



Dream, Believe, Persevere, Achieve



Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

Job Title:	Head of Lower School
Salary Range:	Per annum/pro rata TPAT Point 9 (£24,023 pa pro rata)
Hours:	Per week - Monday to Friday – 8.30am – 4.30pm 37 hrs per week. Term time only (39 weeks/44.263 paid weeks pa)
Base:	Cape Cornwall School
Responsible to:	Assistant Headteacher
Direct Supervisory Responsibility for:	None.
Important Functional Relationships: Internal/External	<u>Internal:</u> Head of School, School Leadership Team, staff, students. <u>External:</u> Parents, visitors to the school.

Key Purpose of the Role:
<ul style="list-style-type: none"> To work as a member of the Pastoral Team to meet the needs of individual students and support them to attend school regularly, engage with learning, develop their social skills and make a positive contribution to the school; To make a positive contribution to the safeguarding and wellbeing of students at Cape Cornwall School.

Main Duties and Responsibilities:
<p>Leading Students and Parents:</p> <ul style="list-style-type: none"> Monitor and support student’s personal and social development, behaviour and attendance through appropriate systems and procedures including the use of data. Ensure high quality mentoring by tutors including the implementation of policies to support the learning of discreet groups such as disadvantaged students, gifted & talented and vulnerable children. Maximise each student’s learning and progress by contributing to the creation of a well-ordered environment based on high expectations of behaviour according to the school’s Behaviour policy ensuring that every child is ‘ready to learn’. Implement effective intervention to ensure that barriers to learning, are removed including developing positive relationships and partnerships with parents. Promote a positive ethos within the school, which sets high standards and enhances each student’s self-esteem, fosters good relationships between students and between students and staff, leading to cohesion and a positive team spirit. Celebrate student achievements through appropriate school systems. Communicate clearly, effectively and promptly with parents and keep them fully informed of their child’s progress and welfare, and thus promote a well-informed, positive and co-operative partnership between the home and the school, logged accordingly.

- Provide students with opportunities to make positive contributions to the school as well as their local and global communities.
- Provide and coordinate effective intervention to ensure good attendance for all students and addressing issues in order to improve student attendance.
- Contribute to a programme of assemblies that promote school aims and policies.
- Support and develop Student Voice, leadership and responsibility of students, including the Prefect system.
- Work with the Designated Safeguarding Lead to implement the school's safeguarding procedures, to report and monitor safeguarding concerns and to take appropriate action in response to safeguarding concerns.

Leading Staff:

- Provide advice and support for tutors and through this contribute to ensuring that tutors are a united, effective and professional team.
- Liaise with the Leadership Team, SENDCO, Heads of Faculty and support agencies to support as necessary when students' performance or conduct gives rise for concern or merits special congratulations and with regard to meeting students' additional needs.
- Collaborate with other colleagues with regard to tutorial programmes and whole school activities.
- Meet with the Assistant Head on a regular basis to discuss and agree actions for issues that affect students' learning, behaviour and attendance.
- Participate in the school's appraisal processes and take a pro-active approach to participating in, and implementing training relevant to the role.
- Contribute to the school's duty rota and provide support and advice for duty teams.
- Contribute to school policy reviews as appropriate. Provide advice to the Leadership Team as appropriate.
- Keep knowledge and understanding of national best practice and policy up to date through appropriate training and development.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Other duties as appropriate to the role as requested by the Assistant Heads/Head of School.
- To support implementation of all school (and Trust) policies and procedures, including those relating to confidentiality and staff conduct, use of ICT, dress code and professional role.

General/Other:

Liaison

- Work as a full member of the Pastoral Team, supporting the Assistant Heads and staff to meet students' needs and remove barriers to education.
- Ensure that students' needs are prioritised and to have a clear sight of how this role impacts on the school's and the Trust's students 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 and school policies and procedures.
- 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.
- To be responsible for your own continuing self-development and to attend and participate in school meetings as appropriate to role.
- To undertake other duties appropriate to the post as required by the Head of School and commensurate with the post.

PERSON SPECIFICATION

Attributes:	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSEs Grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a Level 2 standard of education).	<p>Training in relevant student welfare strategies</p> <p>First Aid training.</p> <p>Training relevant to a welfare/pastoral role in a secondary school setting.</p> <p>Level 3 qualifications in a relevant education/ welfare or equivalent area, relevant to a pastoral care role within a secondary school setting.</p>	Application Form/Interview
Skills & Experience	Experience of supporting the welfare or education of children e.g working with students of the relevant age in a learning environment.	<p>Relevant experience to include providing specialist support within certain areas of the curriculum or with vulnerable student groups.</p> <p>Experience of working with families to provide support/advice.</p> <p>Experience of supporting vulnerable children or adults in an relevant setting.</p> <p>Able to use IT systems (SIMs) to record and monitor relevant information e.g. attendance, behaviour.</p> <p>Experience of mentoring, coaching and leading others.</p>	Application/Interview/Assessment
Specialist Knowledge & Skills	<p>Up to date ICT skills.</p> <p>Good listening and communication skills.</p> <p>Patient, caring and compassionate, able to empathise with others.</p> <p>Discrete and has a good working knowledge of confidentiality</p>	<p>Awareness of the SEND Code of Practice.</p> <p>Understanding of data protection (GDPR).</p> <p>Knowledge of welfare and safeguarding policy in educational settings.</p> <p>Able to form positive relationships with a range of stakeholders: students, parents, staff and external agencies e.g. social care</p>	Application/Interview/Assessment

Behaviours & Values	<p>Self-motivated and able to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Ability to manage challenging situations</p> <p>Able to positively influence others through words and actions.</p> <p>Committed to the protection and safeguarding of children</p> <p>Committed to equality of opportunity</p>	<p>Experience of leading/ supervising others e.g. in a management role.</p> <p>Able to prioritise workflow within a busy school environment.</p>	Application/Interview/Assessment
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Special Conditions related to the post

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.

How to apply:	To download an application pack or apply online please visit: www.cape.cornwall.sch.uk Please complete your application form in full and return to: Miss Keith, PA to Leadership Team, at keitho@cape.cornwall.sch.uk . Please note that we do not accept CVs.
Contact details:	Cape Cornwall School, Cape Cornwall St, St Just, TR19 7JX Tel: 01736 788501
Closing date:	12.00pm on Wednesday 14 July 2021 Please note that if you have not received a reply within 3 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Truro and Penwith Academy 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 teacher pension scheme
- Previous continuous service will be recognised
- Family friendly policies
- Childcare vouchers
- Local and national discount schemes and initiatives
- Continued professional development support

To find out further information please visit Trust's website at: www.tpacademytrust.org

Agreed by JCW, June 2021