



Dream Believe Achieve

Halfpenny Lane Junior, Infant and Nursery School

Head of School: Mr James Parkinson
Halfpenny Lane, Pontefract, WF8 3BW
Tel: 01977 703270
Web: www.halfpennylane.net

Application Pack

Temporary KS1 Teacher (1 year in the first instance)

MPR/UPR

Required for 1st September 2018

Salary Range: MPR/UPR dependent on experience – Suitable for a newly qualified teacher.

Required for September 2018

Post Reference: P171

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 practitioner 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
- Strong behaviour management
- Communication Skills, feeding back on progress of the children
- Professional behaviour
- Enthusiasm and friendly approach

The successful candidate should possess excellent subject knowledge of the KS1 curriculum 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 11am on Tuesday 22nd May 2018.

Contents

Letter of introduction from Julian Appleyard OBE, CEO of Pontefract Academies Trust

Letter of introduction from James Parkinson, Head of School

Job Description

Person Specification

Candidate Information - Making your application

Information about Yorkshire

How to find us

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 at the end.

Julian Appleyard OBE

Chief Executive Officer

Pontefract Academies Trust

Introductory Message from the Head of School

Dear Applicant,

Thank you for your interest in the Teaching post 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 to start their teaching career. 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 11am on Tuesday 22nd May 2018. If you have not heard from us on that day please assume you have not been short-listed. Many thanks for your interest.

Yours faithfully,



Mr J Parkinson

Head of School

JOB DESCRIPTION

| | |
|---------------|-------------------------------|
| POST TITLE | KS1 Teacher |
| SCALE | MPR/UPR |
| HOURS OF WORK | Full Time |
| REPORTING TO | Assistant Headteacher |
| LOCATION | Halfpenny Lane J I & N School |

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The KS1 Teacher 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.

What we expect from the successful candidate:

- To work with the HoS/AHT to develop consistently effective teaching in KS1.
- Plan and teach lessons that inspire, enthuse and motivate children of all abilities with inventive and exciting learning opportunities.
- Be reflective, resilient and well organised.
- Be determined to ensure that all children have the opportunity to learn and make progress.
- Support groups of children and lead interventions across the year group.
- Be a practitioner with high expectations.
- Be a practitioner than can use formative and summative data to identify key areas of learning or required support.
- A teacher that can use initiative and be flexible with learning opportunities to support the KS1 team.
- A team player, full of energy and a good sense of humour.

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
- Plan and teach from the Key Stage One Curriculum
- Be an ambassador of our 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

Assessment, recording and reporting:

- Keep appropriate records of students' work.
- Mark and return work set, including any homework within an agreed and reasonable time.
- Use the school's marking scheme at all times.
- Carry out assessment programmes, as agreed by the school or department.
- Complete records of achievement in line with school policy.
- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral work:

- Monitor and set targets for the social and academic progress of all students in the class.
- Endeavour to build good relationships with the children, so that they will look to the teacher for support and advice.
- Command high standards of behaviour and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.
- The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to team and full staff meetings.
- In relation to the school's strategic plan, contribute towards the goals and targets.
- Maintain a professional interest in educational initiatives and developments.

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.

Other Duties and Responsibilities

- 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, confidentiality and data protection.
- 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.
- Willingness to learn new skills
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required

Date Prepared: 4th May 2018.

The duties and responsibilities highlighted in the 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. The job description may be amended at any time in consultation with the post holder.

The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check
- Evidence of entitlement to work in the UK
- Evidence of essential qualifications in accordance with the person specification;
- Two satisfactory references
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where appropriate)

| PERSON SPECIFICATION | | |
|-----------------------|---|--|
| | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | Qualified Teacher Status; Good honours degree or equivalent | |
| KNOWLEDGE | A commitment to child welfare and safety | |
| EXPERIENCE | <p>Sustained track record of successful performance as an excellent teacher in KS1</p> <p>Excellent knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve highly;</p> <p>Excellent ability to assess and evaluate;</p> <p>Excellent knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum areas being taught;</p> <p>Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people;</p> <p>Know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school;</p> <p>Demonstrate highly effective pedagogical practice;</p> <p>Have an excellent knowledge and understanding of the relevant subjects/curriculum areas and related pedagogy, including how learning progresses within them;</p> <p>Have an excellent knowledge on matters concerning equality, inclusion and diversity in teaching;</p> <p>Have an excellent ability to provide learners, colleagues & parents/carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promote pupil progress;</p> <p>Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership.</p> | <p>Evidence of clear understanding of the National Curriculum;</p> <p>CPD & experience teaching Mastery Maths;</p> <p>CPD & experience teaching Read, Write Inc.;</p> <p>Understanding of the Power of Reading Project;</p> <p>Understanding of KAGAN Collaborative Learning Strategies.</p> |

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.

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 (Arial - 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 **11am Tuesday 22nd May 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.