



Executive Primary Headteacher Candidate Pack



PONTEFRACT
ACADEMIES TRUST



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Introductory letter from the CEO

Thank you for registering your interest in the post of Executive Headteacher - we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and help you with the application process.

Pontefract Academies Trust is a cross phase Multi Academy Trust comprising of eight schools; six primary schools and two 11-16 secondary schools. The Trust is a medium sized family of schools all located within a tight geographic hub within Pontefract. Pupils are drawn from the local community that includes a mix of different catchment areas.

I have been in post since March 2018 and the Trust has significantly moved forward over the last 2 years. I am truly excited by what we have achieved in this time and equally look forward to the opportunities that the next phase of our development will bring. The immediate priority in the short term has been to rapidly accelerate pupil outcomes and school improvement in every school across the Trust. Pace and a trajectory of improvement has been the unwavering expectation.

In our primary schools we have seen high impact performance, with the best SATs outcomes ever delivered by the Trust. Individually, all primary schools achieved their highest ever attainment figures in meeting the national standard for reading, writing and maths. From a starting position of 12% below national average, the Trust is now 12% above and is the 22nd highest performing Multi Academy Trust in the country on this measure. This performance places three of our primary schools in the top 10 primary schools out of the 100 plus in the Wakefield Local Authority. This is the type of performance that the Trust has not experienced before, however, it should be the norm. I am delighted that the journey over the last two years has seen our people shape and influence the vision and guiding principles of the Trust. Equally, the work from our staff on our Trust wide curriculum has drawn praise from Ofsted. The uniqueness of the Trust with all school being within 3 miles allows strong collaborative and joint working which benefits pupils and staff alike.

I urge you to read the Trust Strategic Plan for the period 2020-2022, which can be accessed at the following link: <https://www.pontefractacademiestrust.org.uk/>

I wanted to use this message to give you a feel for the culture and guiding principles that I wish to drive across the Trust in conjunction with current and future colleagues, and the type of person that the Trust is looking for from staff at all levels.

We wish to appoint positive people who want to make a difference. You must be achievement focused and have an explicit focus on driving a high-quality experience for all pupils, leading to high level outcomes. It is simple really; we run our

schools for the benefit of pupils, that is why we do the job. We wish to appoint people that understand and believe in our guiding principles and values. We are very keen that our staff understand the characteristics that outstanding institutions inhibit; a no excuse culture, high quality leadership, proper investment in staff development and a resolute refusal to accept the soft bigotry of low expectations. In return, as CEO, it is my intention to offer first class professional development for ambitious people, genuine career development and opportunities. I believe in simple systems executed with absolute precision, and a focus on outstanding behaviour so that teachers can teach great lessons and pupils can learn.

If successful, you will be joining the Trust at an exciting time where you can help further shape the organisation. It is not over ambitious to say that we are building something transformational in Pontefract and we want to be joined by people that share a passion for improving social mobility and who want to make a difference day in and day out. Our young people need skills and qualifications to operate in an increasingly competitive workplace. To this end, our role in improving the life chances of the young people in our communities should never be underestimated.

This is a new role as we are keen to build our leadership capacity. This means getting the right people on board – people that are not precious or territorial. We want to hear from people who are flexible and with 100% backing and support will get their hands dirty with some of our biggest school improvement challenges. Succeeding with some of our biggest projects will bring bigger advancement and rewards for the right person.

Finally, thank you once again for your interest in the Pontefract Academies Trust and the position available. I hope that this introductory letter has given you a clear sense of our culture and ethos, as well as a feel of what we are looking for. If you decide to apply, we do appreciate how long it takes to apply for jobs but please do not send a general letter; we are looking for someone who is prepared to respond to us appreciating where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your application form and covering letter.

Best wishes,

Julian Appleyard OBE



About the Trust

OUR MISSION

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

OUR VISION

Where every child and young person makes outstanding progress.

CORE VALUES AND GUIDING PRINCIPLES

At Pontefract Academies Trust, we live by our core values and guiding principles. They inform and guide our daily work from the classroom to the central team.

ACHIEVEMENT WITHOUT EXCUSES

- We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.
- We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

EXCELLENCE AS STANDARD

- We set high standards. "Good enough" is simply not. We do not accept second best from our pupils or ourselves.
- The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and, simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

"STRONGER AS ONE"

- We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end collective accountability is rooted in a "if one fails we all fail" mentality.
- As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

OUR PEOPLE MATTER

- We know that our people make a difference to the lives of our 3-16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.
- We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

PUPILS COME FIRST

- Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.
- The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

Our Schools

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.



**CARLETON PARK
J & I SCHOOL**



**HALFPENNY LANE
J, I & N SCHOOL**



**ORCHARD HEAD
J, I & N SCHOOL**



**DE LACY
PRIMARY SCHOOL**



**THE ROOKERIES
J, I & N SCHOOL**



**LARKS HILL
J & I SCHOOL**

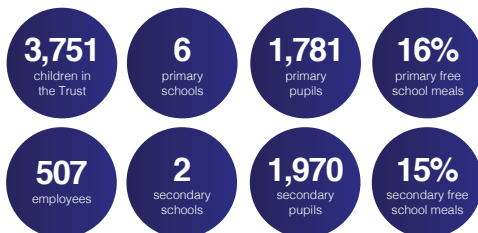


**CARLETON
HIGH SCHOOL**



**THE KING'S
SCHOOL**

PONTEFRAC T ACADEMIES TRUST AT A GLANCE

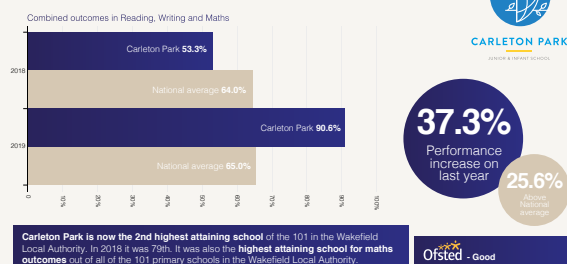


Ofsted Judgements	
Carlton High School	Good - July 2019
Thornhill School	Good - June 2017
Carlton Park J.I. School	Good - July 2019
De Lacy Pontefract Primary School	Good - April 2015
Halfpenny Lane J.I. & N. School	Good - February 2019
Larks Hill J.I. School	Good - June 2019
Orchard Head J.I. & N. School	Good - November 2019
The Rookeries Carlton J.I. & N. School	Requires Improvement - March 2019

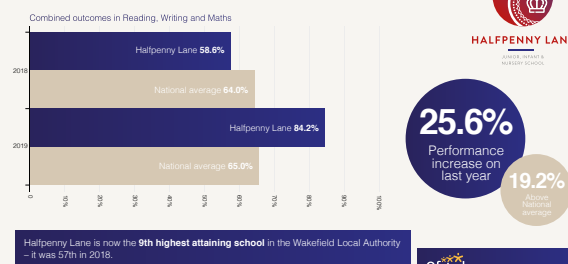


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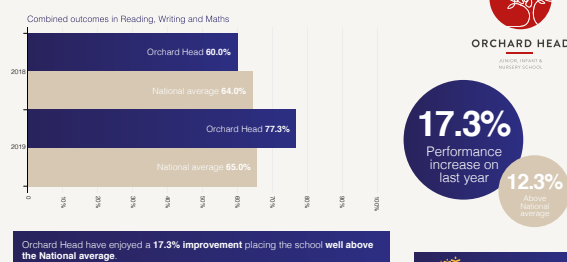
PRIMARY SCHOOL PERFORMANCE HIGHLIGHTS 2019



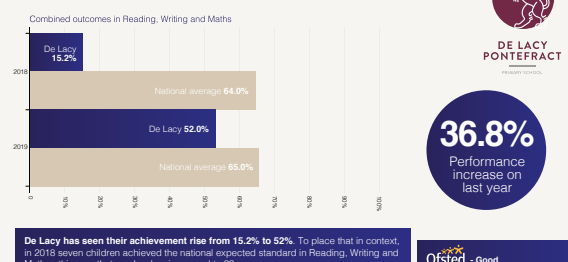
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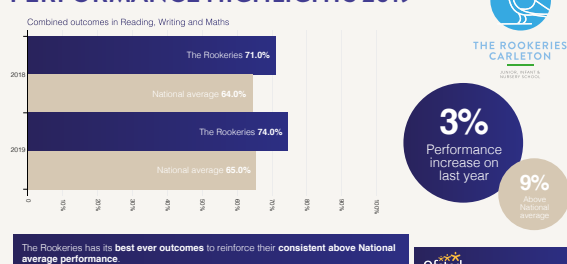
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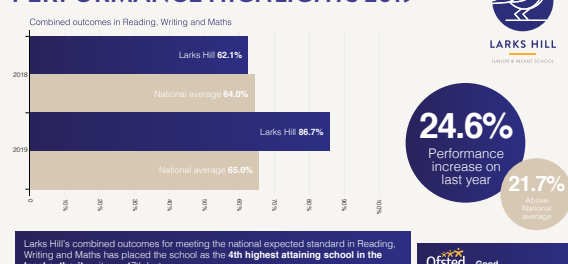
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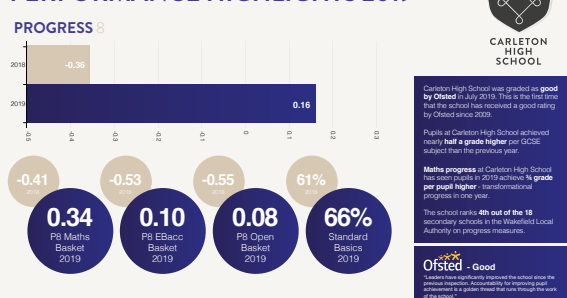
PRIMARY SCHOOL PERFORMANCE HIGHLIGHTS 2019



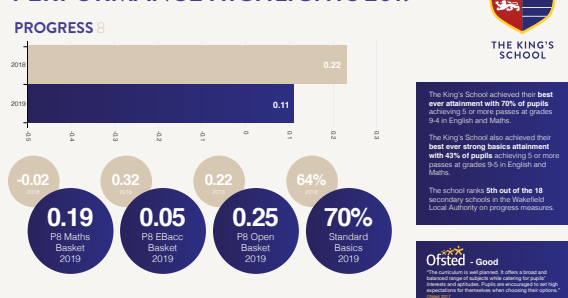
PRIMARY SCHOOL PERFORMANCE HIGHLIGHTS 2019



SECONDARY SCHOOL PERFORMANCE HIGHLIGHTS 2019



SECONDARY SCHOOL PERFORMANCE HIGHLIGHTS 2019





Job Description:

Executive Primary Headteacher

Job Purpose Summary:

Working with the Director of Primary Education as required to provide strategic leadership and hold accountability for direction, standards achieved and quality in designated school(s) in order to:

- To take overall responsibility as Headteacher for De Lacy Primary School.
- To provide Executive Headteacher leadership of designated school(s) within the Trust.
- Contributing to the MAT Executive Leadership Team where appropriate.
- Supporting the CEO and the Executive Leadership Team in the strategic development and operation of the MAT schools.
- Report to the Executive Leadership Team on school performance, progress and operation.
- Report to the Trust Board and School Performance Review Board(s) as appropriate.
- To lead on Ofsted readiness including quality assurance of individual schools' SIP and SEFs.
- Meeting national Headteacher standards and expectations.

Key Responsibilities and Accountabilities:

The post holder will be expected to promote the vision and values of the Pontefract Academies Trust as being enthusiastic, collaborative and forward-thinking with all stakeholders including trustees, School Performance Review Board members, colleagues, pupils, parents, visitors and the local and wider community.

1. Leadership and Management

- Work closely with the Director of Primary Education, wider Executive Leadership Team and the School Performance Review Board(s) to develop a strategic view for the school(s) in its community.

- To provide strategic direction and leadership to identified Pontefract Academies Trust school(s).
- To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the Trust.
- To develop a clear vision for the school(s) and develop a positive and achievement focused ethos.
- To be accountable for improving outcomes for children and instil an ethos of high expectations for behaviour and achievement of all children.
- To build leadership capacity at all levels through actively developing staffing structures and roles and responsibilities.
- Ensure exemplary professionalism from all staff
- Instil an ethos of high expectations for behaviour and achievement of all children.
- Lead and manage staff professional development and training as appropriate.
- Lead and manage the strategic development of the school(s) and maintain/communicate this in the SEF and the school improvement plan.
- Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the School Performance Review Board (SPRB).
- To 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.
- To secure long-term success by maximising potential through the skills and resources held within the school(s).
- Lead and manage all staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within the Trust.

Job Description continued



- To ensure that school documentation, including the SEF, school improvement plan, action plans, information for the SPRB's, staff, information for parents and pupils, including those on the website are produced in a timely manner
 - To ensure that resources, human and financial, are used efficiently to achieve maximum value for money
 - To ensure that safeguarding and protecting children is a core priority to each school's work within a culture of vigilance
 - Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.
- 2. Contribution to the wider team, Executive Leadership Team and supporting the work of the Trust**
- Contribute to in-depth performance analysis and evaluations of schools using external data reporting back to the CEO, Trust Board, and SPRB(s) as appropriate.
 - Support the schools in identifying key priorities and instigating actions that lead to school improvement.
 - With the Director of Primary Education lead quality assurance activities to evaluate progress towards school improvement priorities and report findings to the Executive Leadership Team.
 - Support the schools in the detail of operational activity as appropriate.
 - Assure the quality of school improvement Plans, school self-evaluation and Headteacher Reports, to the SPRB.
 - Lead school Senior Leadership Team meetings as appropriate.
 - Work with the Director of Primary Education to support the preparation process for Ofsted inspections across the Trust.
 - Carry out research, development projects and reviews across schools as appropriate.
 - Lead by example, provide dynamic, consistent and motivational leadership, to ensure the successful delivery of the vision, ethos, aims and objectives of the Trust.
 - Ensure that school(s) plans have specific targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school development.
 - Establish collaborative, open and effective partnerships with all stakeholders.
 - In conjunction with the Headteacher and Senior Leadership Team at each school, 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 Executive Leadership Team to enable the Trust to meet its objectives.
 - Work with the CEO, the Executive Leadership Team and the Board to provide direction and ambitious vision for MAT
 - Work with the Executive Leadership Team to develop and deliver the MAT Strategic Plan.
 - Work with the Executive Leadership Team to define, develop and maintain MAT policies and procedures.
 - Attend Trust Board meetings and other governance related meetings as appropriate at direction of the CEO.
 - Contribute to the Trust's risk management and assurance process.
 - Develop and maintain the ethos of Pontefract Academies Trust so that it is intrinsic and permeates all aspects of the school's life and curriculum.
 - Develop strong and positive relationships with colleagues in Pontefract Academies Trust and contribute to collaborative work across the schools' cross phase.





Job Description continued



3. Curriculum, Teaching, Learning and Assessment

- To promote and secure at least good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture.
- Teach and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress.
- Use and support others in using regular assessments to monitor progress and set targets and respond accordingly to the results of such monitoring.
- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.
- Ensure that the curriculum is reviewed, sequenced and deepens the knowledge of all pupils, so that pupil progression between year groups is defined by preparedness and readiness.
- To monitor the leadership, management and organisation of the curriculum and its assessment in order for areas for improvement to be identified.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.
- Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable.
- Ensure that staff effectively use a robust tracking and target setting system for pupils in line with Pontefract Academies Trust's expectations.
- Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families.
- Provide information and analysis of data collected according to the requirements of the self-review process each term (including Pontefract Academies Trust and School Performance Review Board).

4. Culture and Ethos

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is utterly committed to achievement and to developing high aspirations in line with the vision of Pontefract Academies Trust.
- Coach motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

5. Leading and Managing Staff

- To ensure the highest standards of work are achieved by direct reports and school(s).
- To set high expectations and stretching targets for each school community.
- To undertake the performance management of leaders as directed.
- To oversee the implementation and maintenance of effective systems for the management of staff performance.
- To ensure the tackling of under-performance at all levels.
- With the Headteachers, participate in the selection, appointment and induction of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the aims of Pontefract Academies Trust and that staff are aligned to the Trust guiding principles.
- To monitor effectively the attainment and progress of all pupils.
- To oversee the effective deployment and management of all teaching and support staff.
- To ensure that all staff are enabled to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- To ensure the monitoring the workload of staff to ensure a healthy work/life balance is maintained and that staff well-being is considered in line with the Trusts' guiding principles.

Job Description continued



6. Coordination and day-to-day management of estate, facilities and resources

- Oversee school finance, facilities, catering, IT and other resources.
- Ensure robust operational systems.
- Oversee staffing allocation, including support staff, across the school.
- To ensure the setting of appropriate priorities for expenditure and to ensure effective administration and control.
- To ensure the effective management and organisation of accommodation to ensure that the needs of the curriculum and health and safety requirements are met.
- To monitor and review the range, quality, quantity and use of available resources in order to improve the quality of education, pupils' achievements, efficiency and secure value for money.

7. Safeguarding

- To ensure that safeguarding practices secure the safety and welfare of all pupils.
- To monitor safeguarding policies and procedures as appropriate.
- To provide advice and support to Heads of School liaising with the local authority and working with other agencies as necessary in order to ensure child protection concerns are dealt with promptly and effectively.
- To ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children.

8. Other Duties and Responsibilities

- Promote high standards of personal professional conduct and integrity in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with Trust policies and procedures including child protection, financial regulations, health, safety and security, confidentiality and data protection.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals and work effectively as part of a team.
- Attend and participate in relevant meetings as required.
- Be flexible and willing to work between different sites across the Trust as required.
- Other reasonable duties commensurate with the grade of the post as directed by the CEO.

The duties and responsibilities highlighted in the job description are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

The appointment is subject to the terms and conditions outlined in the Pontefract Academies Trust Contract of Employment.



Person Specification



			ASSESSED BY:	ASSESSED BY:
No.	CATEGORIES	Essential or Desirable	Application Form	Interview or Task
1.	Degree educated	E	✓	✓
2.	Qualified Teacher Status	E	✓	✓
3.	Evidence of continuous professional development	E	✓	✓
4.	Qualified to teach and work in the UK	E	✓	✓
EXPERIENCE				
5.	Significant experience as a Headteacher or adviser with a sustained record of school improvement	E	✓	✓
6.	Experience of developing partnerships and collaboration between schools	E	✓	✓
7.	Experience of the effective managing of funding and resources	E	✓	✓
8.	Experience of monitoring and improving the quality of teaching and learning	E	✓	✓
9.	Proven experience in the analysis of performance data for the purposes of target setting and evaluation	E	✓	✓
10.	Have a thorough understanding of curriculum planning and development	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Knowledge of current educational issues, statutory educational frameworks, including Ofsted and governance	E	✓	✓
12.	Comprehensive knowledge of performance management requirements in an educational context	E	✓	✓
13.	Knowledge of models of learning and teaching, and attendance management, and strategies for ensuring inclusion, diversity and access	E	✓	✓
14.	The School development planning process and the ability to implement effectively	E	✓	✓
15.	The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	E	✓	✓
16.	The structures and mechanism for engaging with a wide range of agencies to ensure the safeguarding of children	E	✓	✓
17.	Strategies to promote individual, team and organisational development	E	✓	✓
18.	The impact of change on organisation and individuals	E	✓	✓
19.	Ability to pursue challenging and rigorous questions and probe explanations	E	✓	✓
20.	Lead, manage and co-ordinate staff through an effective team-based approach	E	✓	✓
21.	Emotional intelligence	E	✓	✓
22.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	E	✓	✓
PERSONAL AND LEADERSHIP QUALITIES				
23.	A strong belief in the value of education in developing citizens	E	✓	✓
24.	Personal resilience, perseverance and emotional control	E	✓	✓
25.	Authentic, positive and optimistic	E	✓	✓
26.	Relationship building, engaging and with an ability to influence	E	✓	✓
27.	Self-confident, self-starting and flexible	E	✓	✓
28.	An ability to manage conflict, de-personalise situations	E	✓	✓
29.	Results focused with a constant drive for improvement	E	✓	✓
30.	Highly approachable, empathetic, very grounded and makes sensible judgements	E	✓	✓
31.	Relishes accountability and takes personal responsibility for their own actions	E	✓	✓
32.	Able to build trust and mutual respect between pupils, families and staff	E	✓	✓
33.	Strong interpersonal, written and oral communication skills, with an ability to articulate to a wide range of audiences	E	✓	✓
34.	Understands the importance of cultural alignment with an ability to model high standards of professional behaviour, integrity and transparency	E	✓	✓
35.	Strong ability to review, monitor and evaluate progress and outcomes	E	✓	✓
36.	Ability to manage time and work under pressure	E	✓	✓



How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant **Ross Laird** at **Academicis**: rlaird@academicis.co.uk or call him on **07901 585959** or **01223 907977**.

Please email your application to: rlaird@academicis.co.uk

Closing date: Monday, June 15th 2020

Shortlist date: Tuesday, 16th June 2020

Interview date: Friday, 19th June 2020

We look forward to hearing from you

Pontefract Academies Trust
The Barracks Business Centre
Wakefield Road
Pontefract, WF8 4HH



PONTEFRACT
ACADEMIES TRUST

The Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.