



Director of School Improvement Candidate Pack



**PATHFINDER
SCHOOLS**
Inspiring greatness



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WELCOME

**Ann Davey-Pathfinder
Schools CEO**



Dear Applicant,

Firstly, may I thank you for your interest in Pathfinder Schools and our Director of School Improvement post.

This is an exciting time for Pathfinder Schools. We are looking to build on our successes, and add to the support we provide to schools. To achieve this, we need a remarkable Director of School Improvement, who, working with the Central Team, Trust Board, Heads and school colleagues will help drive and shape our school performance.

Pathfinder Schools currently consists of 9 academies, 8 primaries and one secondary, and is located in Northamptonshire, close to the Leicestershire border. We have a strong underlying ethos of collaborative working and support. This is highlighted in commitment to 'inspiring greatness' for our staff, pupils and local communities.

Providing the best education for the children in our community, from nursery right through to the end of sixth form, is what inspires us. We want to ensure that the children who attend our schools are resilient, independent learners who are provided with the tools to succeed, regardless of their starting point.

Every child is important and working in a truly collaborative way means that we can use the best possible strategies, the most effective ways of working and we can develop and implement good practice across Pathfinder Schools for the benefit of both students and staff.

To arrange an informal, confidential discussion about the post, or to arrange a visit to our schools, or the Central Team Office please email nadams@pathfinderschools.org.uk or call on 01536 714045.

We are eager to make an appointment as soon as possible and details of how you can apply are in this information pack.

I wish you every success as we embark on this important plan for all our schools. We are all very much looking forward to working closely with our new Director of School Improvement when they are appointed.

Yours faithfully

A handwritten signature in black ink that reads "Ann Davey". The script is elegant and cursive.

CEO



Over 500 staff



Over 3000 pupils



9 Academies

"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

MEET THE EXECUTIVE TEAM

Penny Rawlins-PA to the CEO & Governance Professional

I work closely with the CEO, supporting her in her role, as well as facilitating the work of the Trust Board, plus overseeing the marketing of the Trust and the ongoing management of Trust wide policies.

Ann Davey - CEO

It's my job to make sure that all of our Pathfinder Schools are fulfilling their legal duties and providing the best education they can for our Pathfinder Pupils. I do that by working really closely with the Central Team and Head Teachers to make sure that we collaborate to share what works really well and learn from one another.

Nina Adams - HR Manager

As HR Manager I work closely with our school leadership teams to ensure that we have healthy, engaged and talented staff to teach and support our pupils, and schools. My work means that our staff procedures are fair, follow employment law and staff and pupils are in a safe environment.

Peter Leaver - CFO

I have worked in schools for 12 years, first joining Montsaye in 2010 as their Business Manager. My current role is Chief Financial Officer, as CFO I am responsible for Trust wide finance, including supporting our schools to achieve the very best for our pupils within their budget. I also oversee Trust Data Protection, supporting schools to manage their building and grounds and provide legal support.

Craig Dye - IT Manager

My role at the Trust is to ensure that all of our schools have the technology they need to support learning in the classroom and to ensure that our IT systems are secure. I lead a team of IT professionals who have a wealth of experience and specialisms that we heavily rely on across the trust to ensure that our schools receive the best IT support we can provide.



CAREER DEVELOPMENT

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to work in partnership with the Best Practice Network (BPN) to deliver the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

**"We seek to
empower our
staff"**



WHAT OUR STAFF VALUE



"Leadership is strong and I feel I can go to them with anything"

"We are a team. I feel very looked after and cared for, just as I care for them."

"The opportunity to grow and ask questions to professionally develop."

"It is really nice to feel valued, supported and cared for. Great advice, great support"

"I wanted to join Pathfinder Schools as I was attracted to the Trust's values – a belief that anyone can find their own greatness always strikes a chord with me and I know that the Trust really believes in its students and staff"

"My success as a teacher here has built on the shared ideas of colleagues and I truly believe that by working together we will achieve even more".

"People are helpful, good work-life balance encouraged"



Contract type-Full time, permanent, we also welcome applications from individuals who would like to discuss part-time or flexible working.

Salary-Competitive

Work base: The role will be based at the Pathfinder Schools Office in Rothwell, however time will also be spent working within the schools across the Trust. Executive Team colleagues are supported to work on a hybrid basis with a blend of home and office based working.

Closing date-8th July 2022 12:00

Shortlisting-11th July 2022

Interviews-19th July 2022

Start date-1st September, however a January 2023 start date would be considered

How to apply

Please complete a Pathfinder Schools Teaching staff application form which can be downloaded from the vacancies page of the website.

<https://pathfinderschools.org.uk/join-us/vacancies>

Completed application forms should be accompanied by a letter of application and should be sent to recruitment@pfschools.org.uk

An exciting opportunity has arisen for a dynamic and talented leader to join the Pathfinder Schools Central Team as Director of School Improvement.

This role provides an excellent opportunity to be instrumental in our strategy for educational improvement and development across Pathfinder Schools.

Pathfinder Schools currently consists of 9 academies, 8 primaries and one secondary school, all located within a ten-mile radius. We have a strong underlying ethos of collaborative working and are committed to modelling our values of Independence, Humanity and Collaboration in all we do.

The postholder will ensure that our school leaders and teachers receive the appropriate balance of challenge, support and professional development to secure the best outcomes for our pupils.

The successful candidate will be a confident and strategic leader with significant experience of fostering dynamic teaching and learning, be an exceptional class room practitioner as well as having the ability to work effectively with our range of stakeholders.

As we have both primary and secondary academies we welcome applications from individuals that specialise in Primary or Secondary or alternatively individuals who can work confidently across both phases.

To arrange an informal, confidential discussion about the post, or to arrange a visit to our schools or the Central Team office, please email prawlins@pfschools.org.uk or call on 01536 714045.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Job Description



Director of School Improvement

Responsible to: CEO

Overall purpose of the post

To work as an integral part of the Pathfinder Schools Central Team, working with Trust School leaders and staff to enable rapid and sustainable school improvement.

Core focus

- To act as the Pathfinder Schools Teaching and Learning link, to ensure that planning, leadership, teaching and learning and progress continue to provide the best opportunities for the pupils in our Pathfinder Schools.
- To ensure that planning, leadership, teaching and learning inspire all pupils to greatness as seen in their behaviour and progress
- To identify evidence based practice from within Pathfinder Schools and beyond, to ensure this is shared and embedded across the Trust.
- To analyse performance, identify areas for improvement, facilitate appropriate support, monitor impact and build outstanding teaching and learning within Pathfinder Schools
- Work across all schools, balancing standardisation with celebration of each school's individuality and strength.
- To focus on pupil achievement, in the widest sense of the word to ensure Trust strategies, interventions and systems are effective.
- To role model as an outstanding teacher

Key duties

Quality Assurance

- To lead the Trust's data and quality assurance activities to ensure that Pathfinder Schools has live, accurate and in depth information on all aspects of school performance and to ensure that these feed into the requirements of, DfE, Ofsted, Trust Board and Central Team requirements for data are met.
- Lead quality assurance across Pathfinder Schools to include the following:
 1. In depth school visits, delivering consistent quality assurance and monitoring activities.
 2. Provide appropriate challenge and support to senior and middle leaders
 3. Ensure that school improvement priorities are appropriate and in line with the evaluation of the school.
 4. Ensure all key strategic decisions, are appropriate in meeting the needs of the school.

School Improvement-Central

- To critically analyse and interpret hard and soft data from a range of sources to identify appropriate Trust wide improvement strategies and to manage delivery

- Through quality assurance activities, clearly identify and communicate areas of strength and risk to the CEO.
- To identify at risk/high needs schools within the Trust, providing clear information to the CEO which identifies root causes of underperformance/vulnerability and to construct rapid improvement plans.
- To ensure consistency and coherency of curriculum delivery
- As required by the CEO, represent the Trust at meetings with Ofsted, Local Authorities and other colleagues and organisations.
- Prepare, complete and distribute reports as required for the CEO and Trust Board.
- To maintain appropriate records of work undertaken and report orally and in writing.
- To have overall management of the school improvement budget
- To keep up to date with developments in Primary/Secondary education and other Trust or school initiatives
- To lead and support the induction, training and appointment of new Pathfinder Schools Heads/Principals
- To work with the CEO to deliver high quality and consistent Headteacher performance management where appropriate.

School Improvement-School level

In response to quality assurance activity provide school improvement capacity across the trust, with particular focus on vulnerable/high needs schools. Working closely with Pathfinder Schools Headteachers to;

- Providing additional leadership capacity to identified at risk schools.
- Providing challenge and accountability to the Headteacher.
- Supporting the growth and development of the Headteacher.
- Enable the Headteacher to clearly identify priorities for improvement and provide challenge and support across the school.
- Enable the school to develop an individual identity, culture and ethos, responsive to their environment whilst maintaining the values of Pathfinder Schools.
- To lead and participate in reviews of individual faculties/phases/subjects to establish a baseline that can be used to inform improvement planning.
- To develop challenging and focused strategic improvement plans
- To ensure early intervention takes place when underachievement or poor progress is identified.
- To pro-actively ensure appropriate intervention strategies are put in place so targets are met
- To direct and support the implementation of challenging targets in all areas.
- To support effective impact of leadership and teaching reviews to support measured improvements in order to achieve targets.
- To ensure all schools are 'Ofsted ready', supporting the aim that all schools achieve and maintain at least a 'good rating', with the ambition to become 'outstanding'.
- To take responsibility, with the CEO, for ensuring follow up to all Ofsted inspections are thorough, robust and lead to the best possible outcomes.
- To advise on the provision of high quality teaching and learning including leading on staff training where appropriate.
- To undertake monitoring and evaluation activities with the Headteacher to inform effective coaching and improved pedagogy.
- To work collaboratively to support school leaders to facilitate appropriate teaching staff support packages to achieve sustained performance, and where necessary, improvement.

- To monitor the progress of improvement plans and targets through visits, observations, data monitoring and in discussion with Headteachers and their teams.

Teaching

- Dependant on the needs of the Trust and School Improvement priorities, supporting teaching and classroom practice will form part of the role.

General

- To comply with Pathfinder Schools Policies & Procedures
- To be aware of and support difference and ensure equal opportunities for all.
- To indicate an acceptance of, commitment to and promotion of the underlying principles underlying the Pathfinder Schools Diversity and Inclusion Policy Statement.
- To contribute to the development and implementation of the vision and values of Pathfinder Schools.
- To take responsibility for your own ongoing personal development and growth of expertise.
- To participate in training and other learning activities and appraisal as required.

Special factors

Subject to the duration of the need, the conditions given below may apply:

- The nature of the work may involve on occasion the post holder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the academy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Director of School Improvement Person Specification



Qualifications	Essential	Desirable
• Qualified Teacher Status • Educated to degree level or equivalent		
• Further professional qualifications relevant to the role • Coaching/mentoring qualification/accreditation/training		
Experience		
• Relevant leadership experience • Recent involvement in local networks or LA initiatives in teaching and learning • Significant experience of the monitoring and development of teaching and learning • Evidence of managing or making a substantial contribution to the effective management of change. • Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement • Evidence of effective teaching, assessment and target setting. • Evidence of successful improvement planning		
• Previous experience of delivering school to school support • Experience of working in collaboration with other schools to realise improvement and raise standards.		
Skills and knowledge		
Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning Sound and recent knowledge of educational policy developments and implication for in-school practices		

Director of School Improvement Person Specification



Skills and knowledge continued	Essential	Desirable
• Performance management, managing effective professional development and managing under- performance. • A clear understanding of the current OFSTED framework. • Detailed knowledge of effective school improvement strategies • Proven problem solving ability • Strategic curriculum development • Excellent communication skills, both written and oral • Good interpersonal skills with the ability and experience to enthuse and motivate others • The ability to develop effective partnerships and networks • A flexible approach to task management • Experience of inspection and evaluation of educational provision and standards • Knowledge of current curriculum requirements • Excellent understanding of current pedagogical issues • Awareness of the uses of data and other monitoring and evaluation activities to highlight areas for development • Prioritise and manage time appropriately, able to work under pressure and to deadlines. • Able to mentor and coach others		
Leadership skills		
• Build upon current good practice by supporting and developing effective teamwork across the whole Pathfinder Schools community. • Prioritise, plan and organise own work; direct, coordinate and provide professional direction to the work of others. • Empower others to carry vision forward. • Provide an inspiring role model for pupils and staff, creating an environment where all can thrive. • Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life within the resources available. • Exceptionally skilled in, developing and enabling others. • Able to challenge underperformance and communicate high expectations to all • Relate well to colleagues and be able to establish and maintain good working relationships quickly in sometimes difficult contexts. • Commitment to the Pathfinder Schools value of humanity		

Director of School Improvement Person Specification



Communication & problem solving	Essential	Desirable
• Sound judgement and decision maker – confident in using own initiative • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust • Think creatively and imaginatively to anticipate and solve problems and identify opportunities for schools. • Strong analysis of education data to inform successful education delivery • Deal sensitively with people with very different and sometimes demanding expectations, demonstrating an ability to avert and resolve conflict. • Communicate, negotiate and secure cooperation of a wide range of people. • Create a climate of open communication where people feel able to express opinion and know their views will be respected.		
Personal effectiveness		
• Prioritise and manage time appropriately, able to work under pressure and to deadlines. • Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances. • Be prepared to engage in any CPD opportunities that arise to support the development of the role. • Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth, humour and compassion. • Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas. • Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education		

Director of School Improvement Person Specification

Equality & Diversity	Essential	Desirable
- How to promote inclusion and implement equal opportunities for all. - An ability to promote equality of opportunity and recognise the potential for developing this in school communities		
Special factors		
Work in accordance with the Trust's values and Behaviours- Collaboration, Humanity & Independence A commitment to safeguarding and promoting welfare of children and young people Willingness to provide a full Disclosure and Barring Service disclosure		



CONTACT US

1. Visit us Pathfinder Schools, Greening Road, Rothwell, Northamptonshire, NN14 6FJ

2. Call us 01536 714045

3. Email us office@pfschools.org.uk

4. Website Pathfinder Schools, Greening Road, Rothwell, Northamptonshire, NN14 6FJ

5. Follow us @PathfinderSch

