



PENRYN COLLEGE

ACHIEVING through CHALLENGE



Candidate Pack - Assistant Headteacher



Message from The Headteacher

This is an exciting opportunity to join the SLT due to the retirement of our long-standing Raising Standards Lead. We welcome visits from potential applicants. Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, *“Achieving through Challenge,”* reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it's with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we're doing right and set our priorities. After all, it's the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards,

Claire Croxall

About Our School - Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957, and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

“Achievement through Challenge” is a tangible part of the life and work of the College. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall’s natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people’s right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Achieving through Challenge" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."

02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"

"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"

"This is a great school to work in... there is a strong sense of community."

04 What OFSTED say ...

"Penryn College is a happy and welcoming school."

"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."



Working with Us

THE RECRUITMENT PROCESS

- 1. Application:** To apply for a staff vacancy, please visit our website [here](#) and [complete an Application Form](#) and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence. Please email completed applications by the closing date to vacancies@penryn-college.cornwall.sch.uk
- 2. Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
- 3. Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
- 4. Feedback:** Unsuccessful applicants will be provided with professional feedback
- 5. Taking up post:** The start date is subject to completion of all Safer Recruitment checks
- 6. Additional Information:** For further information, please contact Becky Withers, HR Manager. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
- 7. Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early should an exceptional candidate apply

Closing date: Friday 15 May 9am

Interview date: Thursday 21 May

[Please note that we are unable to process applications without a fully completed application form.](#)

Please return your completed application form and covering letter to Helene Zeat-Kane, HR Officer at

vacancies@penryn-college.cornwall.sch.uk

Thank you again for your interest in joining our team. We look forward to receiving your application.

“The school has a great culture - one that supports staff and the development of teams. I love being part of the team!” Staff Survey 2025

JOB DESCRIPTION

Job Title:	Assistant Headteacher <i>(the nature of responsibilities and leadership will depend on the qualities and skills offered by the candidate)</i>
Grade:	Leadership Scale L12
Hours:	1.0fte
Reporting to:	Deputy Headteacher

Main Purpose of Role

In partnership with the Headteacher, to provide professional and highly effective whole school leadership and be responsible for the day-to-day efficient management of the school. To promote and support the vision and direction of the school by providing the day-to-day leadership that will enable it to continue to build success and provide high quality education and positive outcomes for its students. To lead and manage the school on a day-to-day basis as part of the senior leadership team, maintaining high morale and setting an example of professionalism, high quality performance and leadership. To be a point of contact for all stakeholders and external agencies in matters relating to the school and enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, other schools and organisations.

Key Responsibilities, in partnership with the Headteacher

Strategic Management

- Effectively manage, encourage, develop and support staff and actively and visibly demonstrate responsibility towards them. Take a lead role in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.
- Responsible for the day-to-day management, and operation of the school across areas of responsibility.
- Support the Headteacher in implementing and embedding the vision and future direction of the school.
- Work with the Headteacher in implementing strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes and to evaluate progress towards achieving these.
- Motivate and work with others to create a shared culture and positive environment.

To be a proactive member of our SLT, who:

- Ensures that all pupils receive a high-quality education in a happy, stimulating, safe and healthy environment;
- Ensures a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensures that learning is at the centre of strategic planning and resource management;
- Establishes creative, responsive and effective approaches to learning and teaching;
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrates and articulates high expectations and implanting development plans for the whole academy community;
- Implements strategies that secure high standards of behaviour and attendance and safeguarding;
- Determines and implements a diverse, flexible and purposeful curriculum that is relevant to pupils' needs and is supported by an effective assessment framework;
- Implements approaches that develop students' understanding of themselves as learners and motivate and support them to improve their learning;
- Uses new and emerging technologies to enhance and extend the learning experience of students;
- Monitors, evaluates and reviews classroom practice and promoting improvement strategies to ensure that the highest standards of teaching and learning are maintained and that underperformance is challenged at all levels;
- Gives and receives effective feedback and acting to improve personal performance.
- Gives priority to developing high quality teaching and learning across the school
- Encourages new developments in the curriculum and capitalising on local and national initiatives.

Leading and Managing Staff

Work alongside the Headteacher and the Senior Leadership Team to lead, motivate, support, challenge and develop individuals and teams, and to foster an open, fair, equitable culture to create and maintain a positive academy culture by:

- Participating in the recruitment and selection of teaching and support staff
- Managing effectively the day-to-day deployment and performance of staff within areas of responsibility
- Supporting the Headteacher in creating and maintaining good working relationships amongst all members of the school community
- Motivating and supporting staff by identifying and addressing areas for development and building on their strengths
- Promoting the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensuring that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encouraging and modelling initiative, team work and working in partnership
- Developing and strengthening leadership across the school.

Securing Accountability

The Assistant Headteacher will:

- Contribute to the ethos of Penryn College, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility and accountability for outcomes
- Work with the Headteacher to ensure that the school staff collect and receive and use performance data to support school improvement and raised levels of achievement
- Work with the Headteacher to inform the Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation
- Keep parents well informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning
- Provide reports to the Board of Trustees as required across areas of responsibility
- Contribute to performance management of staff as appropriate to role.
- Participating in the recruitment and selection of teaching and support staff
- Managing effectively the day-to-day deployment and performance of staff within areas of responsibility
- Supporting the Headteacher in creating and maintaining good working relationships amongst all members of the school community

Date Prepared: 05 May 2026

Prepared by: HR Officer

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	Recruiting Method
Education and Training	<p>Qualified Teacher Status</p> <p>Post Graduate Level Qualification or recognised alternative</p> <p>Evidence of continuing professional development</p>	<p>NPQ qualifications or equivalent training/ professional development</p>	<p>Application</p>
Skills and Experience	<p>Proven track record</p> <p>Proven experience of raising standards of teaching, learning and assessment</p> <p>Curriculum management – planning, teaching and assessment</p> <p>Experience of managing successful change</p> <p>Demonstrates experience of successful whole school improvement</p> <p>Experience of budget and resource management</p> <p>Ability to analyse data in relation to developmental planning</p>	<p>Leadership experience within a secondary school</p>	<p>Application / Interview / Assessment</p>
Specialist Knowledge and Skills	<p>Coaching and mentoring skills</p> <p>Experience of Ofsted preparation</p> <p>Partnership and community development</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Leadership within a school</p>	<p>Application / Interview / Assessment</p>
Behaviours and Values	<p>Motivational leadership</p> <p>Promote a culture of high performance</p> <p>Collaborative working</p> <p>Workforce resilience</p> <p>High level of emotional intelligence</p> <p>Trust and integrity</p>		<p>Application / Interview / Assessment</p>



Penryn College

Achieving through Challenge

Thank you for your interest in Penryn College. We look forward to welcoming you to our school.

Address Penryn College, Kernick Road, Penryn, TR108PZ

Phone 01326 372379

Email vacancies@penryn-college.cornwall.sch.uk

Website www.penryn-college.cornwall.sch.uk