

# WORKING FOR US

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**PONTEFRACT**  
ACADEMIES TRUST



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ACADEMIES TRUST

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# WELCOME FROM THE CEO

Thank you for registering your interest in joining Pontefract Academies Trust - 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 primaries 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.

As the Chief Executive Officer of the Trust I am excited by the opportunities that the next phase of our development will bring. The Trust is part way through a journey of school improvement and the immediate priority was to rapidly accelerate pupil outcomes and school improvement in every school. In 2019, our six primary schools delivered their best ever SATs outcomes. In addition, our two secondary schools obtained their best ever outcomes; the Trust has also moved one of our secondary schools from special measures to a 'good' Ofsted judgment inside twelve months. The transformation of our schools has truly started.

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

To work in the Trust, you must aspire to be an outstanding colleague and be comfortable with high levels of accountability for the progress of all our pupils. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

Pontefract Academies Trust is no place for cynics and we wish to appoint positive people who want to make a difference. You must be achievement focused and have an explicit focus on pupil outcomes. It is simple really: we run schools for the benefit of pupils, which is why we do the job. We wish to appoint people that understand and believe in the following principles that the best educational institutions inhabit: an achievement and 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, 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 the 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.

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 Multi Academy Trust. I recommend that you read our core values and guiding principles. If you believe that there is a cultural fit then I urge you to apply. You can be sure we will take time and care in reading your application form and covering letter.

We look forward to hearing from you and exploring your future with us through our selection process.

Yours faithfully,

**Julian Appleyard** OBE  
Chief Executive Officer

# ABOUT US

Pontefract Academies Trust is a cross phase Multi Academy Trust of eight academies; six primary and two secondary academies. Our family of academies educate around 3700 pupils and are all based within a tight geographic hub within Pontefract.



HALFPENNY LANE  
J, I & N SCHOOL



ORCHARD HEAD  
J, I & N SCHOOL



DE LACY  
PRIMARY SCHOOL



THE KING'S  
SCHOOL



CARLETON PARK  
J & I SCHOOL



LARKS HILL  
J & I SCHOOL



THE ROOKERIES  
J, I & N SCHOOL



CARLETON  
HIGH SCHOOL

Each academy has its own website, please visit these websites to find out more about the academy where you will be working.

Joining Pontefract Academies Trust will not only give you the opportunity to develop your career in the academy you are based, but to work across the Trust to develop your practice, skills and experience to support your career development aspirations.

Many of our school improvement aims are shared across the Trust and this allows us to maximise the opportunities to promote staff, second staff to projects and lead discrete areas of academy and Trust development.

*We are an equal opportunities employer and want our staff to reflect the diverse communities we serve.*

# OUR MISSION & VISION

## 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.*



# OUR CORE VALUES & GUIDING PRINCIPLES

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

We simply want every child in Pontefract to have the best possible education and start in life and our five guiding principles are:

## ACHIEVEMENT WITHOUT EXCUSES

- We have an unwavering focus on achievement. This is paramount so that all 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.



## 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 academies 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 the tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

## 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.



## STUDENTS COME FIRST

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



## "STRONGER AS ONE"

- We take collective responsibility for each other and the results of all our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each academy. To this end collective accountability is rooted in a "if one fails we all fail" mentality.
- As a family of academies 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.



# COMMITMENT TO PROFESSIONAL DEVELOPMENT

**Pontefract Academies Trust is at the start of a new dawn. Our academies are only part way through a journey of school improvement. There is no doubt that the immediate priority is to rapidly accelerate pupil outcomes in every academy. Pace and trajectory of improvement is the unwavering expectation.**

Transforming our academies is also about creating great places to work for teachers, leaders and support staff. Pontefract Academies Trust want the best people; we want positive people who aspire to be outstanding. At Pontefract Academies Trust we want our staff to innovate, to share and be committed to the moral dimension of our daily work – improving the life chances of our pupils.

The Trust is committed to staff sharing the very best practice and have invested in professional development for staff and a commitment to career opportunities.

## NEWLY QUALIFIED TEACHERS

We recognise that being an NQT can sometimes be daunting as you embrace the challenges that teaching presents. It is essential therefore, to have a programme of development that supports all NQTs. At Pontefract Academies Trust every NQT benefits from a weekly trust-wide professional development programme. This programme focuses upon the ‘craft’ of teaching and learning. It allows our NQTs to perpetually reflect upon their strengths and to tweak their practice to become the best version of themselves.

It is essential that NQTs have the opportunity to learn from each other and have a forum where they can test new ideas, remove barriers to performance and quickly gain the confidence and skills to cope with the demands of the teaching profession. All RQTs across the Trust also participate in the programme to share their experiences of their first year of teaching and to augment the skills set they currently possess.

The NQT programme is delivered by our Executive Director of Teaching and Learning with additional support from the Trust’s CEO and senior staff. This highly structured programme ensures that the NQTs are upskilled quickly and make rapid advancements in their development. Each NQT has their own mentor to ensure all of their additional support needs.



## CAREER AND LEADERSHIP PATHWAY

Pontefract Academies Trust not only wishes to attract the best people but ensure that they are subject to first class career development opportunities.

The Trust is keen to support leaders at different stages of their career and offers a range of leadership development programmes so that our staff can become the best teachers and leaders they can be.

# COMMITMENT TO PROFESSIONAL DEVELOPMENT

## CONTINUED

**The Trust has an urgent desire to improve the performance of its academies and leadership at all levels is central to this aim.**

The Trust has developed a range of in-house leadership pathways for aspiring and current leaders. These development pathways are led by internal and external senior and middle leaders with a wealth of experience. Our future and aspiring leaders have the opportunity to work with leading practitioners who have a proven record of improving outcomes for pupils.

### TEACHER TRAINING

Through Teach First, we offer training opportunities so that aspiring teachers gain the necessary educational and personal development. Trainee teachers receive a combination of classroom teaching experience, structured support and bespoke mentoring to develop their knowledge and skills. The Trust aims to ensure that only passionate people, who inspire pupils, will be offered training places. Trainees will benefit from a Trust approach where everybody uses their collective expertise to support others. All trainee teachers will also benefit from full participation on our NQT programme.



### ONGOING TRAINING AND DEVELOPMENT

In all roles there is access to flexible and adaptable learning and development programmes, relevant to your role and career aspirations. These are discussed on a regular basis with your line manager, through our performance management framework. Our aim is to develop professional skills and practice and developing leaders of the future.

Professional development is supported by attendance at external events, courses, e-learning and networking opportunities. We encourage visits to other schools and academies to observe and develop effective education strategies and share best practice within their own academy, and across the Trust.



# BENEFITS

Pontefract Academies Trust is a place for positive, committed and creative people who want to make a difference. You must be achievement focused and must be dedicated to improving pupil outcomes. It is simple really: we run schools for the benefit of pupils, that is why we do the job.

We wish to appoint people that understand and believe in our values and guiding principles and recognise that the best educational institutions exhibit: a number of common characteristics; an achievement focus and a no excuse culture, high quality leadership, true investment in staff development and a resolute refusal to accept low expectations of self and others.

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### CONDITIONS OF SERVICE:

The Trust follows the School Teachers Pay and Conditions Document (STPCD) and the Burgundy Book. This means that teachers can be clear on their pay and other conditions of service

We also follow the JNC conditions of service for non-teaching staff. Known as the 'Green Book' this documents conditions of service and benefits. We also use the JNC published pay scales and salaries.

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### CONTINUOUS SERVICE:

The Trust recognises your previous service within the maintained sector, or other academy employer for calculating your annual leave and family leave benefits (this includes maternity and paternity pay).

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### PENSION:

From your start date you can join either the Teachers Pension Scheme or the West Yorkshire Pension Scheme. Contributions are made based on your salary scale.

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### ANNUAL LEAVE:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

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### CYCLE TO WORK SCHEME:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

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# APPLYING TO WORK FOR US

If you decide to apply, we do appreciate how long it takes to apply for jobs and you can be sure we will take time and care in reading your application form.

We provide a range of information on our website to guide you through our application process.

For all our vacancies we provide:

- + A job description and person specification
- + Details of the role
- + A standard application form and equal opportunities monitoring form.

It is important you provide all the information requested. This allows the recruitment panel to assess your application against the job description and person specification.

## EXPECTED TIMESCALES

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We shortlist posts within 10 working days of the closing date. Due to the volume of applications across the Trust we will only contact shortlisted candidates.

We reserve the right to interview prior to the closing date and close posts earlier than advertised. This is where we have held a vacancy for an internal redeployee or received a high volume of applicants. We therefore encourage applicants to apply as soon as possible for any vacancies.

Interviews generally take place within 15 working days of the post closing. Some interviews will happen quicker than this. If any preparation is required, we will inform you when we invite you to interview.

We will also ask you to bring documents with you to interview, please have these available, as this supports our pre-employment checks.

We will inform candidates if they have been successful at interview within 2 working days of their interview, this will generally form the verbal offer of employment. We will also contact unsuccessful candidates. Feedback is available, on request.

Any verbal offers of employment are confirmed in writing by our HR team within 5 working days of the verbal offer.





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