



Dream Believe Achieve

Halfpenny Lane Junior, Infant and Nursery School

Head of School: Mr James Parkinson
Halfpenny Lane, Pontefract, WF8 4BW
Tel: 01977 703270
Web: www.halfpennylane.net

Application Pack

Required for 1st September 2018

EYFS Leader

MPR/UPR (Plus TLR2 negotiable dependent on experience)

EYFS Leader

Salary MPR/UPR Plus TLR2 (Negotiable dependent on experience)

Post Reference: P154

Required for September 2018

At Halfpenny Lane, you will be joining a welcoming, supportive and hardworking, committed team of Teachers and Support staff, in a vibrant and attractive working environment. We support each other and strive for the highest expectation ensuring our children receive the best possible learning opportunities. As a proud member of Pontefract Academies Trust, we are looking for a leader who has incredibly high expectations of children's learning and a clear understanding of assessment at all levels. You must positively promote inclusion, ensuring high-quality learning experiences for all children and have a commitment to raising pupils' expectations and achievement.

In return, we can offer you a dynamic, friendly and ambitious school community, a supportive and forward-thinking leadership team, along with a close and rewarding relationship with other Pontefract Academies Trust schools in the area through network and close development with other colleagues. Because of these links we can offer the successful candidate a supportive and creative environment in which to work with our enthusiastic and willing pupils. Rated Good by Ofsted, Halfpenny lane is seeking high-quality staff to join us in providing the best possible outcomes for the pupils in school.

At Halfpenny, we want to provide our children with a broad and balanced curriculum to make sure that our pupils, who are very engaged and friendly; children are given the best learning opportunities possible.

Key skills and experience needed:

- Ability to show initiative
- Examples of effective leadership
- Strong behaviour management
- Communication Skills, feeding back on progress of the children or leading a team
- Professional behaviour
- Enthusiasm and friendly approach

The successful candidate should possess excellent subject knowledge of EYFS and at all times, they will maintain the welfare and safety of the children as their priority.

Visits to the school are warmly encouraged and can be arranged by contacting the administration team on 01977 703270.

To obtain an application pack:

Visit the Trust's website: www.pontefractacademiestrust.org.uk

Email: recruitment@patrust.org.uk

Telephone: 01977 707342

Completed application forms should be returned either by post to Lisa Dodgson, HR Manager, Pontefract Academies Trust, C/O St Mary's Community Centre, The Circle, Chequerfield, Pontefract WF8 2AY or by emailing recruitment@patrust.org.uk no later than 10am Tuesday 24th April 2018.



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Introductory Message from Julian Appleyard OBE

CEO of the Pontefract Academies Trust

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 your 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. Students are drawn from the local community that includes a mix of different catchment areas.

As the newly appointed Chief Executive Officer of the Trust I am truly excited by the opportunity of leading the Trust to the next phase of its development. The Trust is part way through a journey of school improvement and the immediate priority in the short term is to rapidly accelerate student outcomes and school improvement in every school. Pace and a trajectory of improvement is the unwavering expectation.

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 all 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 students. 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 student outcomes. It is simple really: we run schools for the benefit of students, that is why we do the job. We wish to appoint people that understand and believe in the following principles that the best educational institutions inhibit: 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 students 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 aim to build 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. 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,

A handwritten signature in black ink, appearing to read 'Julian Appleyard', with a large, sweeping flourish above the name.

Julian Appleyard OBE

Chief Executive Officer

Introductory Message from the Head of School

Dear Applicant,

Thank you for your interest in the Teaching posts at Halfpenny Lane Junior, Infant and Nursery School. The post commences on 1st September 2018 and this is an ideal opportunity for someone who is looking for their next step in their career progression. We can offer a supportive, caring and forward thinking team that want the best for our children in Pontefract.

Halfpenny Lane Junior, Infant and Nursery School is a proud member of the Pontefract Academies Trust. We are an aspirational, ambitious school where everyone works closely to achieve the very best outcomes for all the pupils who attend.

Visits to the school are strongly encouraged in order to gain a true insight into the aims and ethos present. If you would like to arrange a visit, please contact the school office on 01977 703270 to arrange a suitable time and date.

Attached is a person specification and job description. Please note that only candidates who fulfil the essential requirements will be short-listed. Therefore, please ensure you refer to the components of the person specification in your application form.

During the selection process, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children. Pontefract Academies Trust is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Your current or previous employer will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The completed application form should be returned to Lisa Dodgson, HR Manager, Pontefract Academies Trust preferably by email to recruitment@patrust.org.uk by 10am Tuesday 24th April 2018. If you have not heard from us by 30th April 2018 please assume you have not been short-listed. Many thanks for your interest.

Yours faithfully,



Mr J Parkinson

Head of School

Job Description:

The EYFS leader will work in partnership with the Head of School and the Leadership Team of Halfpenny Lane Junior, Infant and Nursery School to ensure a high quality education and achievement for all its pupils.

The main responsibilities for this post are:

- To work with the HOS/AHT to develop outstanding practice in EYFS
- To support, develop and coach teaching and learning across EYFS so that the school has highly effective practice.
- To lead and co-ordinate assessment across EYFS, maximising pupil and parental engagement

General Duties:

- The education and welfare of a designated class of pupils, in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the:
- National Standards for Qualified Teachers
- Early Years Foundation Stage Curriculum
- School's aims, objectives, key priorities, core values and schemes of work
- Policies of the School and Academy Trust
- To share in the corporate responsibility for the well-being and behaviour of all
- pupils
- To support and carry out the school policy on the safeguarding of children.
- To take on a curriculum coordinator role
- Take on specific tasks related to the day to day administration and organisation of the school
- Participate fully in the wider life of the school
- Attend in-service training

Foundation Stage Class Teacher:

- Develop and implement appropriate policies and practice in line with the ethos of Halfpenny Lane.
 - Through reflective practice, provide a dynamic curriculum which values play, exploration and inclusion
 - Create a stimulating environment which supports learning
 - Ensure excellent progress for children across all areas of development through effective observation, assessment and planning
 - Use Development Matters and the Early Learning Goals for tracking children's progress and for informing future planning working with others, including teaching assistants and/or nursery nurses as well as volunteer helpers, to plan and coordinate work across the nursery
 - Keeping up to date with changes in the curriculum and developments in best practice
 - Coordinate the organisation of new nursery starters and parent meetings
 - Liaise with office staff and administer admissions to nursery and the SLT in the organisation of an appropriate staffing structure in nursery
 - Support parents to become competent and confident educators who are actively involved in their child's development
-

The EYFS Leader will also have key accountabilities for:

1) Knowledge and understanding of

- What constitutes quality in EYFS educational provision, the characteristics of effective Early Years settings and strategies for raising young pupils' achievement
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership

2) Strategic leadership

- Help develop a highly effective school with a "can do" culture
- Maintain an ethos and provide educational vision and direction to secure effective teaching, successful learning and achievement by pupils in the Early Years
- Present a coherent and accurate account of pupil performance and other Early Years self-evaluation evidence in a form appropriate to a range of audiences including governors, the Academy Trust, the local authority, the local community, Ofsted and others to enable them to play their part effectively
- Lead by example, provide inspiration and motivation. Embodify for pupils, staff, governors and parents the vision, purpose and leadership of Halfpenny Lane.
- Ensure that all teaching staff are committed to the school's aims and are accountable in meeting long, medium and short-term objectives to secure school improvement and targets to enable the education success of all pupils.

3) Planning and setting expectations

- Assist the Head of School in leading and managing the creation and implementation of an EYFS strategic plan with particular emphasis on improving the quality of teaching by identifying priorities and targets to ensure pupils achieve high standards, thus securing school improvement.

4) Teaching and planning pupil learning

- Work in partnership with the Leadership Team to ensure the implementation of a climate and code of conduct to promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline throughout the school
- Work in partnership with the Leadership Team to monitor and evaluate the quality of teaching and standards of learning and achievement of pupils in EYFS, including those with special education or linguistic needs, in order to set and meeting challenging, realistic targets for improvement
- Support the work of the ESLT in developing whole school curriculum innovation so that pupils' learning will help prepare them for adult life in the 21st century

5) Assessment and evaluation in EYFS

- To work with the Leadership Team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practise and take action as necessary
 - To contribute to the School Evaluation Form
 - Work with other lead professionals to ensure pupils' prior attainment data is captured using appropriate information technology resources and apply comparative data to establish benchmarks and set targets for improvement
-

6) Relationship with parents and the wider community

- To support families with the induction and well-being of their child when they arrive in Early Years
- Ensure parents are well informed about their child's attainment and progress
- To develop an effective partnership with parents and help them understand how they can support their child's learning and personal development
- Develop effective relationships with the community, especially other local providers, to extend the curriculum and to enhance teaching and learning

7) Managing and developing staff and other adults

- Maximise the contribution of EYFS staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
- Lead professional development of staff through example, creating strong work teams
- Support the provision of high quality professional development by methods such as coaching and drawing on other sources of expertise where appropriate
- Mentor trainee and newly qualified teachers and support the induction of any new staff in EYFS

8) Managing resources

- Manage, monitor and review the range, quality and quantity of all available resources in order to improve pupils' achievements, ensure efficiency and secure value for money

9) Managing own performance and development

- Participate in arrangements for appraisals and take responsibility for own professional development
- Prioritise and manage own time effectively
- Work under pressure and to deadlines
- Sustain their own motivation and that of other staff in their phase

10) Other duties and responsibilities

- To ensure the safeguarding of pupils
 - Other duties the Head Teacher may from time to time ask the post holder to perform
 - To develop training opportunities and courses for external participants
 - To lead a core area of the curriculum
-

Personal Specification:

Criteria		Essential	Desirable
1.	Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Further appropriate qualifications
2.	Experience	<ul style="list-style-type: none"> Substantial experience of teaching in EYFS Experience of teaching in a Primary School Evidence of a high level of competence as a classroom teacher Evidence of consistently good to outstanding standards of progress for children in his/her class 	<ul style="list-style-type: none"> Clear ideas about learning and teaching Experience of leading a core curriculum area or key area of responsibility
3.	School Ethos	<ul style="list-style-type: none"> Understands the importance of enabling all children to be happy, confident learners who will achieve their potential 	<ul style="list-style-type: none"> Evidence of successful relationships with staff, children, parents and Governors
4.	School Leadership & Management	<ul style="list-style-type: none"> A commitment to raising standards Evidence of school improvement initiative Good organisational & management skills Evidence of a commitment to partnership and teamwork Evidence of effective communication skills Experience of managing resources 	<ul style="list-style-type: none"> Experience of leading and managing a staff team in a primary school Experience of controlling a budget for a subject heading
5.	Curriculum	<ul style="list-style-type: none"> Understanding of current educational thinking linked to the Early Years and Primary Curriculum Knowledge of current assessment procedures Evidence of accelerating pupil progress and reaching aspirational targets 	<ul style="list-style-type: none"> Evidence of a willingness to share expertise and promote good practice Understanding of Early Years Assessment Experience of developing outdoor learning Awareness of the need to monitor and evaluate curriculum delivery Understanding of the value of extra curriculum opportunities
6.	Inclusion	<ul style="list-style-type: none"> Up to date knowledge of the SEN Code of Practice Experience of providing for individual needs e.g. children with Special Educational Needs and More Able pupils 	<ul style="list-style-type: none"> Experience of working with outside agencies and professionals
7.	Parents	<ul style="list-style-type: none"> Experience of building good relationships and working in partnership with parents 	<ul style="list-style-type: none"> Experience of liaising with pre-school providers
8.	Community	<ul style="list-style-type: none"> Recognising the importance of the school within the community and has ideas on how to develop this 	<ul style="list-style-type: none"> Demonstrate initiatives taken in current post
9.	Governors	<ul style="list-style-type: none"> Understanding of the roles and responsibilities of Governors 	<ul style="list-style-type: none"> Experience of working with Governors
10.	Safeguarding	<ul style="list-style-type: none"> To share and support the school's responsibility towards safeguarding of pupils A satisfactory Enhanced DBS check 	<ul style="list-style-type: none"> Evidence of Child Protection / Safeguarding INSET
11.	Professional development	<ul style="list-style-type: none"> Evidence of recent training and/or professional development Willing to attend relevant 'in service' courses and meetings to develop knowledge and understanding of roles and responsibilities Lead CPD opportunities to develop and support other staff. 	<ul style="list-style-type: none"> Involvement in coaching and mentoring staff

Candidate information

Individual visits

We would be delighted to organise individual visits with any potential candidate who wishes to visit or find out more detail about our School. Please contact the School office on **01977 703270** to arrange a tour with the Head of School. Please note that School will be closed until the 16th April 2018.

Making your application

If you would like to apply for this post:

- Please complete an application form and declaration form, available on the Pontefract Academies Trust website www.pontefractacademiestrust.org.uk
- Submit a covering letter of application, no longer than two sides of A4 (Ariel - font size 11). In your letter please state which post you are applying for and focus on the following:
 - *The skills and expertise that you will bring to the role evidenced through examples of your successes to date*
 - *How you meet the wider job description and person specification*

Your completed application should be emailed to recruitment@patrust.org.uk by **10am Tuesday 24th April 2018**. Please note that we will be considering applications as they are submitted up until the closing date. Our HR Manager, Lisa Dodgson will be happy to answer any questions you may have about this process or vacancy.

Safer Recruitment

The Pontefract Academies Trust and Halfpenny Lane 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.

Short listing

The selection panel will undertake short listing wherever possible on the same day as the vacancy closing date, however if there is no closing date we will contact successfully shortlisted candidates as soon as possible. Shortlisted candidates will be notified by telephone and/or email giving them as much notice of the date of interview as possible. If shortlisted, please bring with you your passport, driving licence (both parts) and a recent utility bill which is less than 3 months old along with your degree/educational certificates when you attend for interview. This is for DBS purposes and will save time later should you be appointed. If you are not appointed, these will be confidentially destroyed.

Information about Yorkshire

From vibrant cities to pretty villages, rolling countryside and grand coastline, Yorkshire has so much to offer.

Culture and the Arts in Yorkshire

Yorkshire's boasts a diverse range of art galleries and museums. From the mighty sculptures at Yorkshire Sculpture Park, to quaint independent art galleries in our market towns.

Hepworth Gallery

The Hepworth Wakefield is the country's largest purpose-built gallery in nearly 50 years and is named after Wakefield-born sculptor Barbara Hepworth. Inside this inspiring gallery you'll find a unique collection of sculptures by Barbara Hepworth, as well as changing exhibitions by world-famous artists.

Yorkshire Sculpture Park

Explore the international centre for modern and contemporary art. Explore 500 acres of magnificent 18th century landscape with over 60 sculptures in the open air by some of the world's finest artists, including Henry Moore and Barbara Hepworth, Andy Goldsworthy and Antony Gormley.

Pontefract and surrounding area

If you love liquorice then you'll love the annual Liquorice Festival held in the heart of Pontefract each July.

We have a local Racecourse with the longest flat, circular course in Europe. Racing has taken place in the town since 1648 and continues to be a lively pastime today.

You're guaranteed an adventure at Xscape, packed with unique and fun activities such as Snozone/Climbing Wall / Bowling / Cinema / Adventure Golf / Soft Play Zone / Trampoline Park as well as fabulous places to eat and shop.

Local areas of natural beauty

Pontefract Park/Valley Gardens

Nostell Priory - National Trust Site

Pontefract and District Golf Club/Darrington Golf Club

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.
