



## **Executive Director of Primary Education**

### **Application Pack**

Pontefract Academies Trust, St Mary's Community Centre, Pontefract WF8 2AY

Telephone 01977 707342 Trust Website [www.pontefractacademiestrust.org.uk](http://www.pontefractacademiestrust.org.uk)

CEO – Julian Appleyard OBE

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## **Introductory Message from Julian Appleyard OBE**

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 academies: six primary and two 11-16 academies. The Trust is a medium sized family of academies 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

## **Role Overview**

### **Executive Director of Primary Education**

- Salary – Highly competitive
- 1<sup>st</sup> September 2018 or by negotiation
- Post Reference – P167

Pontefract Academies Trust is a multi-academy trust of two secondary and six primary academies. The Trust is offering a unique opportunity for an ambitious applicant to join the Trust at the start of our next stage of development.

The Executive Director of Primary Education will lead the support, challenge and improvement of the Trust's primary schools. All primary academies will come under their remit and the post-holder will provide hands on leadership.

The Executive Director of Primary Education is accountable for ensuring the educational success of the primary cluster. The role will coordinate and monitor support for all the academies and should create a culture of constant improvement in each one. The successful candidate will work closely with the CEO, the Trust Executive Director of Teaching and Learning and other members of the MAT Executive Leadership Team.

Strong leadership is vital to ensure the success of the Trust. Pontefract Academies Trust would like to appoint an ambitious and energetic Executive Director of Primary Education who will work alongside the CEO to secure progress, develop, share and embed systems across the six primary academies.

An application pack can be downloaded at [www.pontefractacademiestrust.org.uk](http://www.pontefractacademiestrust.org.uk), or alternatively call Lisa Dodgson, HR Manager on 01977 707342.

If you would like an informal discussion about the post with Julian Appleyard OBE, CEO of the Trust, contact Human Resources on 01977 707342.

Completed application and declaration forms should be returned either by post or by email to:

Lisa Dodgson, HR Manager, Pontefract Academies Trust, c/o St Mary's Community Centre, The Circle, Chequerfield, Pontefract WF8 2AY or by email [recruitment@patrust.org.uk](mailto:recruitment@patrust.org.uk)

Closing Date: Monday 21<sup>st</sup> May 2018 at 10am.

Interview: Week Commencing 21<sup>st</sup> May 2018.

We are an equal opportunities employer welcoming applications from everyone. The Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and any satisfactory pre-employment checks. Successful applicants will also be asked to provide criminal conviction information.

<b>JOB TITLE:</b>	Executive Director of Primary Education
<b>GRADE/SALARY:</b>	Negotiable
<b>REPORTING TO:</b>	Chief Executive Officer
<b>RESPONSIBILITY FOR:</b>	Primary Headteacher(s) / Head of School(s)
<b>SCHOOL BASE:</b>	Central team and academy based

#### **JOB PURPOSE SUMMARY**

The Executive Director of Primary Education will lead the support, challenge and improvement of the Trust's primary academies. All primary academies will come under the remit of the Executive Director of Primary Education and the post-holder will provide hands on leadership. The Executive Director of Primary Education is accountable for ensuring the educational success of the primary academies. The role will coordinate and monitor support for the academies and should create a culture of constant improvement in each individual one. The successful candidate will work closely with the CEO, the Executive Director of Teaching and Learning and other members of the MAT Executive Leadership Team.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

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

##### **1. Strategic Leadership**

- a. Work closely with the CEO and support the development of the Trust's strategic plan vis-à-vis raising standards.
- b. Drive the development and delivery of the education vision of Pontefract Academies Trust.
- c. To devise, implement and evaluate a Trust-wide primary school improvement model and framework in partnership with the CEO and Executive Director of Teaching and Learning.
- d. Work in partnership with the CEO and Executive Director of Teaching and Learning to create programmes and CPD that ensure the development of outstanding staff and high performing teams.
- e. Work with the Trust to ensure good governance across the Trust and the schools.

- f. Ensure curriculum non-negotiables are implemented across all primary academies.
- g. Establish mechanisms and data dashboards (half termly dashboard/report card/risk assessment/categorization for each school) to ensure regular, open communication with the Local School Governance Committees' and Trust Board, at agreed intervals.
- h. In conjunction with the CEO, to formulate and draft MAT wide education policies.
- i. To work with the School Governance Committees to undertake the performance management of the Headteacher(s) / Head of School(s) on behalf of the CEO.
- j. To act as a conduit between the CEO and each Headteacher / Head of School.

## **2. Representation**

- a. To liaise with the local authorities and Regional School Commissioners when required, and develop strategic partnerships (including business links) that will further support the work and effectiveness of the Trust.
- b. To keep abreast of local, national and international policy, practice and research in relation to schools working in challenging contexts and advise accordingly.

## **3. Leading Improvement**

- a. To work with the Trust to develop and disseminate highly effective practice both across the primary academy hubs.
- b. To ensure that the necessary actions needed to bring about improvement are implemented quickly and effectively and to ensure that such actions have the required impact.
- c. To work in partnership with the Executive Director of Teaching and Learning to ensure appropriate intervention strategies across the Trust have the desired impact.
- d. To agree challenging and meaningful targets for improved attainment by supporting PAT academies in self-evaluation and improvement planning.
- e. Work in partnership with the Executive Director of Teaching and Learning and with the academies and central services team to deliver outstanding teaching and learning.
- f. Improve the educational outcomes to beyond national averages for all students in the primary schools in the Trust.
- g. Challenge and Support the academies on key educational issues identified.
- h. To contribute to pre-Ofsted and other quality assurance reviews.
- i. To analyse a range of student level data and to support Headteachers/Heads of Schools in the interpretation and use of data to raise standards.

## **4. Managing People**

- a. To provide effective line-management.
- b. To be involved in the recruitment process of senior colleagues at each school and within the Trust.
- c. To monitor the quality of service provided by the central services team and any consultants working for the Trust.
- d. To take on other agreed responsibilities as part of the Trust Executive Leadership Team.

## **5. Supporting the work of the MAT**

- a. Develop and maintain the ethos of Pontefract Academies Trust so that it is intrinsic and permeates all aspects of the academies' life and curriculum
- b. Develop strong and positive relationships with colleagues in the Pontefract Academies Trust, and contribute to collaborative work across academies cross phase.
- c. Be a member of the Executive Leadership Team and attend such meetings.
- d. To attend Trust Board meetings as required and support the development of the Educational

Performance and Impact Committee.

#### **6. Leading in the Community through Collaboration**

- a. In conjunction with Headteacher/Head of School at each academy, create and maintain an effective partnership with parents.
- b. Strengthen each academy's positive image in the wider community.
- c. Lead in developing community engagement, promoting a continuous culture of change, high standards and expectations.

#### **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;
- Work effectively as part of a team.
- Attend and participate in relevant meetings as required;
- Flexible and willing to work between different sites as required
- Undertaking such duties as reasonably correspond to the general character of the post and commensurate with being a member of the Trust's Executive Leadership Team.
- This could include the need to be an Acting Headteacher / Head of School or other Senior Leadership role as required.

Other reasonable duties commensurate with the scale of the post as directed by the CEO.

**Date Prepared 4<sup>th</sup> May 2018**

***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.***

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)



			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
<b>QUALIFICATIONS</b>				
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	✓	
<b>EXPERIENCE</b>				
5.	A significant track record of success as an Executive Principal/Headteacher and having personal impact	E	✓	✓
6.	Substantial evidence of leading school improvement, through a systematic model which delivered better outcomes for all pupils.	E	✓	✓
7.	Ability to interpret complex quantitative and qualitative data and use this analysis to inform planning, support and challenge.	E	✓	✓
8.	Comprehensive knowledge of current thinking on educational achievement and Improvement, including policy issues.	E		✓
9.	Strong track record of working collaboratively with schools, and successfully building positive and productive working relationships.	E	✓	✓
10.	Experience of line managing senior colleagues, coaching them to even greater competitiveness.	E	✓	✓
11.	Understanding and experience of system leadership and working with partners and teams to develop high quality, shared systems.	D	✓	✓
12.	Capacity to analyse value derived from professional support services such as finance, IT and HR, and how to maximise opportunities created by working at greater scale across multiple schools.	D		✓
13.	Experience of leading and managing Innovation and achieving change.	E	✓	✓
14.	Experience of performance management processes to maximise the contribution of senior colleagues.	E	✓	✓
15.	Experience of managing disparate teams across different locations.	D	✓	✓
16.	Experience of leading strategic reviews and using the outcomes to inform resource allocation.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
17.	Ability to develop processes that encourage the sharing of best practice across schools and hubs.	E	✓	✓
18.	Ability to build and develop strategic partnerships.	E	✓	✓
19.	Ability to pursue challenging and rigorous questions	E	✓	✓

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
	and probe explanations.			
20.	Skilled in developing a culture of outstanding performance and supporting improvements in standards, in teaching and learning and in behaviour.	E	✓	✓
21.	Emotional intelligence.	E	✓	✓
22.	A strong sense of accountability for ensuring performance targets are met and improvement is delivered.	E	✓	✓
23.	Excellent interpersonal skills; strong written, oral skills and report writing skills.	E	✓	✓
24.	Flexible; thrives on change and enjoys working at pace and able to respond to changing demands.	E	✓	✓
25.	Strong analytical skills, particularly In Interpreting complex educational data and skilled at evaluating a school and understanding what is required to generate improvement.	E	✓	✓
26.	Analytical skills that contribute effectively to Identification of developments and trends, prioritisation and problem solving.	E	✓	✓
27.	Highest levels of integrity and probity and a commitment to the highest levels of effort, endeavor and focus on standards.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
28.	A strong belief in the value of education in developing citizens.	E	✓	✓
29.	Personal resilience, persistence and perseverance.	E	✓	✓
30.	Positive and optimistic.	E	✓	✓
31.	A constant drive for Improvement.	E	✓	✓
32.	A willingness to travel, and when necessary work outside normal working day for public and other meetings and to achieve deadlines.	E	✓	✓

## **Making Your Application and the Interview Process**

I hope that having read this pack you are inspired to apply for the post of Executive Director of Primary Education. The application process is as follows:

### **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](http://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](mailto:recruitment@patrust.org.uk) by **10am Monday 21st May 2018 or post to:**

**Lisa Dodgson  
HR Manager  
Pontefract Academies Trust  
St Mary's Community Centre  
Pontefract  
WF8 2AY.**

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 is 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.

## **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 18<sup>th</sup> 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.