



**Assistant  
Headteacher  
Candidate Pack**

Candidate Pack



**CARLETON  
HIGH SCHOOL**



## Introductory message from Mrs Shariff, Headteacher.

Thank you for your interest in the position of Assistant Headteacher at Carleton High School. This is an extremely exciting time to be joining our incredible team of staff and to further enhance our middle leadership team, as we continue on our journey to becoming an outstanding school. Our vision is quite simply to care for our students and to push them beyond their potential all in order to increase their life chances. This really matters; academic results coupled with character development, open doors for young people and can be life changing.

For the last 5 years, we have consistently gained strong results becoming one of the top schools in Wakefield. In our recent ungraded Ofsted inspection in November 2024, we were recognised as 'Good Improving', which acknowledges the extraordinary improvements that Carleton High School has made. I have no doubt that as a school we will continue these successes both academically and personally for our students. This is testament to the hard work and commitment of our students and staff and puts us firmly on track to being the Outstanding school that our students and community deserve.

You will have the opportunity to work with like-minded individuals to make a real lasting and positive impact on our community. Development of 'our people' at all levels is essential within the Trust. We have a Trust wide leadership development programme which ensures that each leader is able to develop their leadership skills and capability to enhance their performance and better themselves.

This is an exciting time to be joining Carleton High School, with our multi-million pound new build scheduled to be ready for September 2025, providing state of the art teaching facilities for our students and teachers. If our ambition appeals to you, please join us as we create something exceptional for our young people. We look forward to reading applications from people who have an unwavering focus on achievement to ensure our young people receive the absolute best during their time with us.

Thank you for your interest in Carleton High School.

**Mrs Shariff**  
Headteacher



## About the Trust.

### 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.

### Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

### 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.

## Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

## Our Vision.

Where every child and young person makes outstanding progress.

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

### Students 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.

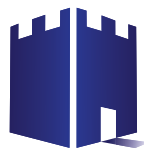
# Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

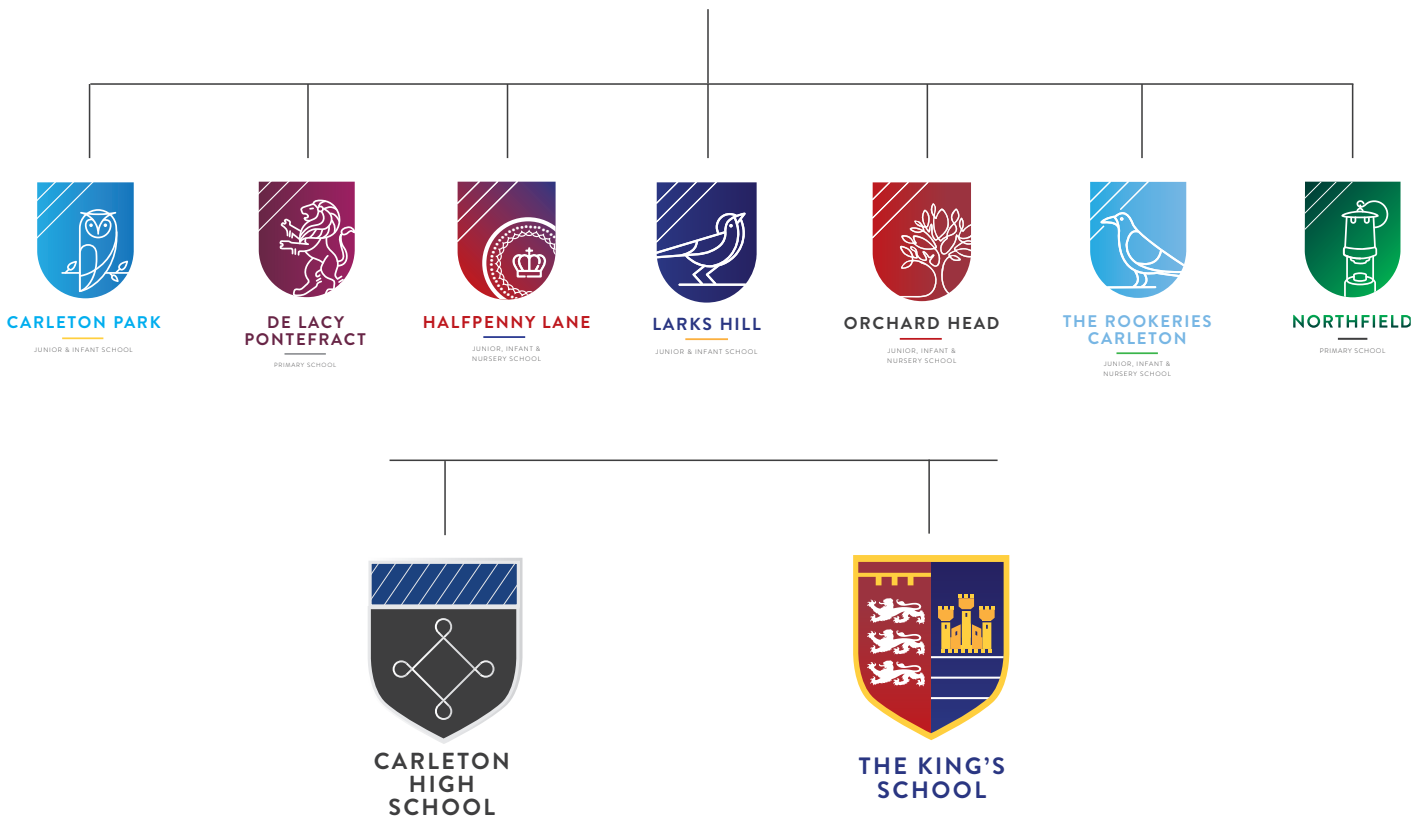
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

# ONE TRUST



**PONTEFRACT**  
ACADEMIES TRUST





# About Carleton High School.

Carleton High School is consistently one of the highest performing schools in the Wakefield Authority, but the school's ambition goes further than a local context. The ambition is to be one of the highest performing schools at a national level; not for accolades or awards, but so that the school is supporting all of its students to achieve their full potential.

Carleton High School is committed to developing teaching and learning, to ensure that a first-class experience is provided for all students regardless of starting points. The aim is for students to make new friends, mature in a positive environment, and have the opportunity to engage in a wide range of extra-curricular activities, designed to develop social skills.

Students at Carleton High School are at the heart of everything that the school does and the staff believe that it is their duty to convert a student's potential into reality. Carleton High School is firmly on track to be an outstanding school, and we would welcome a Curriculum Leader of English to be a part of that journey.



## Vision.

Our vision is to provide a first-class education to all students so that they make outstanding progress and get the chances in life they deserve.

## Ethos.

Our ethos is summarised through our mantra, Culture + Consistency = Excellence. Put simply, this means that we have an achievement focussed culture where we do not put a ceiling on what our students can accomplish. This really matters; academic results open doors for our young people. We aim to be consistent in our approach to everything that we do, never compromising on our high standards so that all our students, no matter what their starting point or circumstance, thrive and achieve their absolute best.

## Student Values.

We live and breathe our student values of respect, responsibility, determination and excellence. These values reiterate positive attitudes to build character and support our students to develop into well rounded citizens, who are well prepared for their next steps in life.

### Respect

We treat others how we would like to be treated, showing kindness and good manners. We are honest, demonstrate good morals and do the right thing even when no one is watching.

### Responsibility

We are responsible for the choices we make and believe that taking responsibility for our actions wins the day. We learn from our mistakes, move forward and improve.

### Determination

We believe in ourselves to be the best that we can be and do not give up. At all times we display a 'whatever it takes' attitude; we get on, do it and make it happen.

### Excellence

We value our education and aspire to excellence in everything we do. We have high expectations of ourselves, our work and our behaviour, always committed to pushing ourselves to do our absolute best.

# Carleton High School New Build Coming 2025



# Job Description:

## Assistant Headteacher

Reporting to:	<b>Headteacher</b>
Salary:	<b>Leadership Pay Grade Scale L13 – L18</b>
Term:	<b>Permanent – Full time</b>
School Base:	<b>Carleton High School</b>

### Job Purpose Summary

- To play a key role in supporting the Headteacher as part of the Senior Leadership Team in ensuring that the vision and ethos of the school and Pontefract Academies Trust, is clearly articulated, shared, understood and acted upon effectively;
- To support the Headteacher as part of the Senior Leadership Team in leading the operational and ongoing strategic development of the school;
- To raise standards of student attainment and achievement across the school by:
  - Providing strategic leadership for all aspects of inclusive education.
  - Developing systems and enhancing student engagement.
  - Developing effective partnerships with external agencies.
  - Ensuring high quality CP and safeguarding practices are embedded.
  - Developing and enhancing the teaching practice of others.

### Key Responsibilities and Accountabilities

#### The post holder will:

- Contribute to monitoring, evaluating and developing the quality of provision across the school;
- Play a significant role in contributing to operation and strategic planning, specifically the School Improvement Plan and SEF;
- To be accountable for developing inclusive learning strategies that complement the Trust's Behaviour for Learning (BfL) strategy and promotes a vibrant learning environment throughout the school;
- 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;
- Contribute to the development of leadership and management capacity across the middle leadership structure;
- Develop and implement action plans to help raise standards and secure improvements;
- Attend and lead meetings as appropriate;
- Be a visible presence around the school every day – both on the corridor and in lessons;
- Line manage leaders, teams and other appropriate areas of the school as required;
- Attend all school events;
- Work with middle leaders to ensure effective systems are in place to track and monitor student progress and provide impactful interventions as necessary;
- Develop, implement and support relevant school and trust academic policies and procedures.

### 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 students 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;

## Job description continued

- 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.

### 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.



# Person Specification.

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
1.	Education to degree level or equivalent;	E	✓	
2.	Qualified Teacher Status;	E	✓	
<b>Experience and Knowledge</b>				
3.	An excellent track record of recent, relevant professional development;	E	✓	✓
4.	Responsibility for an area of whole school performance;	E	✓	✓
5.	Experience of effective teaching and performance within a curriculum area;	E	✓	✓
6.	Experience of SEND provision and responsibilities;	E	✓	✓
7.	Innovative use of resources;	D	✓	✓
<b>Abilities and Skills</b>				
8.	Experience of working as a strong leader and as a member of a team in an educational setting;	E	✓	✓
9.	Innovative approaches to working with students, parents, staff and other stakeholders;	E	✓	✓
10.	Initiate, lead and manage change programmes;	E	✓	✓
11.	Prioritise, plan and organise;	E	✓	✓
12.	Direct and co-ordinate the work of others;	E	✓	✓
13.	Set high standards and provide a role model for students and staff;	E	✓	✓
14.	Deal sensitively with people and resolve conflicts;	E	✓	✓
15.	A commitment to an open and collaborative style of management;	E	✓	✓
16.	Motivate others;	D	✓	✓
17.	Liaise effectively with other organisations and agencies;	D	✓	✓
<b>Knowledge and Understanding</b>				
18.	Of the principles behind the Core Purpose of the role and potential for raising standards;	E	✓	✓
19.	The principles and characteristics of effective schools;	E	✓	✓
20.	The principles and practices of strategic and operational planning and delivery;	E	✓	✓
21.	Effective review and evaluation procedures;	E	✓	✓
22.	Different methods of consulting with stakeholders;	D	✓	✓
23.	Professional and community links;	D	✓	✓
24.	The application of ICT to effective management and learning;	D	✓	✓
25.	Strategies for ensuring equal opportunities for staff, students and other stakeholders;	D	✓	✓
<b>Communication Skills</b>				
26.	Communicate the vision and ethos of the school to a range of stakeholders;	E	✓	✓
27.	Negotiate and consult fairly and effectively;	E	✓	✓
28.	Develop and manage good communication systems;	E	✓	✓

# Person Specification.

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
29.	Communicate effectively orally and in writing to a range of audiences;	E	✓	✓
30.	Develop, maintain and use an effective network of contacts;	D	✓	✓
<b>Decision Making and Judgements Skills</b>				
31.	Make decisions based on analysis, interpretation and understanding of relevant data and information;	E	✓	✓
32.	Demonstrate good judgement;	E	✓	✓
33.	Think creatively and imaginatively to anticipate, identify and solve problems;	D	✓	✓
<b>Personal Qualities</b>				
34.	A commitment to inclusive education;	E	✓	✓
35.	Evident enjoyment in working with young people and their families;	E	✓	✓
36.	Empathy in relation to the needs of the academy and the local community;	E	✓	✓
37.	Ability to inspire confidence in staff, students, parents and others;	E	✓	✓
38.	Adaptability to changing circumstances/new ideas;	E	✓	✓
39.	Reliability, integrity and stamina;	E	✓	✓
40.	Personal impact and presence;	E	✓	✓
41.	Prioritise and manage own time effectively;	E	✓	✓
42.	Work under pressure and to deadlines;	E	✓	✓
43.	Seek advice and support when necessary;	E	✓	✓
44.	Awareness and willingness to be involved in partnerships that support the Trust and the school;	D	✓	✓
<b>Professional Ethos</b>				
45.	Committed to supporting and nurturing the Pontefract Academies Trust vision and values;	E	✓	✓
46.	High expectations for self and others and a strong commitment to raising achievements;	E	✓	✓
47.	Evidence of a commitment to own professional development and impact on practice;	E	✓	✓
48.	Commitment to promote home-school partnerships;	E	✓	✓
49.	High expectations for pupil attendance, behaviour and strategies to meet the personal and emotional needs of every child.	E	✓	✓

## Employee Benefits.

**We're passionate about employee benefits at Pontefract Academies Trust, offering the following as standard to all:**

- Exciting career and leadership pathways supported by outstanding CPD opportunities.
- Everyday Development (EDD) Framework, including goals that are personal and flexible and professional development days to self-reflect and invest in personal development to aid staff engagement, boost wellbeing and enhance employee skills.
- Energise and Engage Weeks throughout the year, where no meetings take place. These dedicated weeks prioritise personal professional development, support work-life balance, and allow for an early finish on designated days.
- Generous employer pension (Teachers Pension).
- Laptop.
- Fantastic family friendly policies with a focus on employee work/life balance.
- Cycle to work scheme.
- Blue Light card.
- Discounted gym membership.
- Free eyecare via Specsavers.
- Childcare vouchers.
- Employee wellbeing programme (including physiotherapy, personal or professional concerns on legal, health, finance, wellbeing, and other matters).
- Discounts at numerous retailers including O2.
- Free flu vaccinations.



# Making your application.

## School Visits

Potential candidates are welcome to visit our school. This is a great opportunity to explore our facilities, meet our dedicated staff, and get a feel for the vibrant community we have built here. We look forward to welcoming you and answering any questions you may have.

Please email [recruitment@carletonhigh.patrust.org.uk](mailto:recruitment@carletonhigh.patrust.org.uk) or call **01977 781555** to arrange an informal conversation or visit to the school.

## Application Process

Please complete an application form via our website:  
<https://www.pontefractacademiestrust.org.uk/vacancies>

## Key Dates

Closing date: **Tuesday 13th May at 12pm**

Interview date: **Friday 16th May 2025**

Start date: **Monday 1st September 2025**

## Important Links

[Pontefract Academies Trust Website](#)

[Trust Strategic Plan 2025 to 2028](#)

[Carleton High School website](#)

## Contact Us

Email: [recruitment@carletonhigh.patrust.org.uk](mailto:recruitment@carletonhigh.patrust.org.uk)

Tel: 01977 781555

**We look forward to hearing from you.**




**PONTEFRACT**  
ACADEMIES TRUST


## Pontefract Academies Trust

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 @PontefractAT

 Pontefract Academies Trust

Registered Company: 08445158

The Pontefract Academies Trust 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 (including online checks).