this Headteacher post, however candidates are encouraged to submit their applications as soon as possible, as preliminary discussions may begin as soon as expressions of interest are received.

How to Apply:

To apply for the position please download and complete the application form which can be found within the application pack above and send to recruitment@tpacademytrust.org. Please ensure your name and the position title and school are within the subject line. We are unable to accept CV's.

To explore the role in more detail ahead of applying, please contact our Director of Education, Chris Gould at Chrisgould@tpacademytrust.org.

If you would like to visit the school please contact Bill Coleman, Headteacher: head@sterth.tpacademytrust.org or Tel: 01736 753153

The closing date for the position is **9am Wednesday 7 May 2025.**

Interview's to be held **Wednesday 21 May 2025.**

If you have any queries or issues with the application form, please contact the recruitment team via recruitment@tpacademytrust.org or 01872 613101



07

Application and Selection Process