



**Candidate Pack  
Headteacher**

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# Welcome from our CEO



Dear Applicant,

I want to thank you for your interest in Pathfinder Schools and our Head Teacher post. This is an exciting time for Pathfinder Schools, we are looking to build on our successes, and to continue to grow and develop. We warmly invite you to consider joining our team.

Wilbarston C of E Primary School's pupils, parents, governors and staff are seeking a remarkable individual to be the next Head Teacher to work with them and the Pathfinder School's Central Team to lead the school into its next stage of development.

Pathfinder Schools currently consists of 10 schools, 9 primaries and 1 secondary, and is located in Northamptonshire, close to the Leicestershire border.

We strongly believe that pupils and staff thrive when they work in a collaborative and supportive environment. We are committed 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 receive an education that is world-class and fit for purpose in the 21st century. We work to enable our children to become resilient, independent learners who are provided with the tools to succeed in the wider world.

We are eager to make an appointment as soon as possible and details of how you can apply are in this information pack. I very much hope that you will choose to apply and I wish you every success. We are all very much looking forward to working closely with our new Head Teacher and to welcoming them to the Pathfinder family.

Yours faithfully

Emma Sims

Chief Executive Officer

# About us



## Our Ethos and Values

Our Vision as a Church of England school is to deliver a caring, stimulating and enjoyable experience for all our pupils, during which pupils are expected to do their best at all times and to live out our Christian values, underpinned by John 10:10- Jesus said, I have come that you should have life, life in all its fullness, by treating others as they would like to be treated.

Pupils should leave our school with strong basic skills including communication, self management and team-working skills, able to access the next stage of learning, be useful and caring citizens of our country with pride and awareness of our collective values and with special memories of their time at our school.

Our Mission Statement is "to learn with care, fun, faith and respect".

What this means - Our Christian vision, ethos and values are at the core of everything we do in school. All adults chose to work in a Church of England school and to work with one another and our whole wider school community in a Christian way - treating all with respect and care. We understand that all adults are role models for pupils and work hard to establish positive relationships with families from the start of a family's time with us at our welcome evening, to the end of a child's time with us at the Leavers' Service. The broad Christian ethos, values and vision underpin our teaching and learning, and provide an environment which nurtures our pupils enabling them to leave our school as caring, confident, happy citizens. Children understand that we are all children of God and are guided to support and serve one another e.g. as play leaders or buddies during their time in school and with the adults in school to guide and support them too.

The shared Christian values of honesty, respect and co-operation are key to our ways of working with and supporting our families.

# 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 be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering 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 National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.



# What our staff appreciate most...

Colleagues at school and at Trust

Supportive network

Children we serve are hardworking and fun to teach

Teamwork

Behaviour of the children

my colleague



# Leading our School-what our pupils are looking for in their new Headteacher....

Funny

Friendly

Kind

Understands us

Happy

Encouraging

# Being part of Pathfinder Schools

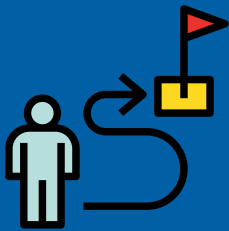


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

**One Trust, transforming lives and communities, inspiring greatness**

## Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

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



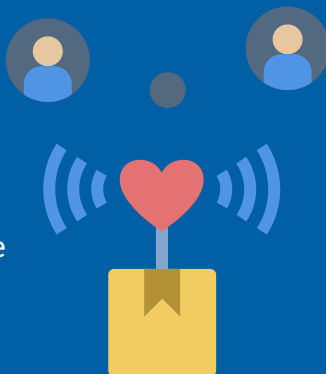
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





## Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



## 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.

## Our Values

### Aspiration

#### We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

### Responsibility

#### We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



### Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

# Advert



Pathfinder Schools are delighted to offer an exciting opportunity to lead Wilbarston C of E Primary School. Situated in the small village of Wilbarston, our school is much loved by its pupils, families and the wider community. Our staff team and governing body form an exceptional, highly engaged and ambitious team.

We are looking for a leader who:

- is keen to support the ethos of a Church School
- has vision, energy and a passion for providing the best possible education
- a determination to keep children at the heart of all we do.
- is an inspirational leader
- has the ability to develop our high standards of education
- provides a welcoming, inspiring and supportive environment

This role would be suitable for an existing Head or Deputy or a talented and ambitious middle leader or experienced teacher keen to take the next step into school leadership.

Visits to the school prior to application are encouraged and welcomed, to arrange a visit please contact our School Business Manager Lindsay Harris at [LHarris@pfschools.org.uk](mailto:LHarris@pfschools.org.uk)

If you would like to learn more about Pathfinder Schools our CEO Emma Sims would be very happy to speak with you, to arrange a discussion with Emma please email [office@pfschools.org.uk](mailto:office@pfschools.org.uk)

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

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.

Wilbarston Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address:

<https://www.wilbarston.northants.sch.uk/index.php/safeguarding/safeguarding-and-child-protection>

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.

Contract type-Permanent

Salary- Leadership Scale L8-L13 (£52,659.00-£59,556.06)

Closing date-Thursdays 21st September 2023 5pm

Interviews-w/c 25th-tentative date 26th September 2023

If you have any concerns regarding meeting the above dates please contact the Trust HR team at [askhr@pfschools.org.uk](mailto:askhr@pfschools.org.uk) who will support you further.

Start date -January 2024 however a later start would be considered.

## How to apply -

To apply please complete a Pathfinder Schools Head Teacher application form which can be downloaded from the vacancies page of the Trust 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](mailto:recruitment@pfschools.org.uk)

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



## Headteacher

**Responsible to:** The Local Academy Board (LAB) of Wilbarston CE Primary School and the Pathfinder Schools Trust Board.

### Purpose of the role:

- Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of a Head Teacher
- Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.
- Meet the standards set out in the guidance document Head Teachers' standards 2020
- Achieve any performance criteria, objectives or targets agreed with or set by the Governing Board in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

### Key responsibility areas:

- Strategic leadership and management
- Leadership and management of pupils' attainment and progress
- Leadership and management of staff
- Leadership and management of a rich and varied curriculum that meets the needs of all pupils
- Leadership of learning and teaching that is of a high standard and raised aspirations, ensuring pupils achieve
- Financial leadership and management
- Management of resources and premises

### Strategic Leadership

- Lead by example providing dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the school and Pathfinder Schools Multi Academy Trust.
- Demonstrate commitment to continual school improvement to raise the educational outcomes for all children, increasing teachers' effectiveness and securing rapid academy improvement.
- Communicate compelling the school's vision and drive the strategic leadership, empowering all students and staff to excel
- Critically evaluate the school's performance and ensure performance targets are achieved for all children
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Establish collaborative and open relationships with all stakeholders
- Secure the commitment of parents and the wider community to the vision and direction of the schools and the Trust
- Ensure regular, open communication with the CEO, Deputy CEO, Director of School Improvement and Trust Board to enable the Board to meet its responsibilities
- Develop and embed the Christian ethos of the school so that it is intrinsic and permeates all aspects of the school's life and curriculum.

### High Quality Teaching and Learning

- Demand ambitious standards for all children across a broad and balanced curriculum, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes
- Secure and sustain high quality teaching and learning through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children's well-being
- Secure and sustain effective, high quality teaching and learning by ensuring the Senior Leadership Team has in place robust strategies for monitoring and evaluating the quality of teaching and standards. Ensure that robust assessment data analysis is used to set challenging targets
- Ensure that on-going high quality professional development is in place for all staff

- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment
- Ensure the effective and appropriate pastoral support is available to all children
- Develop an inclusive and supportive approach so that all children, the community and all stakeholders feel welcome

### **Systems and process**

- Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the Local Academy Board (LAB) in understanding its role and delivering its functions effectively – in particular its functions to set school strategy and hold the Head Teacher to account for student, staff and financial performance
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and who hold each other to account for their decision making
- Ensure the LAB and Trust priorities are consistently and effectively implemented and the impact monitoring for pupil progression, attainment and achievement
- Secure robust school self-evaluation and quality assurance procedures
- Working with the Senior Leadership Team, advise the LAB on the formulation of the annual budget in order that the school secures their objectives
- Ensure regular monitoring of the budget and the oversight of the use of resources in order to ensure that each school meets its objectives
- Work with the Senior Leadership Team to recruit and retain staff of the highest quality
- Oversee the implementation of Trust policies and procedures ensuring consistent application and monitoring for impact
- Work with the Central Team, Senior Leadership Team and Business Manager to maximise the level of external funding that is attracted to support the school's development.
- Ensure agreed reporting mechanisms are effectively in place for the Local Academy Board

### **The self-improving academy system**

- Treat everyone fairly and equitably demonstrating our core values
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process
- Develop leadership capacity at all levels, through coaching and other appropriate methods
- Establish strong middle leadership roles within a distributed leadership structure
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation
- Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the schools and support other staff in participating in Trust work
- Participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and the Trust in a local and national context.

**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.

# Headteacher Person Specification



## Qualifications & experience

- Qualified Teacher Status (QTS)
- Experience across the appropriate age range
- Evidence of recent leadership experience that has contributed towards school self-evaluation and the development of whole school priorities
- A proven track record of leading whole school strategic improvement to improve pupil outcomes
- Evidence of appropriate leadership development (e.g NPQH, NPQSL)
- Experience of working in a church school

## Personal qualities

- Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
- Demonstrate a passion for teaching and learning
- Communicate effectively and develop positive relationships with all stakeholders
- Demonstrate advanced interpersonal skills
- Be decisive, consistent and focused on solutions
- Demonstrate the capacity to lead others, be reflective, resilient and adaptable
- Be able to motivate and inspire others
- Actively listen and consider the views of others
- Commitment to work-life balance and providing staff with the tools to achieve balance

## Skills

- Formulate a vision and secure commitment to them from stakeholders
- Analyse and interpret data accurately to inform school improvement to monitor pupil progress
- Engage leaders at all levels in systematic and rigorous monitoring and evaluation
- Effectively evaluate school performance and accurately identify priorities for improvement
- Work effectively with the governing body, enabling governors to fulfill their roles and meet their responsibilities

## Qualification & experience

- Essential
- Essential
- Essential
- Essential
- Desirable
- Desirable

## Personal qualities

- Essential
- Essential
- Essential
- Essential
- Essential
- Essential
- Essential
- Essential
- Essential

## Skills

- Desirable
- Essential
- Essential
- Essential
- Essential

# Headteacher Person Specification



## Skills cont.

- Formulate a vision and secure commitment to them from stakeholders
- Analyse and interpret data accurately to inform school improvement to monitor pupil progress
- Engage leaders at all levels in systematic and rigorous monitoring and evaluation
- Effectively evaluate school performance and accurately identify priorities for improvement
- Work effectively with the governing body, enabling governors to fulfill their roles and meet their responsibilities
- Work in collaboration with other schools, fellow professionals,- and external organisations to improve outcomes for children

## Professional knowledge & understanding

- Be committed to securing equality of opportunity across the Trust
- Have an understanding of national education policy, curriculum and assessment developments and statutory and legal frameworks within which a school operates, including the Ofsted Inspection Framework
- Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils
- Understanding of the factors which create barriers to learning and the ability to implement appropriate strategies for reducing inequalities and promoting social inclusion
- Maintain high standards of pupil behaviour and attitudes to learning
- Have experience of multi-agency working to support vulnerable children and families and to promote excellent attendance
- An understanding of effective financial management
- Demonstrate a commitment to the continuing professional development of all staff
- Knowledge of the SIAMS framework

## Skills cont.

- Essential
- Essential
- Desirable
- Essential
- Essential
- Desirable

## Professional knowledge & understanding

- Essential
- Essential
- Essential
- Desirable
- Essential
- Desirable
- Essential
- Desirable
- Desirable

# Headteacher Person Specification



## Safeguarding

- Knowledge of national and local safeguarding guidance
- Experience of safeguarding and promoting the welfare of children and young people
- A commitment to work with relevant agencies to protect children and young people
- Knowledge of best practice and procedures in school for children and young people

## Safeguarding

- Essential
- Essential
- Essential
- Essential



# Contact us

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