



# Primary Director of Education

## Recruitment Information Pack

Contents	Page
Letter from Chief Executive Officer of CMAT.	3
Trust Structure .....	4
Trust Vision .....	5
Standards & Expectations .....	6
Application Process .....	7
Vacancy Advert .....	8
Job Description .....	9
Person Specification .....	11



Dear applicant,

Thank you for your interest in the position of Primary Director of Education working across our primary academies within Castleford Multi Academy Trust (CMAT). The role is a new position to oversee the strategy, performance, development and improvement of the primary provision within the trust.

The primary academies in the trust are Three Lane Ends Academy (judged 'Good' by OFSTED 2014), Castleford Park Junior Academy (judged 'Requires Improvement' by OFSTED 2016) and Glasshoughton Infant Academy (judged 'Outstanding' by OFSTED 2009). Castleford Academy (judged 'Good' by OFSTED 2014) is the only secondary academy in the trust.

Each academy in the trust is an exciting place to learn with high quality educational experience and an innovative approach to the curriculum. Children thrive emotionally and academically and are well prepared for their adult life. We are committed to delivering the highest standards of education possible and a continual review of curriculum and organisational structures enable pupils to succeed and achieve. At CMAT, we ensure that all academies within the trust are committed to working towards at least OFSTED 'good' and making significant strides towards being judged 'outstanding'.

Castleford Academy Trust is committed to working together to provide the best outcomes for all within our community. We aim to raise pupil expectations and aspirations through excellent teaching and learning, effective leadership and the distribution of outstanding practice. Mutual sharing of knowledge, expertise, systems and resources from across education and business support the raising of educational standards and achievements and enable us to sustain and enhance educational performance across the trust.

You will be joining a highly innovative, inspirational and ambitious organisation. We are seeking an outstanding leader who can realise the highest quality of teaching and learning, outstanding pastoral care, strong leadership and effective support, to enable our headteachers, staff and students to achieve the maximum of their abilities.

This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Panayiotou', written in a cursive style.

George Panayiotou

Chief Executive Officer of Castleford Academy Trust & Headteacher of Castleford Academy



Castleford Multi Academy Trust

Members

Adam Fletcher

John Hughes

William Clift  
MBE, JP, Med  
Chair of Trustees

Jo Budby

Sally Wright

Trustees

John Hughes

Adam Fletcher

William Clift

Barbara Townend

John Iveson

George Panayiotou

George Panayiotou

Chief Executive Officer of Castleford Academy Trust & Headteacher at Castleford Academy

Sam Stevens

Chief Finance & Operations Officer of Castleford Academy Trust & Director of Business at Castleford Academy

Primary Director of Education

VACANT POST

Kathryn Law  
Headteacher  
Castleford Park  
Junior Academy

Anna Walker  
Headteacher  
Glasshoughton Infant  
Academy

Katie Greatorex  
Headteacher  
Three Lane Ends  
Academy

Daniella Cook  
Associate  
Headteacher  
Castleford Academy

Local Governing  
Body










Local Governing  
Body

Local Governing  
Body

Local Governing  
Body



## Vision Statement for Castleford Academy Trust 2017-2022

Vision		“Working together to achieve excellence for all”													
Values		Care, Aspire, Succeed													
Aims		<b>Outstanding Teaching, Learning and Assessment</b> Teachers have high expectations, they are determined that all pupils achieve well. Teachers inspire resilient learners through regular challenge and incisive feedback.		<b>Outstanding Outcomes for Learners</b> All pupils (and groups of pupils) make substantial and sustained progress, regardless of their starting point. Pupils are exceptionally well prepared for life beyond each Academy – no learner is left behind.		<b>Outstanding Personal Development, Behaviour and Welfare</b> Behaviour and attendance is exemplary. Pupils have an excellent attitude towards their learning and other pupils. They know how to stay safe in a range of situations.		<b>Outstanding effectiveness of Leadership</b> Inspirational leadership, at all levels, enables pupils and staff to excel. A broad and balanced curriculum inspires pupils to learn.		<b>Outstanding Service</b> Leaders challenge and support all stakeholders to achieve outstanding outcomes for all pupils across the MAT.					
Stakeholders		<b>Our pupils can expect:</b> An education that challenges and creates excellent life opportunities through a broad and varied curriculum.			To learn from, and be inspired by, a team of specialist teachers who set the highest expectations.		To learn in safe environments that allows them to flourish, thrive and grow into responsible citizens.		<b>Our parents and partners can expect:</b> A responsive and evolving academy trust that delivers an outstanding education and is held to account by Governors and Trustees.			To work with committed staff who inspire, nurture and support their child to achieve high quality outcomes delivered efficiently and effectively.		A relationship where parents and teachers work together for the best outcomes based on mutual respect and courtesy.	
Enablers		Valuing and developing our staff						Sustainability							
		 To attract and retain high quality staff.			 To promote equality of opportunity and diversity.			 Efficient strategies for financial planning.			 To ensure effective strategies of financial control.				
		 To support staff to achieve their best.			 To develop leadership/management skills at all levels including succession planning.			 To ensure value for money.			 Proactive risk management is built into the culture of the school to ensure compliance.				
		 To create opportunities for professional growth and development.			Aligned to Academy vision.										
		Provision of outstanding learning environments that													
		are equipped with 21 <sup>st</sup> Century technological advances.			are stimulating, engaging, safe and secure.			enhance a first class learning experience.							



## Castleford Academy Trust Vision

**“Working together to achieve excellence for all”**

### Standards and Expectations

**The Trust has a set of simple ‘non-negotiables’ – these are our expectations for all CMAT academies. We value individuality but when an academy is not yet ‘good’ intervention will take place to realise this vision.**

- 1. Total commitment to improving the life chances and aspirations of pupils – high expectations and a relentless focus on pupil progress and attainment so that no child is left behind.**

*Commitment to the very highest pupil outcomes for our children, at all key stages. Headteachers and senior teams that focus on pupils and their outcomes, with everything else as peripheral. This is not at odds with a broad and balanced curriculum or enrichment, but it is establishing a success culture in all. “We must be judged by standards. Governors must focus on this and nothing else” Heath Monk – Future Leaders Trust.*

- 2. Outstanding and proactive leadership at all levels that is visible and has a positive impact. Leaders that ‘see it, sort it’ and develop a culture of ‘no excuses’.**

*“Leadership sets the tone for any organisation, our leaders will inspire, be visible, act as role models for other leaders and for pupils, will be proactive and build high performing, unified teams.” Sir Daniel Moynihan – Harris Trust*

- 3. Exemplary behaviour based on a consistent, fair and positive behaviour management approach. High expectations for all and zero tolerance to low level disruption, so that teachers can teach and learners can learn.**

*“The quality of teaching, learning and behaviour are inseparable. The management of behaviour and the management of learning should be aligned and consistent.” Sir Alan Steer – The Cambridge Primary Review Board.*

- 4. Positive caring relationships, where pupils, staff, parents and governors work together for the benefit of the community.**

*“Every child deserves a champion and an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be. How powerful would our world be if we had kids who were not afraid to take risks, who were not afraid to think, and who had a champion?” Rita Pierson TED Talks Education TV.*

- 5. Recruit, retain and develop highly effective staff who are committed to a culture where there is no acceptance of teaching less than good.**

*“The quality of teaching is more important to pupil outcomes than anything else a school can control, so it is essential that the education system can recruit, train, develop and retain the best possible teachers”. Educational white paper*

- 6. Always strive to improve and do things better with no complacency.**

*Our Academies will always strive to be outstanding for the communities they serve, there will be no excuses for underperformance. “We would be deluding ourselves if we thought the battle to raise standards had been won. There is still much more to do”. Sir Michael Wilshaw- Chief Inspector of Schools.*

- 7. All academies within the MAT are able to generate a positive financial outcome at the end of each financial year to deliver its aims through efficient, forward and effective curriculum led planning.**

*“Education in schools has operated in a relatively benign financial climate for a long time. But a new generation of school leaders is going to have to emerge to cut their cloth to drive efficiencies. This is one of the biggest challenges facing the school system: schools will increasingly have to do more with the same money.” Lord Nash*



## Academies within Castleford Multi Academy Trust

Castleford Academy, Castleford

Three Lane Ends Academy, Castleford

Castleford Park Junior Academy, Castleford

Glasshoughton Infant Academy, Castleford

## The Application Process

You are invited to submit an application form which is available from our website [www.castlefordacademy.com](http://www.castlefordacademy.com)

Completed applications should be addressed to the Chief Executive Officer Mr George Panayiotou and returned to [recruitment@castlefordacademy.com](mailto:recruitment@castlefordacademy.com) or by post to Castleford Academy Trust, Ferrybridge Road, Castleford, WF10 4JQ.

All applications submitted electronically will receive an automated email as confirmation of receipt.

Shortlisted candidates will be contacted by phone or email within two weeks of the closing date with details of the upcoming assessment day(s). If you do not hear from us within two weeks of the closing date please assume on this occasion your application has been unsuccessful.

## Queries

If you have any queries on any aspect of the application process or require additional information including reasonable adjustments, please contact Mrs Gemma Scothern, HR Officer on 01977 605075, or via email at [recruitment@castlefordacademy.com](mailto:recruitment@castlefordacademy.com).

*We are committed to safeguarding and promoting the welfare of our children and young people and we expect all staff and volunteers to share this commitment. For all positions within the Castleford Multi Academy Trust you are required to complete a Disclosure and Barring Service (DBS) Enhanced check prior to appointment.*

<b>Visits to the Trust:</b>	To arrange with Gemma Scothern
<b>Application Deadline:</b>	Tuesday 2 <sup>nd</sup> May at 12 noon
<b>Invitations to interview sent to candidates:</b>	Tuesday 2 <sup>nd</sup> May
<b>Interviews:</b>	Later in the week
<b>Appointment to commence:</b>	September 2017 (preferable)

Castleford Academy Trust comprises of a group of academies committed to “working together to achieve excellence for all”. Each academy within the trust is oversubscribed. Based on our core values of “Care” “Aspire” and “Succeed”, we are extremely proud of our academic record and the quality of education we provide. At Castleford Academy Trust we value staff development at all levels. We are recognised for growing our own leaders through talent management, succession planning and tailored continuing professional development.

Castleford Academy Trust | Care Aspire Succeed



## **Primary Director of Education (Castleford Multi Academy Trust) Salary: L24 – L30 Required for September 2017**

**Castleford Multi Academy Trust (CMAT) seeks applications from outstanding school leaders with integrity, imagination and energy for this rewarding role.**

We are looking for a talented headteacher or executive headteacher to lead our primary provision across the trust. This role would also be an exciting opportunity for an aspiring or existing National Leader in Education. As Primary Director of Education you will already be a strategic, innovative and confident leader.

This is a high profile role for an inspirational individual. With a flexible and calm approach, you will share best practice across the academies, draw on the talents of staff, and build on our many strengths.

You will have a track record of addressing performance, driving change and raising the standards and aspirations of all members of a school community. You will need the tenacity and integrity to deliver in challenging circumstances and the ability to communicate a vision that inspires, motivate and enthuses staff, students and the community as a whole.

Previous experience of managing change and working collaboratively to deliver school improvement will be advantageous.

The successful candidate shall be required to work in any of the primary academies within Castleford Multi Academy Trust as directed by the Chief Executive Officer of CMAT.

### **We can offer you:**

- A significant role in a developing Multi Academy Trust.
- Excellent professional development opportunities.
- Nationally recognised accreditation such as National Leader of Education.
- Opportunities to work as a system leader within the MAT and beyond.
- Opportunities to drive change and impact positively on pupils.
- Enthusiastic colleagues who will be keen to work with you.

*Castleford Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For all positions at Castleford Academy you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.*

If you are interested in this role now or in the future, please contact Mrs Gemma Scothern, HR Officer on 01977 605075 or via email at [gscothern@castlefordacademy.com](mailto:gscothern@castlefordacademy.com) to arrange a visit.

Application packs can be downloaded from our website [www.castlefordacademy.com](http://www.castlefordacademy.com).

Completed applications should be addressed to Mr George Panayiotou, CEO of CMAT at Castleford Academy, Ferrybridge Road, Castleford, WF10 4JQ or via email to [recruitment@castlefordacademy.com](mailto:recruitment@castlefordacademy.com).

Providing suitable interest, the closing date for applications is Tuesday 2<sup>nd</sup> May at (12 noon) with interviews taking place later that week.

For further information on the school, the role and 'how to apply' please visit [www.castlefordacademy.com](http://www.castlefordacademy.com) telephone Mrs Gemma Scothern, HR Officer on 01977 605065 or 07738 630358 or email [gscothern@castlefordacademy.com](mailto:gscothern@castlefordacademy.com).



Castleford Academy Trust comprises of a group of academies committed to “working together to achieve excellence for all”. Each academy within the trust is oversubscribed. Based on our core values of “Care” “Aspire” and “Succeed”, we are extremely proud of our academic record and the quality of education we provide. At Castleford Academy Trust we value staff development at all levels. We are recognised for growing our own leaders through talent management, succession planning and tailored continuing professional development.

Castleford Academy Trust | *Care Aspire Succeed*



## Job Description & Person Specification

### Primary Director of Education

#### OVERALL PURPOSE OF THE POST

To provide strategic leadership and hold accountability for strategy, development, improvement, performance and quality in the primary academies in order to:

- Provide leadership and management which enables the Multi Academy Trust to give every primary student a high quality education, and which promotes the highest possible standards of achievement;
- Secure the long-term success of the primary academies by maximising potential through the skills and resources available from across the Multi Academy Trust;
- Build and develop leadership capacity in each primary academy and across the Multi Academy Trust.

The role will be based across our primary academies.

The postholder will be accountable to Castleford Academy Trust and the Chief Executive Officer.

## Main Duties and Responsibilities

- To work for the Multi Academy Trust providing strategic leadership and hold accountability for strategy, development, improvement, performance and quality in the primary academies;
- Be accountable to Trustees of the Multi Academy Trust and the Chief Executive officer. Trustees will be the overarching body responsible for all the academies within the Multi Academy Trust. The local governing body has delegated oversight of the education each academy provides. The CEO is accountable for the performance management of the Directors of Education and Headteachers;
- Working with the CEO and the Multi Academy Trust to develop a strategic vision for primary education and promote this to staff, students, parents and the wider community;
- Support, build and develop leadership capacity in all academies and across the Multi Academy Trust;
- Motivating Headteachers to promote a culture of shared learning and a practice which create a positive educational climate through the distribution of leadership (teams and individuals) in each of the primary academies across the Multi Academy Trust;
- Working with Headteachers translating the strategic vision into agreed objectives and operational plans for each primary academy;
- To lead the development of school improvement in each primary academy and across the trust;
- To ensure Headteachers drive a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress;
- Ensuring high expectations and challenging targets are set for each primary academy;
- Working with the CEO to hold Headteachers to account, tackling underperformance at all levels and developing robust plans to support improvement;
- Providing inspiration and strong strategic leadership to ensure that primary academies continue to deliver the highest standards of teaching and learning across the Multi Academy Trust;
- Creating a culture and ethos of challenge and support where all learners can achieve success and become engaged in their own learning;
- Ensuring all primary academies develop and maintain effective strategies for staff professional development and performance management;
- Promoting and maintaining a culture of high expectations for self, Headteachers and others;
- Working with the CEO and Headteachers to ensure the effective deployment of resources across the Multi Academy Trust in order to ensure maximum impact;
- Regularly reviewing your own practice, setting personal targets and taking responsibility for your own development;
- Ensuring evidence-based primary improvement plans and policies promote continuous academy improvement linked to each academy's SEF;
- Putting in place effective communication mechanisms to ensure all Headteachers across each academy understand how to implement the strategic vision and operational plans;
- Collaborating with other agencies to ensure students and communities needs are met;
- Actively promoting the primary academies as centres of excellence for education in the local community;
- Presenting a coherent and accurate account of each academy's performance in a form appropriate to a range of audiences, including the CEO, Multi Academy Trust Board, Headteachers, parents and the local community;
- Recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure that all trust resources are organised and managed to provide the best possible outcomes for students.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Multi Academy Trust.

## Person Specification

### Qualifications

Must fulfill at least one of the following requirements:

- Serving or returning Headteacher or Executive Headteacher
- Holder of NPQH

An outstanding and proven leader of school improvement

Teaching qualification

### Leadership

Ability to build leadership capacity throughout the academies, their communities and in particular to empower the Headteachers of the academies

An outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the Multi Academy Trust

An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community within the area the academies serves

Ability to articulate clear visions for the academies within the Multi Academy Trust and their development

Ability to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all students and to make accurate judgments against agreed criteria

Someone with the ability to build a sustainable workforce of high quality staff and leaders

Someone who can provide clear direction and shared purpose for all students, staff and stakeholders

### Communication Skills

A commitment to working positively with all stakeholders and partners

An excellent communicator who is at ease with all stakeholders but particularly colleagues, students and parents

Someone who has very strong negotiation skills and the ability to influence others to the benefit of the Trust

### Experience and Knowledge

An ability to drive and deliver transformational and cultural change

A clear understanding of what constitutes a good school and what needs to be done to make it outstanding and how this can be interpreted into practical development plans

A deep knowledge and clear understanding of educational legislation, the statutory framework

for education, new innovation and developments
<b>Management of Finance, Personnel and Resources</b>
A proven ability to successfully manage all resources effectively
The ability to motivate staff to ensure high performance
The ability to translate a visionary/innovative concept and implement practically
<b>Personal Attributes</b>
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation
An enthusiastic and motivational leader with strong morale building skills
The ability to drive forward change in very challenging circumstances
Someone who is resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters
Provide clear direction and shared purpose for academy leaders, students, staff and stakeholders
Demonstrates emotional intelligence
A strong commitment to personal development for all staff including themselves
Evidence of a commitment to promoting the welfare and safeguarding of children and young people