

# The Pathway Academy Trust



**Head Teacher**  
Culverstone Green Primary School



*Leading the way in the pursuit of excellence: in the spirit of collaboration and inspiration, through a creative, inclusive and child-centred education*



## ABOUT THE ROLE

Apply by: 15th April 2020  
Interviews: 21st & 22nd April  
Job start: September 2020  
Salary: Group 2 L15-L21  
Currently £57,986-  
£67,183  
Location: Culverstone Green  
Primary School  
(Meopham, Kent)  
Contract: Full Time  
Term: Permanent

Culverstone Green is a one-form entry primary school in a beautiful village location and prides itself on providing a happy, caring and safe environment for all its pupils. The school moved into a new building in September 2017 and has fantastic grounds, resources and facilities. Children are inspired to be the best that they can be in all that they do, with high standards for academic performance, behaviour and wellbeing based on the core values of being caring, confident and creative. The dedication of staff, pastoral care, enthusiasm of pupils and support of parents were all recognised in the most recent short Ofsted inspection in October 2018, where the school continued to be rated as “Good”.

Culverstone Green Primary School was one of the two founding schools of The Pathway Academy Trust in 2015. There are now five schools within the Trust, creating many opportunities for collaborative working with support from both the Chief Executive Officer and Deputy CEO.

We are committed to finding the very best candidate to lead Culverstone Green as the current Head Teacher steps up to the role of full-time CEO and the school continues on its journey and builds on its success: someone who will lead by example with integrity, creativity, resilience and clarity, empowering all pupils and staff to succeed.

Before applying for this role, please ensure you have read all the relevant information. The job description and person specification will be used by the selection panel to shortlist your application, so think carefully about the criteria for this role and demonstrate in your application how you fulfil all the requirements.

### EQUAL OPPORTUNITIES STATEMENT

The Pathway Academy Trust, an equal opportunities employer, values the diversity of our workforce and the knowledge of our people. The Trust provides all qualified applicants consideration for employment without regard to age, race, colour, religion, gender, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The Pathway Academy Trust is committed to providing reasonable adjustments to individuals with disabilities.

### SAFEGUARDING STATEMENT

The Pathway Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. There is a requirement for the successful applicant to complete an enhanced Disclosure and Barring Service (DBS) check. The Trust is also committed to ensuring that it meets the requirements of the Disclosure and Barring Service and DfE in relation to the processing, handling and security of Disclosure information and pre-employment checks.

## Canvassing:

Canvassing of any member of the school's Local Governing Body or The Pathway Academy Trust Board for appointment disqualifies the applicant.

## Informal discussion:

If you would like an informal discussion with Ruth Doughty (CEO of the Trust and current Head Teacher of Culverstone Green Primary School), Nicole Caulfield (Deputy CEO) or Andrya Norris (Trust Business Manager) regarding the post, please contact them via email: [HRAdmin@tpat.co.uk](mailto:HRAdmin@tpat.co.uk)

## References:

If you are shortlisted, references will be requested prior to interview.



## PURPOSE OF THE JOB

- The Head Teacher of Culverstone Green Primary School is responsible for the successful organisation, management and development of the school within the framework of The Pathway Academy Trust's vision, ethos and policies.
- They will be accountable for and take responsibility for the performance of the school: raising educational standards, promoting the safeguarding and welfare of all children, implementing a curriculum that is relevant, exciting and engaging, providing inspirational and professional leadership, and establishing a culture that promotes excellence, equality and high expectations for all.
- They will also be a role model and ambassador for The Pathway Academy Trust, upholding its values and aims.

## KEY DUTIES AND RESPONSIBILITIES

These are centred on the four domains in the *National Standards of Excellence for Head Teachers*.

### 1. Qualities and Knowledge

- Previous successful school-based leadership experience as a highly-regarded senior leader or Deputy/Assistant Head or Head Teacher
- Provide inspiring leadership by challenging, motivating and empowering individuals and teams to attain ambitious outcomes  
Create and communicate a relevant, compelling and strategic vision to inspire others
- Maintain and develop the school environment based on enjoyment, achievement and excitement through learning
- Motivate and work with staff to create a shared culture and positive environment aligned with the Trust's values and ethos, in which all individuals feel valued and where personal endeavour and responsibility are encouraged
- Demonstrate exemplary leadership skills and the ability to model appropriate leadership behaviours
- Ensure that non-negotiables are adhered to, without exception
- Demonstrate positive attitudes and excellent communication to all stakeholders
- Keep abreast of educational developments and best practice locally, nationally and globally in order to contribute to the development of the education system
- Maintain a record of self-evaluation and areas for continuous personal and professional development, taking account of feedback from others
- Evidence of personal and professional development activities over the last two years relevant to Headship

## To apply:

Complete the application form online at Kent Teach or TES by 5pm on 15th April 2020

## Visits:

Appointments to visit the school can be made through the office by emailing [office@cgps.kent.sch.uk](mailto:office@cgps.kent.sch.uk)

## Further information:

For further information about the school and Trust, please see the websites:

[www.cgps.kent.sch.uk](http://www.cgps.kent.sch.uk)

[www.tpat.co.uk](http://www.tpat.co.uk)



## 2. Pupils and Staff

- Drive a passion for learning in every member of the school community through effective communication and interpersonal skills
- Ensure that all pupils receive an efficient, effective and appropriate education and make good progress according to their individual needs and abilities, overcoming disadvantage and advancing equality
- Knowledge of how to drive up achievement of all pupils, including those deemed to be 'vulnerable'
- Ensure effective and appropriate pastoral support is available to children within the school
- Ensure high quality teaching in all year groups is maintained and developed and action taken swiftly where underperformance is identified
- Support excellent teaching and ambitious standards through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, conducting and drawing on relevant research and robust data analysis
- Have a commitment to a broad and balanced curriculum that is relevant to the next generation's needs and aspirations
- Provide a model of outstanding practice to all staff in teaching and leadership and hold all staff to account for professional conduct and practice
- Inspire, motivate and support all staff to develop their classroom skills and subject knowledge and to support each other by providing clear expectations and guidance, encouraging accountability and responsibility, and valuing each individual's contribution
- Support with recruiting and retaining staff of the highest quality, in line with Trust policy and safer recruitment procedures
- Coach members of the Senior Leadership Team and other aspiring leaders, identifying emerging talents for clear succession planning
- Develop positive and productive personal relationships
- Understand how a staff team is built and how that team will thrive
- Support the CEO and Deputy CEO in the development of the Trust

## 3. Systems and Process

- Ensure that the school's systems and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Regularly monitor and evaluate all aspects of the school's performance in a robust cyclical manner, including curriculum and assessment, and ensure that plans and implementation are adjusted accordingly
- Ensure appropriate and timely records are maintained to monitor each child's progress and inform the decision-making processes
- Maintain and develop a high standard of communication to and consultation with parents and carers on the progress of their children

- Implement rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to continuously improve and valuing excellent practice
- Ensure that pupil and staff safeguarding remains a top priority, and that all safeguarding policies and procedures adopted by the Trust Board are fully implemented and followed by all staff
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice, and that such concerns are addressed sensitively and effectively in accordance with agreed whistleblowing practices
- Work in compliance with the Trust's Health and Safety policies, in line with the Health and Safety at Work Act (1974), ensuring the safety of all parties on the school premises
- Ensure the implementation of Trust and school policies regarding the maintenance and cleanliness of the premises
- Uphold the principles of equal opportunity throughout the school, ensuring that all stakeholders' views are valued by the school and promoting good relations within the community
- Ensure compliance with the Data Protection Act (2018), the Freedom of Information Act (2000), the General Data Protection Regulations and any other relevant legislation
- Exercise strategic, curriculum-led financial planning by supporting with the formation of annual budgets and sustainable three-year plans for the school that support the School Improvement Plan
- Monitor the school's budget on a monthly basis to ensure expenditure is kept within allocations for salaries, curriculum, resources and training, and take action as appropriate
- Work with the school and Trust central team to develop opportunities to generate new sources of income
- Ensure there are appropriate organisational and leadership structures with distinct roles and responsibilities, optimum staff deployment and clear succession planning for the efficient and effective running of the school and the Trust
- Ensure the effective and consistent implementation of the Trust's performance management and personal development policies for all staff
- Enable good governance and empower the Local Governing Body to understand and deliver its role effectively by providing all appropriate information, advice and support
- Regularly present an accurate and up-to-date record of the school's performance to the Executive Leadership Team, Senior Leadership Teams, governors, staff, parents and carers, and other groups as required
- Work with the Trust, Local Authority and other statutory bodies as required to enable them to carry out their functions
- Maintain a positive and beneficial relationship with the Trust Board

#### **4. The Self-Improving School System**

- Produce, implement and monitor a clear, evidence-based SEF and School Improvement Plan
- Create an effective partnership with parents and carers to support pupils' achievement and personal development
- Encourage whole family involvement in the school and support for the PTA
- Positively promote the school and Trust personally and through the use of various media in the local community so that Trust schools become first choice for parents
- Develop effective relationships and networks with fellow professionals and colleagues to improve academic and social outcomes for all pupils
- Demonstrate experience of developing collaboration, partnership and learning between schools
- Demonstrate a creative approach to high quality training and opportunities for sustained professional development
- Create opportunities to invite parents, carers and those from the wider community into the school to develop productive relationships with a range of stakeholders and promote the fundamental value and importance of education
- Alongside the CEO and Deputy CEO, be proactive in developing school improvement strategies that support improvement in all Trust schools



# Head Teacher: Person Specification

APPOINTMENT CRITERIA	ASSESSED FROM
<u>Leadership and Management</u>	
<ul style="list-style-type: none"> <li>Proven ability to inspire the school community to achieve the very best provision and outcomes for all pupils by demonstrating exemplary leadership skills</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Ability to develop, maintain and communicate the Trust's compelling vision for the school, and to lead by example, motivating others to plan for and deliver the vision</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Proven ability to ensure rigorous and extensive monitoring, searching analysis and evaluation and self-challenge that results in exceptionally well-focussed and successful school improvement and the ability to develop and implement this with the effective involvement of all key stakeholders</li> </ul>	1, 2, 3
<ul style="list-style-type: none"> <li>Proven ability to motivate and gain commitment from staff and develop high performing teams, delegating work appropriately and fairly, to ensure outstanding teaching and learning</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Adaptable to change with drive, energy, perseverance, positivity and sensitivity to identify, anticipate and deliver required change successfully and to maintain continuous improvement</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Demonstrate excellent people management skills and emotional intelligence, with experience in the robust application of appraisals, giving developmental feedback, staff professional development and learning improvement programmes</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Instil a strong sense of accountability in all staff for the impact of their work on pupils' outcomes and create a culture in which all staff are motivated and supported</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Strong understanding of financial management and planning with a proven ability to optimise the use of resources to support learning successfully</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Successful implementation and monitoring of measures that promote a culture of vigilance and nurture across the whole school community to ensure the safeguarding of children</li> </ul>	1, 2
<u>Strategic Perspective</u>	
<ul style="list-style-type: none"> <li>Commitment to and understanding of the pursuit of excellence and how to move forwards, continually raising standards for all children across the school</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Maintain and develop a culture in which all children are excited, engaged and motivated by learning</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Demonstrate commitment to maintaining the ethos and values of the Trust and to ensuring the highest quality of behaviour for all</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Demonstrate a commitment to equality of opportunity, diversity and inclusion</li> </ul>	1, 2
<ul style="list-style-type: none"> <li>Show a commitment to the principles of Keeping Children Safe in Education, including safeguarding and promoting children's welfare</li> </ul>	1, 2, 3
<ul style="list-style-type: none"> <li>Further develop the school as a hub of the local community and establish links with pre-school providers</li> </ul>	1, 2

1 = assess from written application

2 = assess from interviews/tests

3 = assess from references or other documentary evidence

# Head Teacher: Person Specification

APPOINTMENT CRITERIA	ASSESSED FROM
<p><u>Professional Expertise</u></p> <ul style="list-style-type: none"> <li>• QTS and significant experience as a senior leader with a record of school improvement and leading whole-school initiatives</li> <li>• Thorough knowledge and understanding of and commitment to meeting the needs of children aged from 4 to 11 years, including those with additional educational needs</li> <li>• Good understanding of recent curricular and educational research and developments</li> <li>• Ability to analyse statistical data to inform planning and development of strategies for raising pupil achievement and further accelerating pupil progress</li> <li>• Experience and understanding of the effective management of resources, including finance, HR and health and safety</li> <li>• Evidence of effective appointment of staff and personnel management</li> <li>• Work with integrity and enthusiasm, treating people fairly and with dignity and respect</li> <li>• Experience of working effectively with governors, other agencies, parents and the community</li> </ul>	<p>1, 2</p>
<p><u>Experience and Training</u></p> <ul style="list-style-type: none"> <li>• Evidence of successful implementation of strategies for raising achievement and promotion of spiritual, moral, social and cultural development and wellbeing of pupils</li> <li>• Commitment to further professional development</li> </ul>	<p>1, 2, 3</p> <p>1, 2, 3</p>
<p><u>Personal Qualities (Emotional Intelligence)</u></p> <ul style="list-style-type: none"> <li>• Approachable, with strong inter-personal skills and ability to engage others and to listen</li> <li>• Excellent and effective communicator and negotiator</li> <li>• Able to make a positive impact and model core values and leadership behaviours</li> <li>• Adapts style to suit different people or situations</li> <li>• Creative and innovative</li> <li>• Strategic thinker</li> <li>• Makes timely, clear and effective decisions</li> <li>• Sound judgement</li> <li>• Financially prudent</li> <li>• Confident, with the ability to take the initiative</li> <li>• Motivated and outcome driven</li> <li>• Excellent time management, organisational and delegation skills</li> <li>• Tenacious and proactive</li> <li>• Strong analytical ability</li> <li>• Positive and outward looking</li> <li>• Professional, showing honesty and integrity</li> </ul>	<p>1, 2</p>





## The Pathway Academy Trust

c/o Culverstone Green Primary School  
Wrotham Road  
Meopham  
Kent  
DA13 0RF

Tel: 01732 822568

[www.tpat.co.uk](http://www.tpat.co.uk)