Cornerstone School

A foundation of learning, tailored to you.









VICE PRINCIPAL

Recruitment Pack

Trinitas Academy Trust

Faith ✚ Family ✚ Flourish

"Pupils demonstrate an exceptional sense of belonging and self-worth."

OFSTED 2024



Welcome from the CEO

It gives me great pleasure to welcome you to Trinitas!

I am both proud and privileged to be serving as CEO of Trinitas Academy Trust, a family of schools with an unrelenting desire to achieve our vision:

"We believe that all children deserve the best education, and all staff deserve to be valued and developed. Our Trinitas family, Christian faith, and unrelenting desire to improve society, underpin everything we do. Creativity, compassion and high expectations drive the Trust to ensure that every person within its community flourishes."

When any of us choose to work in education, we do so because we want to improve the lives of the next generation, and to inspire and encourage children to be the best they can be. At Trinitas this is exactly what we aim to do, whilst enabling each school to thrive within its own distinctive ethos and character. Central to this is our strapline of 'Faith, Family, and Flourish':

Faith – in ourselves, in each other, in our Christian ethos

Family – supporting with compassion, fostering interdependence

Flourish – keeping people at the centre of what we do, enabling children and adults to thrive

Trinitas has a mix of faith and non-faith schools, across all sectors of education (Primary, Secondary & Special Schools), and this blend enables us to share a wealth of expertise across the trust as we continue to support one another to achieve our vision.

Whilst we celebrate individual school distinctiveness, we are a single organisation working collaboratively to achieve the very best outcomes for every member of our Trust family.

Leaders, teachers and support staff, both in the classroom and out, work as one team to provide the best experience for our children. They are talented, skilled, dedicated professionals working closely with the wider school community, making sure that we meet the needs of children and their families. We are there to support and encourage every Trinitas child and their family as they take their first steps into school, and as they take their last steps from the Sixth Form and into their future.

Having worked in education my whole career I absolutely believe it changes lives - education can equip learners with agency and a sense of purpose, and the competencies they need, to shape their own lives and contribute to the lives of others. I'd welcome the opportunity to work with you to change lives.

Simon Godden
CEO

"Leaders and those responsible for governance have very high expectations for all. They have created an ambitious environment in which pupils are supported to learn well."

OFSTED 2024



Welcome from the Principal

Thank you for your interest in joining the team at Cornerstone School. As Principal, I am immensely proud of our vibrant, inclusive, and nurturing environment where both students and staff can thrive.

Cornerstone School is a specialist secondary school dedicated to supporting students with autism and related Social, Emotional, and Mental Health (SEMH) needs. We are passionate about ensuring that every student has access to the same broad and balanced curriculum and to the same opportunities and experiences as their peers in mainstream settings.

At the heart of our school are three core values: Ambition, Curiosity, and Happiness. These values underpin everything we do.

We believe in ambition for all, and that is why our students have the opportunity to study their specialist subjects up to GCSE level. Small class sizes of no more than 10 students allow for personalised learning and meaningful relationships, enabling staff to make a real difference.

Our value of Curiosity is reflected in our commitment to fostering a love of learning in our students. We encourage them to explore the world around them, think creatively, and ask questions. This same curiosity is something we look for in our staff—those who are eager to learn and grow, and who inspire that same sense of wonder in the young people they teach.

Finally, Happiness is at the core of our school's ethos. We understand that in order to learn effectively, students need to feel safe, supported, and happy. This is equally true for our staff, and we are dedicated to promoting the mental health and wellbeing of everyone in our school community. We believe that a positive, supportive working environment allows staff to do their best work, which in turn helps our students to achieve their full potential.

Our most recent Ofsted report reflects our high standards, with the school judged as Good overall, and Outstanding in Behaviour and Attitudes as well as Leadership and Management. This is testament to the hard work and dedication of our team, and I would be delighted for you to consider becoming part of our exciting future.

If you share our values and are committed to making a difference, we would love to hear from you. Cornerstone School offers a unique opportunity to teach your specialist subject in an environment where you can really make an impact.

I look forward to receiving your application and the possibility of welcoming you to our team.

Warm regards,

D Donnelly

Debbie Donnelly
Principal

Trinitas Academy Trust

Faith ✠ Family ✠ Flourish

Trinitas is a Multi-Academy Trust in South East London. We are a family of seven schools working together towards outstanding outcomes for all pupils. We want to give our children the best education, develop and value our staff, and do all within our capabilities to improve society.

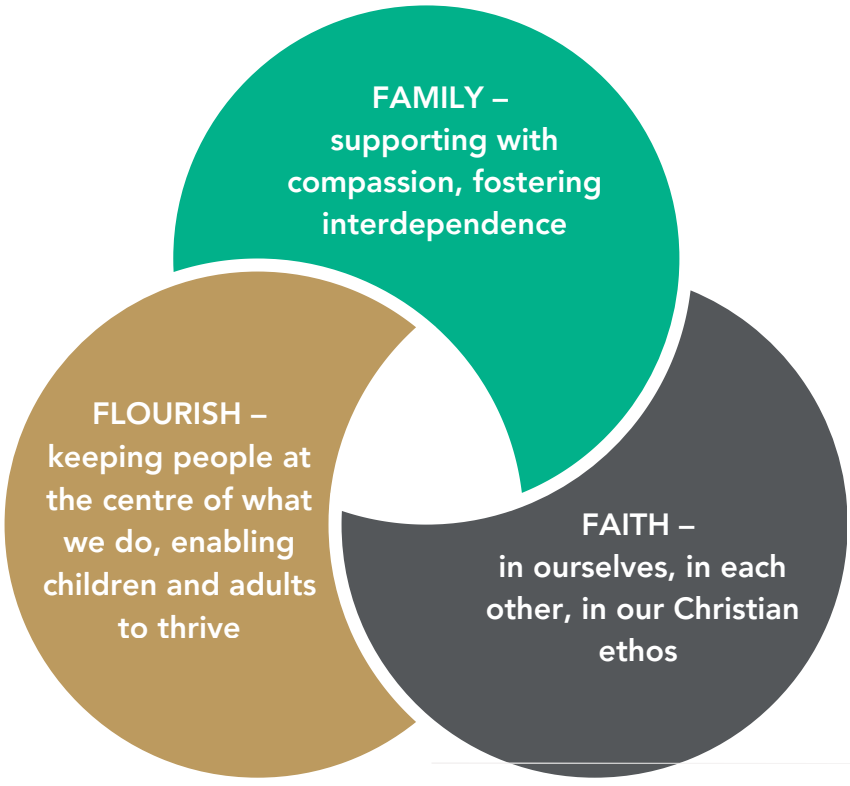
Our vision is central to the work we do, in all aspects, from the development of our curriculum, our approach to school improvement, how we conduct staff appraisal, to the way we prioritise the wellbeing of staff and pupils alike:

We believe that all children deserve the best education and all staff deserve to be valued and developed.

Our Trinitas family, Christian Faith, and an unrelenting desire to improve society underpin everything that we do.

Creativity, compassion and high expectations drive the Trust to ensure that every person within its community flourishes.

Central to achieving our vision are our three Trinitas pillars: **Faith**, **Family** & **Flourish.**











BEING A PART OF TRINITAS



TRINITAS PEOPLE STRATEGY

Our staff are our most important asset, and therefore it is vital that we do everything we can to attract, retain, engage and develop the very best people throughout Trinitas Academy Trust. Only then will we be able to deliver our Trust vision.

Our Trinitas People Strategy has three key strands:

- Attract & Recruit
- Engage & Retain
- Develop Talent

Our Trust people strategy is grounded in the unwavering commitment to foster a culture where equality, diversity and inclusion serve as the foundation, ensuring that every individual is valued, respected and empowered to contribute their unique strength to our collective success.

As part of our ongoing commitment to staff wellbeing, all Trinitas employees are entitled to one day leave each year for personal use - we call this 'Trinitas Time'!

Staff appreciate being able to use this day to support their family, or perhaps attend an important event during term time - it's for employees to use however they see fit.



PROFESSIONAL DEVELOPMENT

There are many reasons to work at Trinitas, not least our relentless focus on looking after and developing our staff - it's even in our Trust vision! We believe that every member of our community has immense potential, and deserves the opportunity to grow both personally and professionally, in a supportive and nurturing environment.

Our Trinitas CPD Programme ensures that all staff have this opportunity, both in terms of supporting wider school improvement and their own personal areas of interest. This approach also feeds into our appraisal system, which has a strong focus on staff aspirations and career progression. This ensures that colleagues have a strong sense of ownership and agency, and each and every member of our Trinitas family is valued.



Why Trinitas?

We believe exceptional outcomes for young people start with colleagues who feel valued, supported, and empowered to thrive. Grounded in compassion and shared purpose, our commitment is simple: to create an environment where your dedication is recognised, your health and wellbeing are protected, and your professional growth is nurtured from day one. Here is how we invest in you:



Financial Rewards & Benefits

- **Terms and Conditions:** Aligned with Burgundy Book/STPCD
- **Competitive Salaries:** Fair, structured, and fully transparent pay scales
- **Defined Pension Schemes:** Access to Teachers' Pension Scheme (TPS)
- **Cycle to Work Scheme**: Lease a bike and safety equipment through a salary sacrifice arrangement
- **Welcome Bonus**: £500 bonus payment upon successful probation/first year ECT assessment*
- **Employee Referral Scheme:** Earn £1000 when you refer a talented colleague*
- **Enhanced Family-Friendly Leave Pay**: Enhanced provisions for maternity, adoption, and paternity leave to support growing families (Burgundy Book Scheme)
- **Enhanced Sick Pay**: Enhanced sick pay provisions to protect you when life events occur (Burgundy Book Scheme)



Culture & Collaboration

- **Trust-Wide Networks & Working Groups:** Opportunities to collaborate across our schools, share best practice and contribute to development and innovation
- **Trust-Wide Staff 'Shout Outs':** An opportunity to recognise and celebrate colleagues for the everyday acts, achievements and contributions that make a difference

** Welcome bonus payment is subject to role eligibility criteria.*
***Employee referral scheme payments are subject to Trust referral terms and successful probation/first year ECT assessment*



Professional Growth

- **Supportive Induction & Mentoring:** A welcoming, structured introduction with guidance and support to help you feel confident and equipped from day one
- **Continuous Professional Development:** Access to Trust-wide training, flexible online learning and fully funded qualifications, including apprenticeships
- **Career Pathways:** Opportunities to develop your skills, explore new roles and progress your career across the Trust



Health & Wellbeing

- **Employee Assistance Program (EAP):** Free, round-the-clock confidential counselling for you and your family
- **Occupational Health Access:** Professional occupational health advice and support to promote health, wellbeing and fitness for work
- **Dedicated Mental Health First Aiders and Wellbeing Leads:** Trained colleagues offering a friendly first point of support, promoting wellbeing and helping staff access the right support when needed
- **Flexible Working Options:** A modern and creative approach to flexible working arrangements that accommodate personal commitments wherever possible
- **Trinitas Time** - One dedicated day of personal leave each year for what matters most to you
- **Special Leave provisions** - A range of paid and unpaid special leave provisions for exceptional personal, family and other circumstances, subject to approval and in line with school policy

Trinitas Academy Trust
Faith ✪ Family ✪ Flourish

"Pupils have exceptional attitudes towards their learning and work hard in lessons to reach the very high expectations the school sets for them."
OFSTED 2024



We asked the pupils why you should consider working at Cornerstone...

It's a good school and the teachers are nice and friendly and it is a safe environment -
Liam, Year 11

It's a small school, so you can get to know everyone well -
Gracie, Year 11

Because we are the best -
Amelia, Year 9

A close-knit community for staff and students -
Warren, Year 9

Some of the most great talents in autism are here-
Callan, Year 9



It is small and safe -
Alfie, Year 7

Everyone is nice and understanding. The teachers try to make the day fun -
Hope, Year 7

Cornerstone is a comfortable place to learn. I feel good when I'm in school. The teachers are nice and friendly. They interact with me about other things, not just school work -
Jenson, Year 7

The calmer atmosphere at Cornerstone will help teachers concentrate more on their lessons -
Finley, Year 8



I believe that the teachers are kind and respectful with both students and staff members at Cornerstone, so it would be a comfortable environment for potential future staff -
Amelie, Year 8

Every day is different. The teachers have a lot of patience -
Leo, Year 9

As a teacher here you can learn interesting and fun things from the students. I feel comfortable and calm when I am at school, to be myself. Everyday there are new opportunities and the school is flexible with me -
Alfie, Year 9

Teachers make me feel comfortable -
Khan, Year 10

This school is groovy and they help me a lot -
Mckenzie, Year 10







"Every victory is celebrated, no matter how small, such as being a good friend or staying in school for the day. Parents told inspectors, 'This means the world'. Pupils are proud of their talents and unique qualities.."

Ofsted 2024

About the School







At Cornerstone, our vision is to ensure that every young person we work with is **'Happy, confident and ready to contribute'**. Built upon a foundation of compassion, we want every child to thrive and recognise the unique gifts they have. To this effect, the school has three key values:

- **AMBITION**: We have high expectations for all of the pupils and staff in our school. By working to build on individual strengths, but also taking the time and patience needed to understand weaknesses and supporting pupils to address these (both cognitive and emotional), we instil a strong sense of ambition in all.
- **CURIOSITY**: Curiosity is at the heart of life-long learning; at Cornerstone it is valued and rewarded. By instilling a sense of curiosity, every day brings opportunity to learn more about ourselves, our surrounding environment and we grow as a result.
- **HAPPINESS**: All members of the school deserve to be happy – when we are happy, we can flourish.

Our desire to achieve this vision, and to ensure the key values of the school are adhered to, run inherent through everything we do. This begins with the school environment, in which we provide a happy, safe and calm place in which pupils can feel secure. We encourage kindness at all times, promoting a compassionate and nurturing environment and dedicate the necessary time to form and maintain positive relationships.

We ensure pupils have access to a tailored, personalised curriculum in which they can work towards, and achieve, individual goals. Central to this personalised curriculum is recognising and developing individual interests and skills, promoting inquisitive learning. Pupils are also supported to develop critical life skills, ensuring they are empowered to make informed choices beyond the classroom. Cornerstone School says to its pupils 'we will provide a **foundation of learning, tailored to you'.**

To this end, staff work to identify the barriers that each individual pupil faces, and work to remove these. This includes the individualised curriculum they are exposed to, but also incorporates the highest standards of specialist support and intervention thus integrating therapy into all elements of the school day. Examples of such support include Speech and Language Therapy, Occupation Therapy, Art Therapy and Music Therapy.

The school is dedicated to partnership working to maximise this truly integrated approach. We seek to actively engage parents and carers in their child's education, involving them in the journey they are on and providing regular updates. Furthermore, Cornerstone utilises the wider education provision within Trinitas Academy Trust, and in particular the close links with Trinity School, to enable pupils to benefit where suitable from learning and socialising with their peers in a mainstream setting.

Our building has been designed to meet the needs of our pupils, and as a result ensures a low arousal, sensory environment that supports pupils to manage their day and develop their independence. As well as teaching rooms and specialist teaching areas, purpose built quiet rooms and intervention rooms enable pupils to access specialist therapeutic support and programmes where necessary. This is also true of the outdoor space, which has been designed to include a multi-use games area and provide other sensory equipment to meet pupils' needs.

JOB DESCRIPTION

Job Title:	Vice Principal
Hours of work:	Full-Time, 100% fte
Responsible to:	Principal
Pay Range:	L12-L17
Actual Salary:	£74,530-£83,715 per annum

MAIN PURPOSE OF THE JOB

- To work with the Principal, Trinitas Academy Trust and its Directors to support the vision, strategic aims and commitments in order to provide strong, erudite Leadership which includes promoting Trinitas Values
- To support the day to day management of the school
- To provide strategic leadership and direction to the Academy and its community to deliver high standards of achievement through a comprehensive programme of activities
- Offering equal opportunities to all students; including those with special and additional needs and providing stretch and challenge for students of all abilities
- To deputise for the Principal in their absence
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

MAJOR DUTIES & RESPONSIBILITIES

- To provide professional leadership and management across the school. To ensure the school is a safe and tolerant environment that respects all students from whatever background thus enabling them to recognise their full potential
- To lead and line manage core subjects
- To ensure staff have access to appropriate, high standard professional development opportunities, facilitating high standards of teaching and learning within school

SPECIFIC ROLES & RESPONSIBILITIES

- To deputise for the Principal in their absence
- Be pro-active, and reactive in dealing with unplanned issues, such as pupils and parents without appointments, intervening immediately
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

STRATEGIC LEADERSHIP

- Support the Principal in leading, inspiring and developing a committed team
- Under the direction of the Principal, work with the Local Governing Body in providing them with appropriate opportunities and reports so that they are able to have deep knowledge and understanding of the school encouraging Governors to challenge and support in order to further improve the school
- Use the outcomes of monitoring and evaluation, including the effective use of assessment and pupil progress data, in order to:
  - Support the identification of priorities for the School, developing and implementing School Improvement Planning
  - Endeavour to assure excellence in the academic, spiritual, moral, social, emotional and cultural development of all pupils, and to make accurate judgments against the agreed criteria where all pupils can experience success and become engaged in their own learning
- Act as a supportive and critical friend to the Principal
- To support the Principal in ensuring the Local Delegated Budget is managed efficiently, effectively and
- offers best value for money
- Support any other key national policies or initiatives and ensure the Trust is at the leading edge

SCHOOL MANAGEMENT

- Support the Principal in managing the day to day running of the school, within the framework of the Trust
- Manage own workload and that of others to allow an appropriate work-life balance

STAFF DEVELOPMENT

- Be responsible for the line management and appraisal of members of staff according to staffing structure
- Support the Principal in managing professional development of all staff through strategic planning, to
- ensure that the development needs of all staff, groups of staff and individuals are met, through the use of a variety of opportunities e.g. the delivery of staff INSET, opportunities for staff to share expertise, knowledge and resources, and the use of outside providers

ROLE MODEL

- Exemplify the Trinitas principles in everyday work practice
- Work towards meeting all aspects of the National Standards of Excellence for Headteachers (2014)
- Be an exceptional Leader of Learning, whilst fulfilling the operational duties of a Vice Principal as specified in the School Teachers' Pay and Conditions Document, to ensure and provide quality teaching and learning across one of the Trust Academies within an ethos of high expectation and success for all
- Work as an outstanding role model and demonstrate ability, energy and enthusiasm to colleagues, in order to support Trinitas Leadership
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Undertake any professional duties the Principal reasonably delegates and, in the event of the absence of
- the Principal, deputise and undertake professional duties to the extent required by either the Principal, the CEO, Trinitas Academy Trust or Directors

STANDARDS

- Ensure the promotion of safeguarding and well-being of all children within their Academy for whom the CEO, Trinitas Academy Trust and Directors are responsible
- Ensure the promotion of safeguarding and well-being of all children within their Academy for whom the CEO, Trinitas Academy Trust and Directors are responsible
- Ensure that every pupil receives high class learning to address all areas of their development and to ensure every teacher facilitates rising levels of pupils' achievement
- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

ADDITIONAL DUTIES

- To carry out any other reasonable duty as requested by the Principal, CEO and/or Trustees







Person Specification

	Essential / Desirable
Qualifications	
Qualified Teacher Status, including relevant degree	E
Evidence of appropriate professional development	E
Willingness to continue professional development	E
Experience	
Senior leadership experience of leading a successful school	D
Extensive understanding of teaching and learning and how to raise standards for all; including disadvantaged and SEND	E
Experience of effective and efficient financial, commercial, and resource management, to achieve accountability and a strong performance culture	E
Experience of promoting community engagement and successfully establishing links with communities	E
Experience of working with pupils with ASD/SEMH	D
Skills & Abilities	
Ability to develop effective relationships with other leaders, governors and external stakeholders	E
Able to think and act strategically keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning	E
Ability to communicate effectively and embed vision and values	E
Ability to influence and work successfully through others	E
Have proficient ability in speaking, writing, and reading English with confidence and accuracy, using vocabulary appropriate to the situation, and without a great deal of hesitation	E

Person Specification Cont...

Knowledge & Understanding	
An understanding of government policy in relation to Academies and to educational matters generally	E
Understanding of effective leadership, including the opportunities and challenges	E
Secure understanding of safeguarding policies and practice	E
Personal Attributes	
Commitment to continuous learning and development	E
Commitment to safeguarding and promoting the welfare of children and young people	E
Commitment to promoting equity, diversity, inclusion and justice to ensure all children and young people have equal opportunities to succeed	E
Ability to prioritise, meet deadlines and work under pressure	E
Have a flexible approach and are open to new ideas	E



How To Apply

We warmly encourage visits to the school and informal conversations with the Principal. If you would like to arrange a visit or discuss the role further, please contact us at: CNRHR@cornerstone.trinitasmat.org

To apply, please visit: https://mynewterm.com/jobs/148582/EDV-2026-CS-22016

Please ensure you provide:

- a full employment history (since leaving school, including education, employment and voluntary work up to present time) on your application, and include reasons for any gaps in employment.
- qualifications, the awarding body and date of award
- a statement of the personal qualities and experience that you believe are relevant to your suitability for the position, and how you meet the person specification
- details of two referees, one of whom should be your current (or most recent) employer, and should be an appropriate person of authority i.e. the Principal of a School. If you are not currently working with children, but you have in the past, you will need to provide an additional referee for the organisation by whom you most recently worked with children.

The Closing Date for Applications is: Friday, 8th January 2027

All applicants shortlisted will have references taken up before interview. They will also be required to declare their criminal record and provide any information that may make them unsuitable to work with children. As part of this process, applicants will be asked to sign a declaration confirming the information they have provided is true.

In accordance with the KCSiE guidance, shortlisted candidates should be aware that the Trust are required to conduct online searches as part of their shortlisting process in order to identify any incidents or concerns which are publicly available online. During the interview, any discrepancies noted from the shortlisting, including any gaps in employment and findings from online searches, will be explored.

All applicants who are invited to an interview will be required to bring evidence of identity, address, qualifications and their right to work in the UK.

A successful candidate will be offered a conditional offer of employment subject to a series of checks, including an enhanced DBS check, including a check of the Children's Barred List.

Trinitas Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have robust systems in place to ensure that our practices reflect statutory responsibilities, government guidance, and best practice in safeguarding.

Trinitas Academy Trust is committed to equality and diversity in employment practice and service delivery. We value the unique contributions of every individual and strive to create a working and learning environment where all members of our community feel respected, supported, and able to achieve their full potential. We actively promote inclusive practices and ensure that our policies and procedures reflect our commitment to fairness and equal opportunity, regardless of age, disability, gender, race, religion or belief, sexual orientation, or any other protected characteristic.

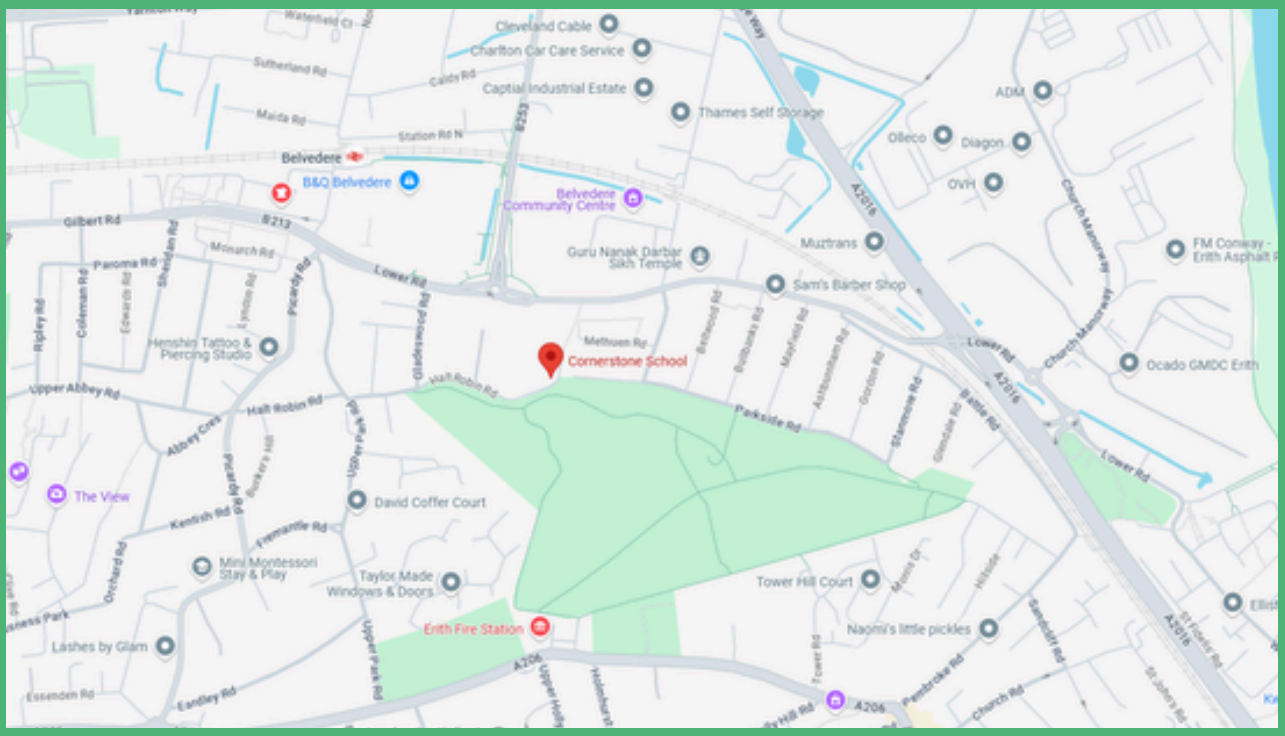
If you have any questions about the application process, please contact us at the above email address.

Cornerstone School
Halt Robin Road
Belvedere
Kent
DA17 6DW

Tel: 020 8713 0002

Email: reception@cornerstone.trinitasmat.org

Enquiries: Mrs Jeffery, Admin Services Manager



Trinitas
Academy Trust

Faith ✠ Family ✠ Flourish