



CARLETON  
HIGH SCHOOL

Deputy Headteacher



Required for January 2022

Candidate Information Pack

## Deputy Headteacher Candidate Information Pack

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## Deputy Headteacher Application Pack

# From the CEO

### **Introductory Message from Julian Appleyard OBE, CEO of the Pontefract Academies Trust**

I appreciate your interest in becoming Deputy Headteacher at Carleton High School - we are delighted to provide you with a candidate information pack. I hope 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 six primary schools and two 11-16 secondary schools. The Trust is unique with our family of schools located within a three-mile radius in the town. Such uniqueness creates excellent opportunities. Our pupils join our primary schools and the vast majority move to our two secondary schools. With such uniqueness, the scope to knit together all school operating systems, teaching, and learning and the curriculum across the 4 to 16 age range is significant. Leaders across the Trust collaborate strongly and have played a vital role in constructing our well developed and constantly refined systems.

I have been in post since March 2018, and the Trust has significantly moved forward over the last three and a half years. We have achieved much, but the Trust is now ready to move to the next phase of its development. The Trust has developed a reputation locally and regionally for school improvement. From being named the 11th worst primary Trust for key stage two outcomes in 2017, the Trust hit the top 10% of multi-academy trusts in 2019 for key stage two attainment.

Carleton High School is one of our two secondary schools in the Trust. The school works very closely with The King's School, and our school improvement model is fully aligned across both schools. Before applying, I urge you to read the Trust Strategic Plan and our school operating model and trust curriculum. The documents will give you a sense of our approach.

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. To work in the Trust, you must aspire to be an outstanding colleague and be comfortable with high levels of accountability. 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 children and young people and be passionate about delivering on our mission.

We wish to appoint positive people who want to make a difference. It is simple, really; we run our schools for the benefit of pupils. We want to appoint people who understand and believe in our guiding principles and values and fit us. If successful, you will be joining the Trust at an exciting time to help further shape the organisation. It is not over-ambitious to say that we are building something transformational in Pontefract, and we have ambitions to add capacity to the broader system across the region. We want to be joined by people who share a passion for improving social mobility and 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.

Deputy Headteacher Application Pack

# From the CEO continued...

I believe that this is a genuinely outstanding opportunity for the right person - and I stress the right person. Cultural alignment and character are essential to us. Leaders across the Trust team and senior leadership of the school are committed to ensuring the school improves further. Whilst there are lots of strengths at the school, the improvement journey never stops.

I hope this introductory letter has given you a clear sense of the Trust culture and ethos and a feel of what we are looking for. We appreciate how long it takes if you decide to apply, but please do not send a general letter; we are looking for someone prepared to respond to us, acknowledging where we are in our journey as a Multi-Academy Trust. You can be sure we will take both time and care in reading your application.

I do hope you are inspired to apply. The Deputy Headteacher is one where you will never have to question why you joined us – you will see the difference you make every day.

Yours faithfully,



**Julian Appleyard OBE**  
Chief Executive Officer





## Deputy Headteacher Application Pack

# From the Headteacher

### **Introductory Message from Jo Cross, Headteacher**

Thank you for your interest in the position of Deputy Headteacher at Carleton High School. This is an extremely exciting time to be joining our incredible team of staff and further enhance our senior leadership team, as we continue on our journey to becoming an outstanding school.

Our vision is quite simply to provide a first-class education where all our pupils make outstanding progress. This really matters; academic results open doors for young people and in our achievement focused learning culture we do 'whatever it takes' to make sure our pupils – no matter what their starting point or background – get the chance in life they deserve.

I joined Carleton High School as Headteacher in September 2018 and since then not only is the school rated as a 'Good' by Ofsted, it has also been named as the most improved school in the North of England by the Fairer Schools Index. This is a testament to the hard work and commitment of our pupils and staff and puts us firmly on our journey to Outstanding.

I am pleased to say that our success has not stopped there. We are now one of the highest performing schools in Wakefield Local Authority and are ranked in the top 1% of most improved schools across the country for pupil progress.

We are looking for a leader with a proven ability in strategic thinking and outstanding academic leadership who will be committed to our mantra of 'Culture + Consistency = Excellence'. A leader who shares the same ethos and values and who will have the opportunity to work with like-minded individual to make a real lasting and positive impact on our community.

Leading Safeguarding, inclusion and SEND is a crucial part of this role and experience in these areas is essential. We are looking for someone who can lead this area with warmth and dynamism, but also with total clarity, relentless consistency and a refusal to accept anything other than the very highest possible standards.

The successful candidate will enhance the senior leadership team and play a major role in our journey to becoming outstanding by being empowered to develop the provision for our vulnerable learners and our students with additional education needs so that the provision they receive is exceptional.

We are working to create something extraordinary for the young people at Carleton, and if this ambition appeals to you, I look forward to reading applications from like-minded individuals, who have an unwavering focus on achievement to ensure our young people receive the absolute best and get the chances in life they deserve.

Yours faithfully,



**Jo Cross**

Headteacher

Deputy Headteacher Application Pack

# Core Values and Guiding Principles

## 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.

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## 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 stifles individual flair.

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

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## 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.

## Deputy Headteacher Application Pack

# Job Description

<b>Job Title</b>	Deputy Headteacher
<b>Grade/Salary</b>	Leadership L20 – L24 (£67,364 – £74,295)
<b>Term</b>	Full time, permanent
<b>Reporting to</b>	Headteacher

### JOB PURPOSE

- To play a key role in supporting the Headteacher/Director of Secondary Education in ensuring that the vision for and identity of Carleton High School and the Pontefract Academies Trust, is clearly articulated, shared, understood and acted upon effectively.
- To support the Headteacher in leading the operational and ongoing strategic development of the school.
- To be Designated Safeguarding Lead and lead on SEND, inclusion and attendance.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The post holder will:

- Take a significant lead in monitoring, evaluating and developing the quality of Inclusion and SEND provision across the School and undertake the role of Designated Safeguarding Lead.
- Lead on all child welfare and child protection issues.
- Play a significant role in contributing to operation and strategic planning, specifically the School Improvement Plan and SEF.
- Support the Headteacher in the professional development of the senior leadership team by coaching, mentoring and/or line managing senior colleagues.
- Undertake a range of rigorous quality assurance activities in order to report on the impact of school improvement strategies and systems and make recommendations for development and target support accordingly.
- Oversee the development of alternative and additional learning opportunities for a range of student groups including those experiencing difficulties in accessing mainstream learning and teaching, EHCP, students on the SEND register and other vulnerable groups and those with records of poor behaviour and attendance.
- Support and develop strong working relationships with outside agencies.
- Monitor progress of vulnerable students including those with SEND and evaluate the effectiveness of teaching to guide future improvements.
- Line manage leaders, teams and other appropriate areas of the school as required.
- Oversee the development and evaluation of policies and practices across the school including SEND, Safeguarding, Child Protection, Inclusion and attendance.
- Be a visible presence around the school every day – both on the corridor and in lessons.
- Attend all school events.



## Deputy Headteacher Application Pack

# Job Description continued

### CORE RESPONSIBILITIES AND DUTIES

All post holders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of team.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required.

### PERFORMANCE MANAGEMENT AND REVIEW

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

### SAFEGUARDING

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop

**The duties and responsibilities highlighted in this Job Specification 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 and the grade has been established on this basis.**



## Deputy Headteacher Application Pack

# Person Specification

No.	Categories	Essential Desirable	Application	Interview
<b>QUALIFICATIONS AND TRAINING</b>				
1	Educated to degree level	E	✓	✓
2	Has qualified teacher status as defined by the DFE	E	✓	✓
3	Evidence of recent relevant professional development in preparation for Deputy Headship	E	✓	✓
<b>EXPERIENCE</b>				
4	Successfully, led, planned, managed and evaluated change which has had a significant impact at whole school level	E	✓	✓
5	Demonstrate the ability to work strategically and successfully at a senior leadership level	E	✓	✓
6	Experience of teaching in more than one school	E	✓	✓
7	Experience as a Deputy/Assistant Headteacher or equivalent	E	✓	✓
8	Working successfully with other education partners and providers	D	✓	✓
9	Demonstrate outstanding, sustained and successful experience as a teacher	E	✓	✓

## Deputy Headteacher Application Pack

# Person Specification continued

No.	Categories	Essential Desirable	Application	Interview
<b>EXPERIENCE</b>				
10	An outstanding practitioner with a proven track record of delivering outstanding pupil outcomes in your own teaching groups	E	✓	✓
11	Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision	D	✓	✓
12	Experience of developing and sustaining a learning culture that has pupil well-being and development at its core, including high expectations and standards of achievement	E	✓	✓
13	Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and wellbeing	E	✓	✓
14	Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance	E	✓	✓
15	Know how to promote an open, fair and equitable culture	E	✓	✓
16	Understand the significance of interpersonal relationships and strategies for promoting individual and team development	E	✓	✓
17	Significant experience of working with children with SEND and knowledge of statutory requirements	E	✓	✓

## Deputy Headteacher Application Pack

# Person Specification continued

No.	Categories	Essential Desirable	Application	Interview
<b>EXPERIENCE</b>				
18	High level of knowledge and commitment to the implementation of the safeguarding agenda	E	✓	✓
19	Understand how to sustain effective organisational structures, systems, policies and procedures	E	✓	✓
20	Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitor their implementation	D	✓	✓
21	Experience of holding individuals, teams and whole school to account for pupil learning outcomes	E	✓	✓
22	Show a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor and evaluate and improve aspects of the school, including challenging poor performance	E	✓	✓
23	Demonstrate a clear understanding of the principles and practice of quality assurance systems, including school review, self - evaluation and performance management and have experience of these	D	✓	✓
24	Knowledge and experience of Child Protection	E	✓	✓
25	Experience of strategies that encourage parents and carers to support their son/daughter's learning	D	✓	✓
26	Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils	D	✓	✓

# Person Specification continued

No.	Categories	Essential Desirable	Application	Interview
<b>PERSONAL SKILLS AND ATTRIBUTES</b>				
27	The ability to inspire, challenge, motivate and empower teams and individuals to achieve high standards	E	✓	✓
28	Demonstrate personal and professional integrity, including modelling values and vision	E	✓	✓
29	Demonstrate a capacity for sustained hard work with energy and vigour	E	✓	✓
30	Demonstrate resilience and optimism	E	✓	✓
31	The ability to prioritise, plan and organise themselves and others	E	✓	✓
32	Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to young people	E	✓	✓
33	Be self-critical and reflective on own practice	E	✓	✓
34	Ability to liaise with different groups to achieve a positive outcome	D	✓	✓
35	The ability to think analytically and creatively and demonstrate initiative in solving problems	D	✓	✓
36	Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales	D	✓	✓





## Deputy Headteacher Application Pack

# Candidate Information

### **Individual visits**

Visits to the school are welcomed and encouraged. Please contact our recruitment partner Martin Blair who will make the necessary arrangements with you.

### **Making your application**

If you have any further questions about the role or would like to discuss making an application please contact our recruitment partner, Martin Blair at Hays Leadership, who is available to talk in confidence and will explain the process for making an application.

### **Recruitment Partner**

We have retained Martin Blair of Hays Leadership to support this recruitment process.

T: 07736791138

E: martin.blair@hays.com

### **Timeframes**

Closing date for applications – 8am, Monday 18th October

Interviews – Thursday 21st October and Friday 22nd October

Start date – Ideally January 2022 but our priority is to recruit the best candidate and will discuss a later start date if necessary

Please note the short turnaround between the closing date and interviews. It will be our intention to notify shortlisted candidates on the evening of Monday 18th October but ask that you have the scheduled interview dates in mind when making an application.

### **Safer Recruitment**

The Pontefract Academies Trust and Carleton High School 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.

## How to find us

Yorkshire lies right at the heart of Britain, and with an exceptional communications network, it's much closer than you think, whether you plan to travel by rail or road.

### By Rail

High speed trains from London to the cities of York, Leeds, Sheffield, Doncaster and Hull can take as little as 100 minutes. Yorkshire's cities and market towns are also easy to get to from other parts of the country.

Pontefract has 3 local train stations.

Cross Country: regular services from across South West England and the Midlands

Virgin Trains: Virgin Trains offer fast and frequent trains to Yorkshire from London Kings Cross, on the east coast.

First Hull Trains: direct services from London King's Cross to Howden, the Wolds and Hull

Northern Rail: Regular trains to Yorkshire.

First Trans Pennine Express: direct services into the region from Liverpool, Manchester Airports, Newcastle and Middlesbrough

### By Road

From the South: the M1 and A1 provide excellent links.

From the South West: the M5 and M42 link to the M1.

From Wales: use motorway connections from the M6 from North Wales and the M4 from South Wales.

From the Midlands: the M6 provides links to the M62, taking you right into the heart of Yorkshire. Alternatively, the M1 provides excellent access from all over the Midlands.

From the North West: the M62 brings you right into the heart of Yorkshire and speeds you to the A1.

From the North East: the A1 serves as the main route into Yorkshire.

### By Air

Leeds Bradford Airport offers flights from a range of UK airports.

Doncaster Sheffield Airport (DSA) is the UK's newest purpose built international airport, having commenced operation in April 2005 on the site of the former RAF Finningley air base. The Airport is located 7 miles from Doncaster and 25 miles from Sheffield, serving passengers across Yorkshire. The airport has recently seen a new link road opening, the Great Yorkshire Way from the M18 to greatly improve access and journey times.

Green Lane,  
Pontefract,  
WF8 3NW  
**T:** 01977 781555  
**W:** [carletonhigh.patrust.org.uk](http://carletonhigh.patrust.org.uk)  
**E:** [admin@carletonhigh.patrust.org.uk](mailto:admin@carletonhigh.patrust.org.uk)



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