

Applicant Pack

Head of School for
Marazion School



‘You belong. You matter. We think highly of you.’

Michelle Obama

Contents:

- Page 3: Message from our Chair Governors
- Page 4: Marazion School Curriculum Statement
- Page 5: Marazion Manners
- Page 6: Working at Marazion School
- Page 7: Marazion School Word Clouds
- Page 8: Working and Living in Cornwall
- Page 9: Job Description
- Page 12: Person Specification
- Page 15: How to Apply
Safeguarding Statement
Timeline
Further Information or visits to the School
- Page 16: Where to find us.



Message from our Chair of Governors

Dear Colleague,

Thank you for your interest in the position of Head of School at Marazion School. The information that is contained in this Applicant Pack will give you a flavour of how we live, learn and laugh by the sea. We would also encourage you to pay a visit to our school.



Our Curriculum Statement captures our ethos for creativity and ambition for every child. Although located in an area of outstanding beauty, our communities can face a number of significant challenges including social deprivation, the impact of excess numbers of second homes, and an overall lack of economic opportunity. To seek to address these issues our core purpose is to provide our children with the best possible start in life, to unlock possibilities and enable them to be able to make choices about their future.

The most powerful driver for achieving this purpose is to support the whole child to have maximum choice. Young children need to be encouraged to be themselves. Our children have a voice and they know it is heard. We value the importance of an enriched curriculum bespoke to our school created with input from all of us, supporting the whole child to be the best they can be. These experiences are essential for pupils to be happy and to thrive, learn and be successful.

Marazion School has recently gone through a consultation process with Crofty Education Trust (CET) and is now preparing an application to the local Advisory Board for voluntary conversion to CET. This post is an exciting opportunity to play an important role in helping Marazion School on the next part of its journey.

If you share our ethos and aims, have the enthusiasm, skills, and qualities to thrive in our school, we would be delighted to hear from you, so please get in touch.

Kind Regards,
Caroline Peers, Chair of Governors, Marazion School.

Marazion School Curriculum Statement

Living, Learning, Laughing. Bright Futures Start Here.

Marazion School is EVERYONE'S school.

Our school is a naturally diverse community where everyone has an opportunity to thrive. Being different is the thing we have in common. There is so much more that unites us than divides us.

Marazion School Vision: to make sure that all our children know who they are, they have a place in the world and a voice that must be heard.

Marazion School Aims:

Our school aims to support and celebrate the whole child to reveal:

- A love of life, learning and laughing
- Positive relationships showing love, tolerance and respect
- Courage to be unique and individual
- Resilience, resourcefulness, responsibility and self confidence
- A willingness to take risks and engage in new ideas and experiences
- Local, national and global awareness.

Marazion Curriculum

Marazion School's curriculum builds resilience, independence, resourcefulness, Creativity, empathy and aims to respect uniqueness and individual talents. Young children need to be encouraged to be themselves: we must talk; listen; support. Our children have a voice and they know it is heard. We adapt our curriculum to meet the needs of our children. We value the importance of an enriched curriculum bespoke to our school created with input from all of us, supporting the whole child to be the BEST they can be. These experiences are essential for pupils to be happy and to thrive, learn and be successful.



At Marazion School, we want a diverse, beautiful and happy curriculum that is inclusive and educates, ensuring that history is not taught to suit one race. Instead, there is ONE HISTORY, taught fully, where education includes the accomplishments of everyone.

Marazion Manners

At Marazion School we are here to:

- Uphold the right to be yourself and be unique
- Show tolerance and respect for others and the environment around us
- Fight for freedom of expression and equality
- Challenge bullying, stereotyping and injustice
- Support our community
- Be leaders and positive role models.





When working at Marazion School you can expect:

- Happy children and adults, working to be the best they can be
- A warm, friendly team who have built a strong, brave school community together through collaboration
- An experienced and passionate Governing Board
- A culture that encourages and supports creativity and high ambition
- A strong ethos, strong values and aims, which demand trust, honesty and respect
- A diverse, beautiful and happy curriculum that educates, including the accomplishments of everyone
- Robust appraisal and professional development, with CPD driving the school forward
- A stunning location on the Cornish coast, working in an amazing local community
- Access to the teacher's pension scheme.

Working and living in Cornwall



As a place to live, Cornwall offers everything you could want to enjoy an exceptional quality of life. From the beautiful beaches, breath taking landscapes, vast open spaces, and the laidback lifestyle, there really is something for everyone.

The Land's End Peninsula is a unique and ancient landscape, perfect for walking, and one of the best places in England to spot wildlife where it is possible to catch sightings of seals, dolphins and even the occasional whale. Other popular attractions include St Michael's Mount which is literally on our doorstep, the Eden Project, which is home to the world's largest indoor rainforest, the Lizard Peninsula and the entire 600 mile South West Coast Path with numerous beaches and rocky cliffs. After work you can enjoy a stroll across the Causeway to St Michael's Mount (tide times permitting) or visit Marazion beach where you can swim, learn to paddleboard or kitesurf.

Venturing further afield, Cornwall has great road and rail links and an airport based in Newquay, offering direct flights across the UK and Europe, and connecting flights to the rest of the world.

Cornwall is a beautiful county with big opportunities for those who wish to make it their home.

Job Description

Job title: Head of School
Salary range: L3 - L7
Location: Marazion School

Purpose of role

The Head of School will lead the school, under the direction of the Executive Headteacher (EHT), inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

The Head of School will work with an EHT to:

- support the EHT to set and review the school's priorities and objectives, leading activity to ensure these are delivered
- Acting as a "sounding board" and "critical friend" to the EHT, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the EHT and Governing Board.
- demonstrate exemplary leadership
- develop, motivate and deploy staff to secure the best possible use of available talent
- supporting the EHT in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
- create an accountable, safe and positive learning environment in which diversity and co-operation are celebrated.

Responsibilities

The post holder will carry out the duties of the Head of School in consultation with the EHT and, where appropriate, the Governing Board, school staff and its parents and carers.

Specific duties and responsibilities are set out below:

Curriculum, teaching and learning

- Provide an example of excellence as a leading classroom practitioner, inspiring and motivating staff
- Work with the staff to develop, organise and implement an appropriate curriculum for the school taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school
- Working with the EHT to secure and sustain high expectations and excellent practice in teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of pupil's achievement; use benchmarks and set targets for improvement
- Give constructive feedback to colleagues incl. coaching to create a culture of reflective practice - build a collaborative learning culture.

Children

- Develop and maintain the Marazion School Wellbeing Offer
- Maintain, review and develop policies and procedures for promoting good behaviour both in school and off school premises.

Staff

- Participate in the selection and appointment of the teaching and non-teaching staff
- Work with the EHT to deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers
- Supervise and participate in arrangements for the appraisal of the performance of staff and training for early career teachers (ECTs)
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs
- Provide regular updates to the Governing Board, on staffing and management matters.

Resources

- Work with the EHT to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School
- Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

Relationships

- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims
- Work with children, parents, governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school
- Maintain relationships with the wider community, including Marazion Community Centre; Marazion Football Club; Marazion Community Co-ordination Forum; Marazion Town Council; Marazion Oasis, local primary and secondary schools; St Michael's Mount.
- Report to the Governing Board on school improvement progress and other matters within responsibility
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.
- To contribute towards and demonstrate the culture and values of Marazion School through your actions and behaviours
- Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues
- To ensure that children's needs are prioritised and to have a clear sight of how this role impacts on the quality of Teaching and Learning.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Marazion School policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection

- To be responsible for your own continuing self and professional development, attending meetings as appropriate
- To familiarise yourself with all critical Marazion School policies and follow them, including the school's *General Code of Conduct*.

No job description can be exhaustive, and the duties may alter in practice over time. The post holder is expected to use his/her professional judgment to ensure that the Head of School role continues to evolve and develop in line with the school's changing requirements.

Person Specification

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

FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Successful senior leadership and management experience.	Leadership in the principles of outstanding learning and teaching with wide experience of classroom observation and feedback.		
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
Specialist		Coaching and mentoring skills		Application/

FACTORS	KEY	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Knowledge and Skills		<p>Experience of Ofsted Preparation</p> <p>Partnership and community development</p> <p>Demonstrates an awareness, understanding and commitment to the protection of safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		Interview/ Assessment
Behaviours and Values		<p>Has a commitment to personal and professional development.</p> <p>Demonstrates a commitment to all children</p> <p>Makes decisions based on strong, ethical personal and professional values.</p> <p>Is committed to supporting the success of others through collaboration.</p> <p>Demonstrates a high level of emotional intelligence, trust, and integrity.</p>		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.

How to Apply

This pack contains the Job Description and Person Specification, which list the key competencies that we are looking for.

Please complete the Cornwall Council Application Form in full and submit to human.resources@croftymat.org Please note that CVs will not be considered. However, should you wish to include a covering letter, please ensure that it is no more than two sides of A4.

Please make sure that you address the criteria outlined in the Job Description and Person Specification when writing your Supporting Statement.

Safeguarding Commitment

Marazion School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff and volunteers will share this commitment. This post is subject to a successful Enhanced Disclosure & Barring check and satisfactory references.

Timeline

Closing date:

Monday 25th November at noon.

Interview dates:

Monday 9th and Tuesday 10th December.

Start date:

To be negotiated with the successful candidate.

Further Information or visits to the school

We strongly encourage you to visit Marazion School before applying for the position. To arrange a visit, or for further information, please contact Edna Smith in the Marazion School Office on 01736 710618 or email esmith@marazion.cornwall.sch.uk

Where to find us



Marazion School
School Lane
Marazion
Cornwall
TR17 0DG

[Marazion School | Cornwall | United Kingdom](#)