



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# Assistant Headteacher

## Clifton with Rawcliffe Primary School

Required from: 1 September 2024

Closing date: Monday 19 February 2024 at midnight

Interview dates: Wednesday 28 February 2024



Clifton with Rawcliffe Primary School is seeking to appoint an Assistant Headteacher, responsible for KS2, to join and enhance their dynamic and forward thinking leadership team. We are looking for an exceptional, committed Assistant Headteacher with a proven track record who shares our ambition and strategic vision to build upon the Ofsted 'good' rating in July 2021.

Key Elements of the role include:

- Championing Teaching and Learning in KS2
- Development of foundation subjects at whole school level to ensure that the curriculum is broad, balanced and ambitious for all.
- Leading on culture and behaviour in KS2

This is a senior leadership role, working alongside the Headteacher, Deputy Headteacher and wider leadership team to oversee crucial aspects of our school's development. This role involves working dynamically and effectively at leadership level to ensure that we are working within the frameworks of our own policies and those set externally.

Strong communication skills will be fundamental when working with parents, carers and this will be similarly evident in our intrinsic work with the local authority and external partnerships.

The successful candidate will play a key role in shaping our strategic future whilst shaping the lives of our wider community. This is an exciting opportunity to be involved in the key decision making of our Ofsted 'Good' school as we strive to deliver an excellent education for all.

### School

Clifton with Rawcliffe Primary School

### Job Title

Assistant Headteacher

### Reports to

Headteacher

### Grade

L3 - L7 Salary range, Permanent

### Additional Information

We are offering visits to the school on Friday 2nd Feb at 9:45/Monday 5th Feb at 9am/Wednesday 7th Feb at 9am.

If you would like to attend, please contact the school on 01904 806530 or [gjohnson@cwr.pmat.academy](mailto:gjohnson@cwr.pmat.academy).

To apply, please complete an application form and include a letter outlining the skills and experience you could bring to the school. Applications should be posted or emailed to:

Mrs G Johnson, School Business Manager  
Clifton with Rawcliffe Primary School  
Eastholme Drive, Rawcliffe  
York YO30 5TA  
Email: [gjohnson@cwr.pmat.academy](mailto:gjohnson@cwr.pmat.academy)

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. If you wish further information regarding these checks please contact 01904 806000.



## Preparing children for a successful future

Clifton with Rawcliffe Primary School is a special place, with a modern building created from a vision for teaching and learning that prepares children for the demands of life in the 21st Century. Children thrive and develop knowledge and skills that they need for the rest of their learning and working lives.

Clifton with Rawcliffe is a happy school, where staff and children learn together in a calm and creative environment that focuses on the development of the basic skills. Children learn to work with confidence and independence in open plan learning areas that offer creative and flexible approaches to teaching across the whole curriculum.

The school offers a full range of outdoor and indoor learning facilities in state of the art buildings and grounds. We have a creative and cross-curricular approach which makes sure all children are active learners. We believe this is the way they learn best. We seek to foster a positive growth mindset attitude and all our work is underpinned by our core values of respect, responsibility, friendship, resilience and independence.

Children at Clifton with Rawcliffe become articulate and independent young people who make a positive contribution to their local community and move on to continue this at secondary school. We value the partnership with families and the local community and will ensure every child is safe, happy and enjoys their learning at Clifton with Rawcliffe.



**Clifton with Rawcliffe is one of the largest primary schools in York with 640 pupils and around 80 staff. The school was judged Good in all areas by Ofsted in July 2021.**





Pathfinder

Multi Academy Trust

# Pathfinder Multi Academy Trust

*Providing an excellent education from age 2 to 19*



**Setting the course**



**Leading the way**



**Serving and inspiring**

Formed in August 2016, Pathfinder is a well-established multi academy trust serving more than 5,000 children and their families across York. The 13 schools in our Trust enjoy a close working partnership based on a shared vision to provide an excellent education to all the young people in our care. Pathfinder has a proven track record of working together for the benefit of all our schools, helping them to achieve strong

educational outcomes, successful Ofsted judgements and supporting the wider development of children and young people. We value the uniqueness and diversity of each school and the contributions they make to the Trust as a whole. As well as being a part of Pathfinder, we want schools to maintain and develop their own identities and to celebrate what makes them unique.

## Pathfinder Multi Academy Trust schools



ACOMB PRIMARY SCHOOL



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill

PRIMARY SCHOOL



Clifton with Rawcliffe



Hempland  
Primary School



Heworth

Church of England Primary School



Huntington  
PRIMARY ACADEMY



New Earwick  
Primary School



Poppleton Road  
Primary School



Rufforth  
Primary School  
· Inspire · Care · Grow ·



St Barnabas  
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's  
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall  
Primary School

## Delivering key services to our schools

Our operations team provide a comprehensive support service, enabling schools to focus on delivering the best education possible to their students.



# Job Description

## Main Purpose of Job

The assistant headteacher will support the headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership.
- The day-to-day management of the school.
- 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 meeting the school's aims and objectives.

The Assistant Headteacher will also have a timetabled teaching commitment of 0.6% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

## Core Responsibilities, Tasks and Duties

### School Culture and Behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where experience a positive and enriching school life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from, built on expectations, rules and routines that are understood by staff and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Shape culture understanding of behaviour and language when working with young people.

### Teaching, Curriculum and Assessment

- Support the Headteacher and Governors to ensure a culture of high expectations is consistently applied across the school to secure outstanding outcomes for all at CWR.
- Drive high standards of learning, championing engaging lessons with a high proportion of active pupil engagement.
- Ensure that teachers are adhering to academic policies and processes and maintaining high standards of teaching via lesson walks, book scrutinies and close monitoring.
- Develop a broad, balanced and aspirational curriculum for all.
- Lead on curriculum development of foundation subjects.
- Develop high quality assessment processes for foundation subjects, that lead to accurate and reliable assessment data.
- Establish, enact and maintain the teaching and learning philosophy incorporating the approach to homework, marking and feedback.

### Staff Management and Professional Development

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance.
- Manage staff well with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.



# Job Description

## Governance, Accountability and Working in Partnership

- Work with the Local Governing Committee as appropriate.
- 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 students.

## Pastoral

- Establish and implement whole-school systems for wellbeing.
- Conduct voice surveys to ensure they feel happy and safe in school, championing the importance of voice to other members of the senior leadership team.
- Provide staff with training and support so they can play a part in enhancing s' personal development.
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies.
- Monitor attendance and ensure it is continuously improving.
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.

## Developing Professional and Constructive Relationships

- Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establish fair, respectful, trusting and constructive relationships with them.
- Communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and wellbeing.
- Have a commitment to collaboration and co-operative working.
- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Establish and develop effective team working practices.

## Other areas of responsibility

- Lead on curriculum development of foundation subjects at whole school level.
- Develop high quality assessment processes for foundation subjects that lead to accurate and reliable assessment data.
- Establish, enact and maintain the teaching and learning philosophy incorporating the approach to homework, marking and feedback.
- Lead the school in the analysis and use of data to set ambitious and challenging targets at individual (pupil and teacher), group, subject and whole school level.
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- Ensure that parents/carers receive high quality feedback on their child's learning and progress through reports and parent consultation meetings.



# Person Specification

	Essential	Desirable
A degree or equivalent.	✓	
Can provide a track record as a successful classroom practitioner consistently achieving good or better judgements for lesson observations.	✓	
Whole school subject leadership and management experience.		✓
Demonstrable experience of Leading and delivering CPD.		✓
Involvement in school self-evaluation and development planning.	✓	
Proven experience of successfully leading strategic development and change management, leading to improved standards of achievement.		✓
Understanding of high-quality teaching, and the ability to model this for others and support others to improve.	✓	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.	✓	
Effective communication and interpersonal skills.	✓	
Ability to communicate a vision and inspire others.	✓	
Ability to build effective working relationships.	✓	
Ability to work under pressure and prioritise effectively.	✓	



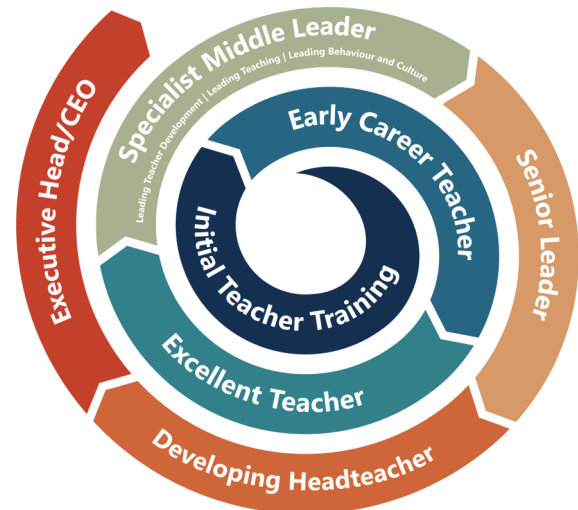
# Staff development

We are committed to the professional development of all our staff and have created a bespoke career pathways programme to ensure we recruit, develop and retain the very best colleagues.

## Career Pathways

For our teaching staff we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

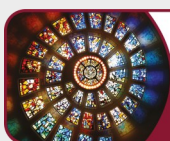
- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide our staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.
- provide capacity for in-school practitioners to model and coach.



## Learning, Training and Development

Support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be guaranteed an interview for roles within the Trust in they fulfil the job criteria.
- be given support and advice to develop their skills to progress to posts at the next level.



Staff in our schools are able to benefit from a wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate's School. As well as providing the full range of National Professional Qualifications, the Hub and its key partners deliver an extensive programme of development opportunities for teachers at every stage of their career across the Ryedale, Scarborough and York region. For more information, visit the teaching school website: [www.pathfinder-tsh.co.uk](http://www.pathfinder-tsh.co.uk).



# 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