



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

# Headteacher

## Archbishop Holgate's School

Required from: September 2024

Closing date: Monday 15 April at 8am

Interview dates: Thursday 18 and Friday 19 April 2024

We are looking for an experienced Headteacher or senior leader with a proven track record of outstanding leadership and management across schools. Above all else, we are seeking a colleague who can lead by example, motivate and inspire both staff and students, and is a highly visible presence, whose values-based leadership promotes positivity, community and excellence in all they do.

*"Archbishop Holgate's School is an exceptional place for pupils to learn. The school's values of justice, compassion, forgiveness and trust are at the heart of every aspect of school life."*

View our latest [Ofsted report \(October 2021\)](#)

Whilst recognising the school's current strengths and achievements, the successful candidate will also use their knowledge and experience to identify the next steps in the school's journey and strive to ensure that Archbishop Holgate's continues to be an outstanding school that serves the entire community.

Our school has an excellent track record for high-quality teaching and learning; an inclusive and inspiring curriculum; a wide variety of extra-curricular opportunities and outstanding GCSE and Post 16 examination results. The school is currently judged outstanding in all areas by both Ofsted and SIAMS.

You will be an experienced school leader who will:

- Lead and model the vision, values and Christian distinctiveness that underpins all aspects of school life.
- Continually strive for excellence in all areas whilst understanding the importance of school community.
- Work as part of an established team of outstanding school leaders to ensure high standards in all areas.
- Be an excellent classroom practitioner and understand the importance of being a highly visible presence each day.
- Embrace the opportunity to work in partnership with both the Teaching School Hub and other Pathfinder schools to further enhance our reputation throughout the local and wider community. Integral to this will be the exciting possibilities of close collaboration with Malton School, soon to be the second secondary school in the Trust.

Archbishop Holgate's is an excellent place to work, a view confirmed by Ofsted in our most recent inspection, "Staff are incredibly proud to work here." Our staff are friendly and supportive and our students are keen and eager to succeed. This role is ideal for an external colleague looking to share their wealth of experience with an established team.



## Archbishop Holgate's School

A Church of England Academy Founded 1546

### Job Title

Headteacher

### Reports to

The school's Local Governing Committee and the CEO of Pathfinder Multi Academy Trust

### Grade

L33 - L43 (range depending on experience)  
Relocation package would be considered

### Additional Information

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion with Andrew Daly our CEO, please contact Tracy Laverack at Academicis, our recruitment partner, on [tlaverack@academicis.co.uk](mailto:tlaverack@academicis.co.uk) or by phone on 07554 118 997 or 01223 907979.

To apply, please complete an application form and include a two-sided letter outlining your experience and vision for the school. Applications should be emailed to:

Tracy Laverack on [tlaverack@academicis.co.uk](mailto:tlaverack@academicis.co.uk)

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process, an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe.



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*'I have come that they may have life, and have it to the full.'*

John 10:10



**Archbishop Holgate's School**

A Church of England Academy Founded 1546

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high-quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

*Christian values that  
underpin all we do*

*Outstanding pastoral care that  
sees each student as an individual*

*Maximum achievement for  
all students, at all levels*

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop Holgate's they do so as well rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

In 2021, the school was delighted to once again be awarded outstanding judgements in all areas of the Ofsted inspection.

Prior to the pandemic the school has consistently enjoyed some of the best results nationally at both GCSE and Post 16.

At Key Stage 5, the Sixth Form has over the past decade consistently performed in the top 5% of Post 16 providers.

At Key Stage 4, the school consistently performs significantly above the national averages for all groups of students, with outcomes that are regularly among the strongest locally and nationally. Whilst the school has a long-standing trend of outstanding Progress 8 scores (for all students and disadvantaged students) this is an area where we continually strive for further improvement.

The school regularly features within the top ten of the Times 100 best schools.







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**Extracts from the 2021 Ofsted report:**

*"Leaders have established a culture of respect, dignity and inclusivity that allows every pupil to thrive."*

*"Pupils' behaviour is excellent. At all times, pupils are calm, orderly, and respectful."*

*"The school's personal development programme is comprehensive. Pupils experience a range of trips and visits to broaden their cultural horizons."*

*"The support provided for pupils with special educational needs and/or disabilities (SEND) is exceptionally strong."*

*"The Sixth Form curriculum is exceptionally strong."*

*"All staff feel valued. They refer to being part of a special community. Leaders proactively consider the workload and wellbeing of their staff."*





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## Values, Care, Achievement



JUSTICE



COMPASSION



FORGIVENESS



TRUST

Our school values of Justice, Compassion, Forgiveness and Trust have been embedded across the school community and are 'lived into being' by students and staff. They permeate all areas of school life and represent a shared vision across the entire school community.

## 10 Commitments to staff

Our 10 commitments to staff ensure that we have a positive and purposeful school community where we help and support each other in line with our Christian values and underpinned by visible and supportive leadership at all levels.



1. Community and Culture



6. Prioritising high quality planning



2. High quality recruitment, retention and development



7. Developmental teaching and learning



3. Supportive staff appraisal



8. Communication commitment



4. Streamlined data and report management



9. Wellbeing – A welcoming place to work



5. Marking that is manageable and meaningful



10. Managing workload

## Outstanding Facilities

Students at Archbishop Holgate's benefit from excellent teaching and learning within high-quality facilities. The school has received significant investment over recent years which has included a new Maths block, library and inclusion unit. The school also has a modern Sixth Form and English block, extensive sporting facilities, including an indoor swimming pool, sports hall, gymnasium and large playing fields, along with specialist facilities for Art, DT, Drama, Media and Music.

[Click here](#) to take a 360° virtual tour of the school.



## Pathfinder Teaching School Hub



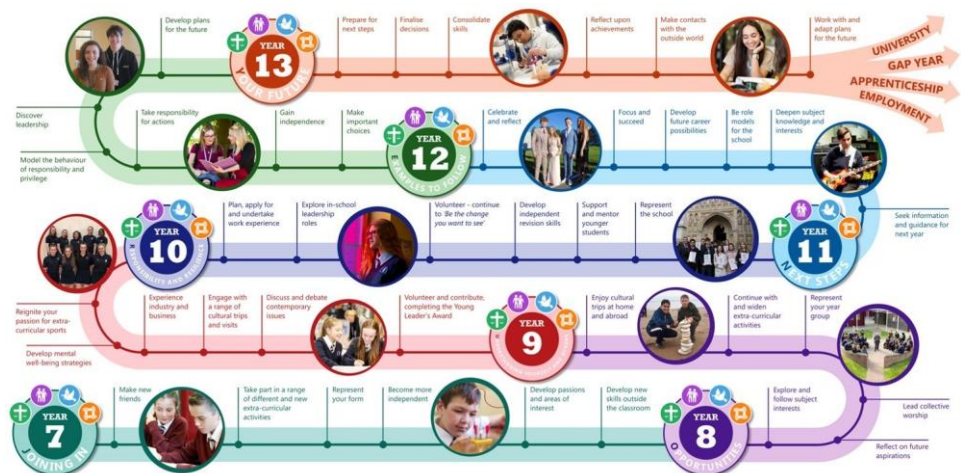
In February 2021, Archbishop Holgate's was selected as one of the government's new prestigious Teaching School Hubs, a national network of 87 school-led centres of excellence for teacher and leadership training and development. Working in partnership across the Ryedale, Scarborough and York region, the Pathfinder Teaching School Hub, provides high-quality training and continuous professional development for teachers at every stage of their career.

Visit the [Teaching School Hub website](#) for more information.

## AHS Journey

The AHS Journey ensures every student's personal development is at the centre of everything we do. As they progress through school, all students benefit from a wide range of cultural and enrichment opportunities both within the classroom and through the extra-curricular life of our school.

Visit the [AHS Journey page](#) on our website for more information on the extensive range of opportunities available to our students.



*'Your present circumstances don't determine where you can go; they merely determine where you start.'*





# Diocese of York

York Diocesan Board of Education supports 123 Church of England schools and academies in the area from the Humber to the Tees. We have a dedicated team of professionals who offer a wide range of expertise and can help schools access further assistance.



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**YORK**

The Education team aims to:

- Be available as a 'one-stop shop' for pastoral and professional support;
- Work with a range of agencies to promote school improvement;
- Promote excellence and Christian distinctiveness;
- Provide and facilitate professional development and governor training;
- Help schools and academies network, collaborate together and share best practice;
- Offer a Total Property Management scheme in association with DBE Services Ltd;
- Guide schools on matters concerning trusts;
- Work with schools exploring academy conversion;
- Involvement in recruitment processes for new Headteachers/Heads of School;
- Support Headteacher appraisal;
- Represent Church of England education to the wider church community and more widely to the public;
- Maintain contact with the local authorities and the Regional Directors at the DfE.

## The Rt Revd Paul Ferguson, Bishop of Whitby and Chair of the Diocesan Board of Education, said:



*"Our schools and academies are a vital part of the mission of the Church of England in the Diocese of York. Staff and governors are strongly committed to their communities, and in many cases the influence of church schools can only be described as transformative.*

*We strive to offer our young people the very best in every aspect of education, including encouraging them to mature spiritually and to understand how faith informs good relationships and responsible citizenship. We aim for our schools to be places where the love of God in Christ is truly reflected.*

*If these aims and values resonate with you, we hope that you will consider applying to come to Archbishop Holgate's School to lead our school into the next phase of its life."*

## Andrew Smith, Diocesan Director of Education, said:



*"As a diocese, we are here to help celebrate and strengthen the Christian ethos in our schools. We understand that each school is unique and our aim is to get to know our schools on an individual basis in order to foster the local parish and community links as far as possible.*

*As such, our Education Team offers a range of support to our Headteachers from both a school distinctiveness and effectiveness point of view, as well as providing a range of training and development opportunities for staff and governors to access over the course of each year. In a rapidly changing educational landscape, we are more and more involved in wider school development, particularly as schools change from one school status to another.*

*I do hope that you feel able to apply for the position of Headteacher and we would look forward to welcoming you as part of our diocesan family here in the Diocese of York."*

# Job Description

## Overview

**The Headteacher will be responsible for providing the leadership and management of Archbishop Holgate's, in line with the vision, values and Christian distinctiveness of the school.**

This role represents an exciting opportunity to lead one of the most successful secondary schools in the country. The successful candidate will report to the school's Local Governing Committee and CEO of the Trust and benefit from the extensive support provided by Pathfinder's highly effective central operations team. The school is currently in a strong position academically, has sound finances moving forward, as well as an excellent reputation in both the local and wider community. We are now ready to develop our next set of plans to continue to move the school forward and integral to this will be the new Headteacher.

The successful candidate will develop ambitious school-based plans that ensure all students benefit from an excellent all-round education. Central to this will be:

- An ongoing commitment to the school's values and Christian distinctiveness
- Ensuring consistently excellent teaching and learning across the school
- Further develop an ambitious curriculum that promotes a love of learning
- Embedding the AHS Journey and opportunities for extra-curricular enrichment
- Promoting high standards of behaviour and personal development in all students

As a result of this all students, regardless of background or ability, will fulfil their academic potential and be fully prepared for their appropriate next steps.

## Duties and Responsibilities

### Purpose

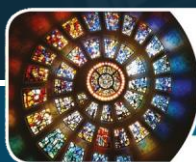
- Maintain and promote the vision, values and Christian distinctiveness of the school.
- Be accountable for all aspects of safeguarding to ensure staff and students' safety and welfare.
- Set the school's priorities and strategic direction together with the Local Governing Committee and Trust Board and communicate these clearly and effectively to the school community.
- Be responsible for day-to-day leadership and management, overseeing systems, processes and policies to ensure all aspects of the school operate effectively.
- Identify problems and barriers to the school's effectiveness and develop strategies for school improvement.
- Monitor progress towards achieving the school's strategic priorities and make sure school improvement objectives are implemented effectively.
- Allocate financial resources appropriately, efficiently and effectively.
- Ensure the school is fully prepared for all forms of external evaluation including Ofsted and SIAMS.
- Be responsible for the effective recruitment and appointment of new members of staff in line with the Trust's HR and safer recruitment procedures.
- Fully commit and contribute to the school's role in the Trust, alongside its secondary and primary colleagues.

### Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Lead by example, serving in the best interests of the school's staff, students and families.

### Culture and behaviour

- Maintain and develop a culture where students experience a positive and enriching school life.
- Uphold ambitious educational standards in order to prepare students from all backgrounds and abilities for their next phase of education and life after school.
- Encourage high standards of behaviour from students, built on established rules and routines that are understood by all students and clearly demonstrated by all adults in school.
- Implement strategies which promote high standards of behaviour, attendance and punctuality and foster an environment where learning can thrive.
- Ensure a culture of staff professionalism.



## Teaching, curriculum and assessment

- Ensure high-quality teaching and learning is maintained across all subject areas and strategic planning supports the highest possible outcomes for students.
- Lead curriculum development and innovation, ensuring that statutory requirements for the National Curriculum are met and that all students are able to access a broad, balanced and creative curriculum that is ambitious and inspiring.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place, identifying and supporting any areas of weakness and highlighting best practice across school.
- Ensure a planned cycle of assessment, monitoring and evaluation across school, including an effective system for assessing, recording and reporting of students' progress towards targets and outcomes.
- Ensure that the wider school curriculum promotes equality, respect and diversity and provides all students with opportunities to grow and develop as individuals.

## Additional and special educational needs and disabilities (SEND)

- Promote a culture which has high expectations for students with SEND and enables them to access the curriculum.
- Ensure all disadvantaged and SEND students make optimal progress even where there are barriers to learning.
- Ensure the school works effectively with parents, carers and relevant professionals to identify additional needs and provide support and adaptation where appropriate.

## Managing the school

- Ensure all school policies and procedures (especially those for safeguarding, child protection and health and safety) take account of national and local circumstances, are followed by staff and students and are reviewed and updated regularly.
- Be a regular presence around the school, leading assemblies, acts of collective worship, parents' evenings, open evening and other whole school events.
- Communicate key messages and updates to staff on the operational and strategic direction of the school through the daily staff bulletin, staff meetings and training days.
- Manage the school's delegated budget in line with the school's financial procedures, improvement plan and strategic vision to ensure value for money.
- Work to ensure the effective ongoing development of the school site and that resources and facilities enhance the learning experience for students and fulfil the school's commitment to sustainability.
- Ensure excellent communication and engagement with parents and carers through the school's weekly newsletter, parent bulletin, website and social media accounts.
- Ensure trust-wide policies and procedures are implemented effectively within the school.

## Professional development

- Develop and strengthen leadership across the school. Lead and manage senior leaders, ensuring a professional culture that promotes courtesy and mutual respect among all staff in the school community.
- Effectively complete the requirements for performance management of staff, providing support and challenge to ensure a culture of high expectations whilst effectively dealing with underperformance.
- Work proactively to support the retention and development of staff, encouraging initiative and partnership working.
- Focus on the staff community and wellbeing to ensure the school remains an attractive and positive place to work.
- Seek training and development opportunities to meet the needs of the school community and your own Continuing Professional Development.

## Governance, accountability and working in partnership

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all of its statutory duties.
- Understand and welcome the role of effective governance at school and trust level and ensure governors and trustees are fully informed about the educational and financial performance of the school through regular reporting and attendance at Local Governing Committee meetings.
- Contribute to the continued development of the multi academy trust as part of the Headteachers' Group and through working collaboratively with the Trust's Executive Team and Operations Team.
- Be accountable for student achievement and progress and the overall performance and reputation of the school.
- Liaise as necessary with other key partners including the York Schools and Academies Board (YSAB), York Secondary Heads' Group and those linked with the Pathfinder Teaching School Hub.

# Person Specification

	Essential	Desirable
<b>Education, qualifications and training</b>		
• Qualified Teacher Status (QTS)	✓	
• Degree or equivalent qualification	✓	
• Evidence of professional development relevant to the post	✓	
• National Professional Qualification in Headship (NPQH)		✓
<b>Experience and knowledge</b>		
• Successful senior leadership and management experience in an 11 to 16/18 secondary school.	✓	
• At least three years Headship experience.		✓
• Experience of effective school development planning and a track record of delivering outcomes and monitoring impact.	✓	
• Experience of managing budgets in accordance with a curriculum-led financial plan.	✓	
• Knowledge of current national and local welfare and safeguarding legislation, practices and procedures.	✓	
• Knowledge and understanding of responsibilities related to Keeping Children Safe in Education, Working Together to Safeguard Children and other relevant legislation.	✓	
• Experience of managing and developing staff; including holding them to account in accordance with a performance management system.	✓	
<b>Professional skills and abilities</b>		
• An outstanding school leader with a proven track record of school improvement, monitoring, evaluating and reviewing on an ongoing basis.	✓	
• Evidence of being an outstanding classroom teacher with a commitment to both academic progress and the personal development of students.	✓	
• Ability to communicate effectively with staff, students, parents, governors and the local community.	✓	
• Evidence of being an effective decision maker with good judgement on when to modify and when to maintain a position.	✓	
• Excellent time management, organisational and delegation skills and ability to manage a diverse workload.	✓	
• Ability to work in collaboration with other schools, fellow professionals and external organisations to improve outcomes for all children.	✓	
<b>Personal qualities</b>		
• A highly visible leader, open and approachable to all with the ability to forge positive links with the whole school community.	✓	
• Demonstrate and articulate a clear Christian vision, values and moral purpose, firmly rooted in the Christian faith and respecting diversity and difference.	✓	
• Be a practising Christian.		✓
• Demonstrate a confident leadership style with the ability to build and nurture effective teams.	✓	
• Provide every student and member of staff in school with the opportunities and support they need to thrive.	✓	





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# Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

## Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



### Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

### Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

### Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

## TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

### Support Staff Pension Scheme

Pathfinder contributes an additional 20.5% of your salary

### Teachers' Pension Scheme

Pathfinder contributes an additional 23.68% of your salary

## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

## Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months