



Headteacher  
Mithian School  
Candidate Information Pack

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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 Mithian 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.

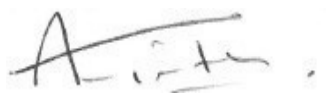
We are committed to supporting and learning from the education community in Cornwall and the wider South West region, and fully contribute to system leadership to the benefit of the communities we serve.

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.

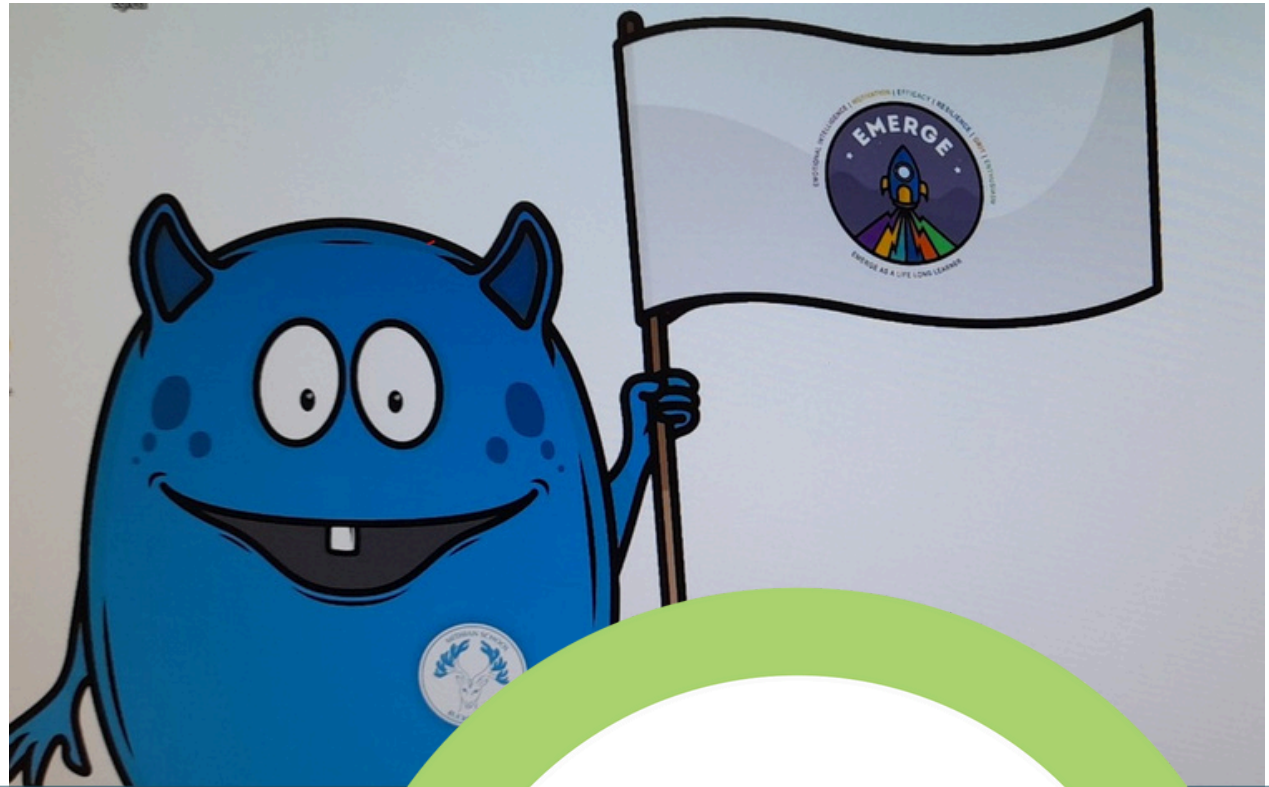
This candidate brief provides some background information about the role, the Trust's development to date and the key themes in our vision: 'Improving life chances for all'. We very much hope these opportunities and challenges will excite you and lead to you submitting an application.



Jenny Blunden OBE  
Chief Executive Officer



Anita Firth  
Chair of the TPAT Board



# 01

## Introductions

### Chief Executive Officer & Chair Of Trust Board





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 Mithian School.

Mithian School is a small school which is placed in a rural locality, and not in a village or town where most schools are traditionally situated. For this reason, most of our children are transported to school in cars and walking to school is difficult. Our children come from a variety of backgrounds and have a diverse range of needs. Our ethos is 'EMERGE' which stands for Emotional Intelligence, Motivation, Efficacy, Resilience, Grit and Enthusiasm. Our aim for all our children is to 'EMERGE as a life-long learner.'

Mithian School provides a safe, caring, and supportive environment where every child can fulfil their full potential and are the centre of everything we do. We hope that our next Headteacher will embrace our unique position both geographically and within the community and nurture our important local connections.

Mithian School has been part of the local community since 1874. Last year, we celebrated the schools 150 year anniversary with lots of activities for the children to mark this important occasion. We have a vibrant, supportive PTA who tirelessly fundraise for the school with exciting events held throughout the year. There are the usual Winter and Summer School Fairs and many other events for example, Pancake tossing on Shrove Tuesday which always goes down well with the children.

Our teachers and TAs are the greatest strength of the school. They are a highly experienced, very dedicated cohesive team who know all the children well. This is a huge strength that OFSTED have made mention of many times. We are not a 'one size' fits all school and the teachers often deploy different teaching strategies to enhance the children's learning experiences. Teachers also often give their time after school to run extra-curricular clubs for the children. As a small school, the range of termly clubs on offer to the children is extensive and enhances their time spent at Mithian School. Mithian also has a very successful student council with representatives from each year group who meet regularly.

We have taken part in many local level or countywide sports fixtures and tournaments, allowing the children great sporting opportunities and their achievements in these activities are self-evident. We hope our next Headteacher will continue to support these and other activities that enrich the lives of our children.

Mithian School is a very special school. Our academic results speak volumes with the school consistently achieving excellent results above both local and national averages. The LMC feels very privileged to be a part of Mithian School community and we look forward to continuing to work with our new Headteacher.

Miranda Field

Chair of Mithian School LMC

# 01

## Introductions

Chair of Local Monitoring  
Committee

**About The Role:**

Truro and Penwith Academy Trust, together with the Local Monitoring Committee of Mithian School, are seeking to appoint a dynamic and committed Headteacher to join the team. At Mithian 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 strive to offer a stimulating environment that offers challenge to every child, ensuring our curriculum is inclusive and provides wider opportunities for all children.

We offer engaging and vibrant spaces to enhance our curriculum and provide children with a wide range of learning experiences, making use of our location, culture and history to further enhance our curriculum to ensure all children thrive. We want our children to leave as confident, lifelong learners and ready for their next phase of their education. Embedded in our ethos is Emotional Intelligence, Motivation, Efficacy, Resilience, Grit and Enthusiasm and we require a Headteacher to join us who embodies these qualities.

**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.

Benefits of Working with Us:

As a leading Academy Trust, we are able to offer our staff a range of continued professional development opportunities alongside family friendly policies and access to the Local Government/Teachers Pension Schemes. More on our benefits and a letter from our Chair of Board of Trustees can be found [here](#)

**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](mailto:recruitment@tpacademytrust.org). Please ensure your name and the position title and school are within the subject line.

We are unable to accept CVs.

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

If you would like to visit the school please contact Linda Garbett, Headteacher: [lgarbett@mithian.tpacademytrust.org](mailto:lgarbett@mithian.tpacademytrust.org) or Tel: 01872 552711

The closing date for the position is **midnight Sunday 1 June 2025**.

Interviews to be held **Thursday 5 June 2025**



02  
Advert



## 03 Our School

### **About our School**

Our dedicated staff and local monitoring committee members are extremely proud of our school and the achievements of the children. We work closely with parents, children and the community to build on our success and work towards the future. We hope that all the children in our care remember their years at Mithian School with affection and create lasting memories. Children leave as confident, life-long learners and ready for their next phase of their education. Parents of the school receive a login code to access Seesaw, which is an online App. This area gives regular, detailed information about their child's learning and all aspects of the curriculum. It also gives parents regular information about teaching, learning, events and provides instant communication to the class teacher and school office. We warmly invite you to come and have a look around our school; to experience first-hand our ethos and school community.

The school promotes life-long learning linked to the theory of a Growth Mind Set. The curriculum at Mithian School includes all core and foundation subjects. We provide a high standard of teaching and learning, through a creative and stimulating environment that offers challenge to every child.

Our curriculum is inclusive and provides wider opportunities for all children.

Embedded in our ethos is Emotional Intelligence, Motivation, Efficacy, Resilience, Grit and Enthusiasm. Ofsted 2024 "the school's ambition is for pupils to leave as confident lifelong learners and they have achieved this by delivering a broad and well planned curriculum. Lessons are calm and purposeful and pupils feel safe and secure".

### **Our Curriculum**

Our Curriculum aims to:

- provide a broad and balanced curriculum use different learning and teaching styles
- embed key skills in order to prepare children for real-life and everyday situations deliver knowledge and learning in practical ways
- aim to link to the outdoors, wider community and opportunities for external visits, events and visitors to the school encourage a passion for learning and knowledge
- ensure the children are independent learners
- aim to enable our children to tackle challenges and develop their resilience for pupils to become reflective learners
- regularly assess children's progress and identify next steps Promote confident, lifelong learners



| Class and Staffing Structure  |   |  |   |
|---|---|--|---|
| Reception   | Year 1 and 2  | Year 3 and 4   | Year 5 and 6  |
| Mrs Green<br>EYFS, SENDCo<br>and Languages<br>Lead  | Miss Eva<br>PSHRE<br>Art, D/T, RE,<br>Science and<br>Maths Lead | Miss Kelly<br>Phonics, Reading<br>and Writing,<br>Geography and<br>History Lead<br><br>Mr Atherton | Mr Faint<br>DSL,<br>Mathematics and<br>Computing Lead |
| Miss Playle<br>(TA)   |   | Miss Harris<br>(TA)  | Mrs Williams<br>(TA)<br>Miss Thorn<br>(HLTA)          |
| Mrs Linda Garbett (Headteacher)<br>Mrs Booth (PE LEAD)<br>Mrs Lenihan (Secretary)<br>Mrs Khalil (PPA Cover, Booster<br>Teacher, Leader Release Teacher) |   | Erin Bingahm (TA)<br>Sarah Burns (TA)  |   |

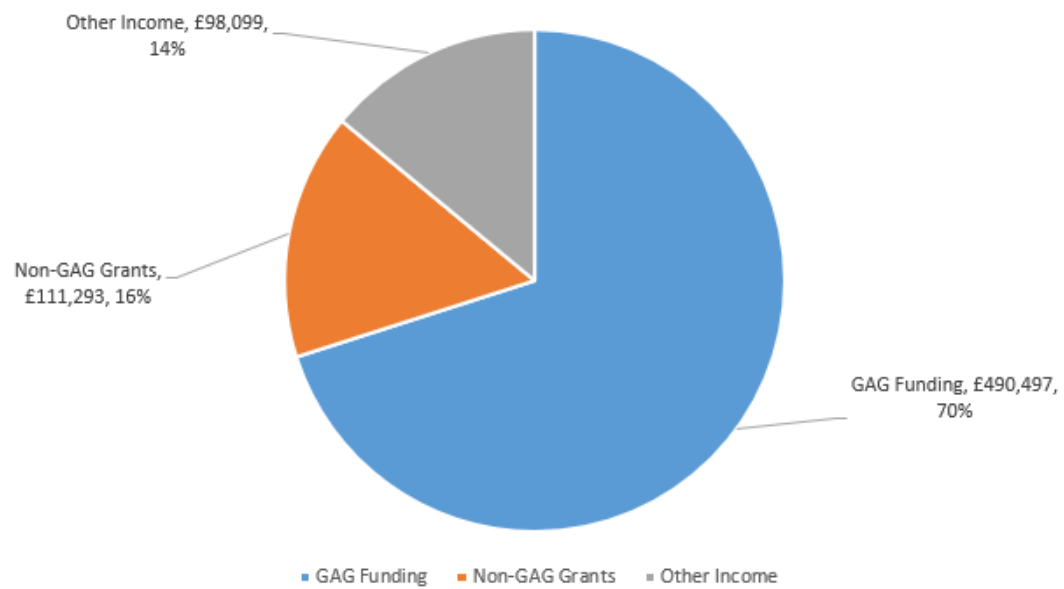


*\*The structure will change to three classes as from September 2025*

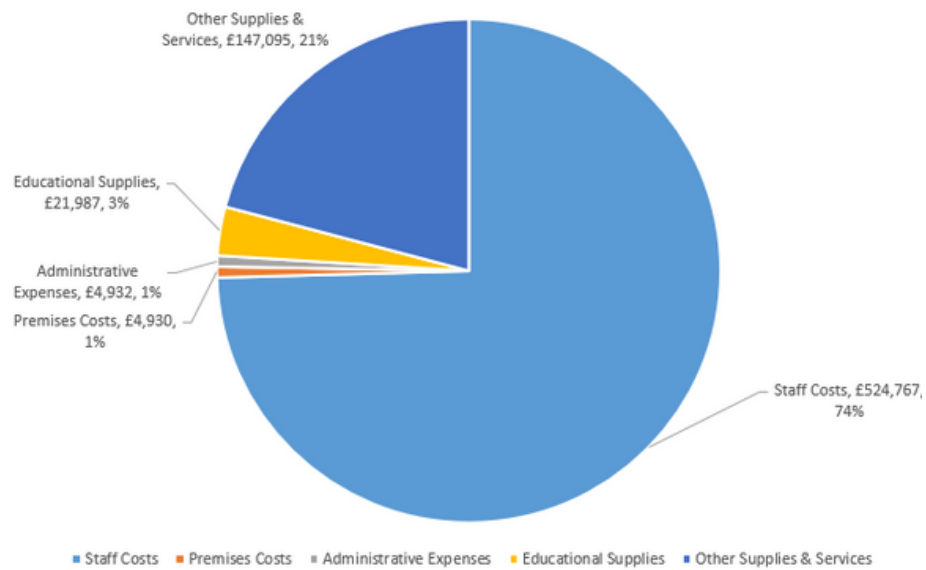
03  
Our School

# 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

# 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 |
| <b>Personal Qualities</b>  |     |            |           |
| 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](mailto: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](mailto:Chrisgould@tpacademytrust.org).

If you would like to visit the school please contact Linda Garbett Headteacher: [lgarbett@mithian.tpacademytrust.org](mailto:lgarbett@mithian.tpacademytrust.org) or Tel: 01872 552711

The closing date for the position is 1<sup>st</sup> June 2025

Interview's to be held 5<sup>th</sup> June 2025

If you have any queries or issues with the application form, please contact the recruitment team via [recruitment@tpacademytrust.org](mailto:recruitment@tpacademytrust.org) or 01872 613101



07

## Application and Selection Process