



Multi-Site Senior Leader-Primary Candidate Pack



**PATHFINDER
SCHOOLS**
Inspiring greatness

Advert

Contract type

Part-time 0.4

Fixed-term to 31/12/2024

Salary-Pathfinder Schools

Leadership Scale L5-L7

£52,073-£54,816 per annum pro rata

The post holder may be asked to work across all Pathfinder Schools sites however the purpose of the post is to support the Trust's three small village primary schools, Naseby CE Primary Academy, Rushton Primary School, and Wilbarston CE Primary School.

Closing date-Monday 26th February 2024

Start date-April 2024

How to apply

Please complete a Pathfinder Schools Teaching 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

Pathfinder Schools has an exciting opportunity to join the Trust Central Education Team to support our three small village primary schools; Naseby Primary Academy, Rushton Primary School and Wilbarston CE Primary School by providing additional leadership capacity.

Each school has a Headteacher or Head of School and a Senior Teacher who in addition to their classroom duties supports the Head in the management of the day to day operations of the school. The post holder will work closely with these teams and the Central Education Team led by the Trust Deputy CEO.

Pathfinder Schools currently consists of ten academies, 9 primaries and one secondary academy in North and West Northants.

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.

Safeguarding Policies and Procedures for the respective schools are available on their websites, which are accessible from the following web addresses:

[Safeguarding and Child Protection \(wilbarston.northants.sch.uk\)](http://wilbarston.northants.sch.uk)

[SAFEGUARDING | rushtonprimaryschool Naseby Church of England Primary Academy - Safeguarding \(nasebyschool.co.uk\)](http://rushtonprimaryschool.nasebychurchofengland.com)

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form.

Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, 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.

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.

Job

Description

Multi-Site Senior Leader Fixed-Term

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will provide additional leadership capacity and will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

To post holder will deputise for the Headteacher/Head of School in their absence and as directed by the Pathfinder Schools Executive Team.

The Multi-Site Senior Leader will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The Multi-Site Senior leader will:

- Uphold public trust in school and trust leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's and trust's pupils

Duties & Responsibilities

School culture and behaviour

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Create a culture where pupils experience a positive and enriching school life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Support the implementation of trust-wide policies and school-level policies
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Support the recruitment of teaching and non-teaching staff
- Help to build on the vision of the trust and share with colleagues across the trust how this is being demonstrated in the school
- Attend any relevant local academy board /or Trust meetings
- Contribute to and be responsible for reports to the Trust Central Education Team and Local Academy Board as directed
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Ensure staff have access to appropriate and a high standard of professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Deputy CEO and in partnership with the Head of allocated schools the Multi-Site Senior Leader will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

General

You may be required to provide cover/work in any of the employer's academies for temporary periods.

Any other duties and responsibilities within the range of the salary grade and at the request of the Executive Team.

Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance, and health and safety procedures

To be accountable for promoting and safeguarding the welfare of students responsible for, or whom in contact with.



Multi-Site Senior Leader Primary Person Specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• National professional qualification for headship (NPQH)• Qualified teacher status• Degree• DSL trained
Experience	<ul style="list-style-type: none">• Expertise in EYFS• Successful leadership and management experience in a school• Teaching experience• Experience in working successfully in multiple schools simultaneously• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Previous Headship experience
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships

Criteria	Qualities
Personal qualities	<ul style="list-style-type: none"> • A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.

Notes:

This job description may be amended at any time in consultation with the postholder.

If applicable, add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____