



Candidate Pack

Headteacher Candidate Pack

Required for September 2024



CARLETON
PARK

JUNIOR & INFANT SCHOOL



Welcome

Welcome from the CEO

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will assist you with the application process for this exciting role as Headteacher of Carleton Park Junior & Infant School.

Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising of seven primaries and two 11-16 secondary schools. Currently, our schools are located within a tight geographic hub in and around Pontefract, with pupils drawn from the local community.

Due to the current Headteacher moving to lead another school within the Trust, the Headteacher position at Carleton Park Junior & Infant School is advertised at an important time for the Trust and the school.

Carleton Park J & I School is renowned for exceptional academic achievements both locally and nationally. It stands as the highest attaining primary school in the Wakefield Local Authority and the joint highest attaining school in West Yorkshire, as well as being in the top 50 schools out of over twenty thousand primaries in the country. In 2023, Carleton Park J & I School featured among the top 1% of primary schools nationwide for key stage two progress and attainment and was named in the 2024 'Times Top 500 Primary Schools in England' list. Therefore, it is in a very strong place as the school embarks on the next phase of its journey towards 'Outstanding'. When you read this please do not be daunted! Carleton Park was not hitting performance levels a few years back and the cultural transformation mirrors what has happened across the Trust.

The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. We always think we can do that bit better and that is an important quality we look for in our people. The Trust has a strong and growing reputation for school improvement across the region, is financially solid and sustainable. All our schools collaborate strongly with a finely tuned school improvement model.

So, what are we looking for in our school leaders? Firstly, we wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. Of course, it is essential that we get the right people on board – people that are not precious or territorial. We want to hear from flexible people, who with 100% backing and support, will get their hands dirty with exciting school improvement challenges.

As a Trust with a great family of schools serving Pontefract we are proud of the work we do. The moral dimension drives us. We also understand that there is more to do to realise our vision and we are humble enough to accept we do not always get everything right and are keen to learn and develop as an organisation.

We believe that the ideal candidate for this Headteacher position is out there, waiting to join our team and make a lasting impact as a great community leader. We eagerly welcome passionate individuals to apply for this pivotal role, as we strive to find the exceptional leader who will guide Carleton Park Junior & Infant School in its next phase of development.

Julian Appleyard OBE
CEO

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.

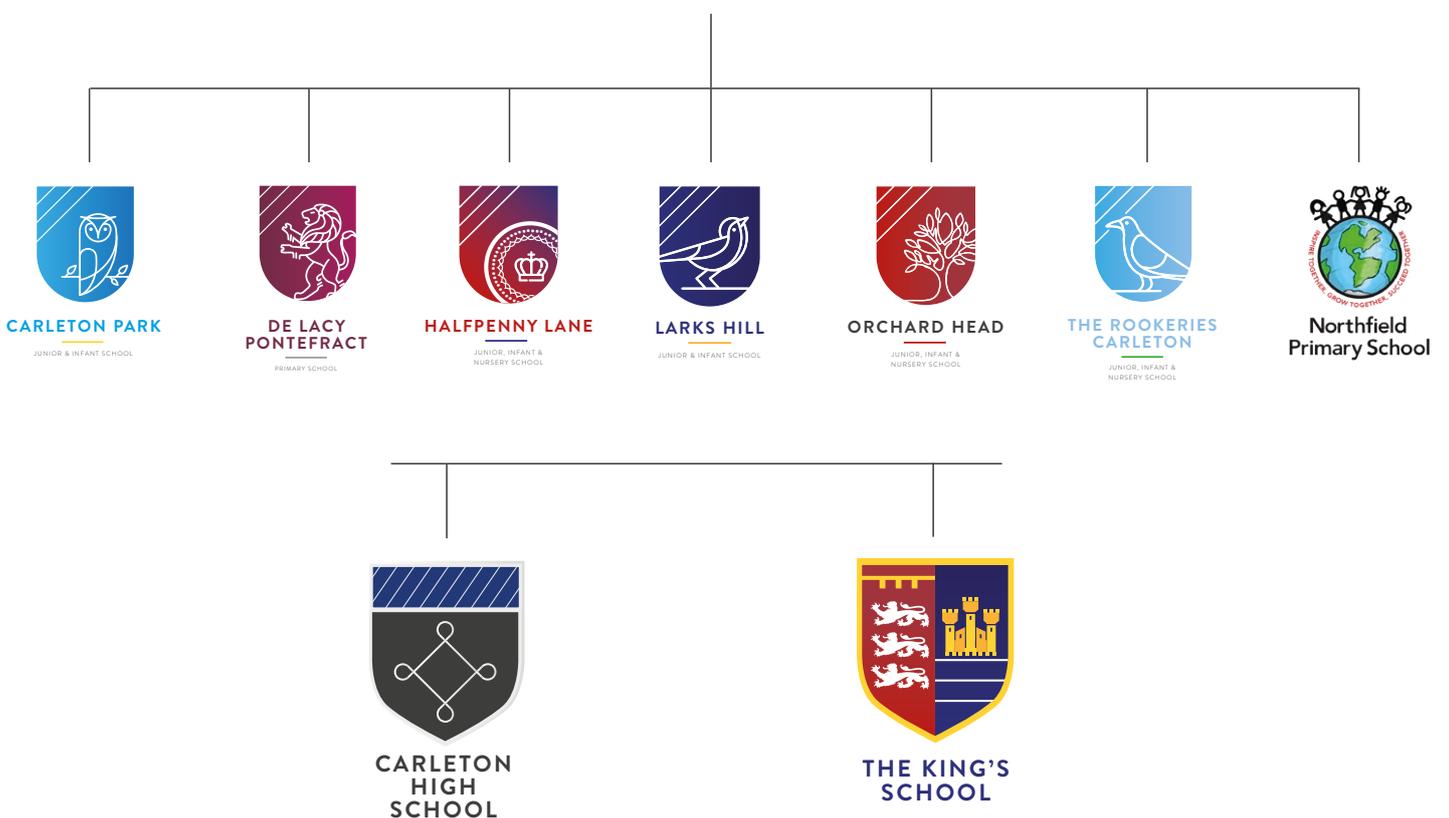
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children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

9 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



About Carleton Park Junior & Infant School

Carleton Park Junior and Infant School is the highest attaining primary school in the Wakefield Local Authority and the joint highest attaining school in West Yorkshire.

In 2023, Carleton Park J & I School featured among the top 1% of primary schools nationwide for progress and attainment and was named in the 2024 'Times Top 500 Primary Schools in England' list.

In July 2019, Carleton Park Junior & Infant School was rated 'Good' by Ofsted. Therefore, it is in a very strong place as the school embarks on the next phase of its journey towards 'Outstanding'.

The current senior leadership team comprises of one assistant headteacher and one associate assistant headteacher.



Job Description: Headteacher (Primary)

Reporting to:	Director(s) of School Improvement
Salary:	L14 – L18 (£61,042 – £67,350)
Term	Permanent – Full time
School Base:	Carleton Park Junior & Infant School

Job Purpose

The Headteacher will take overall responsibility for the leadership and management of every aspect of Carleton Park Junior & Infant School. They will establish a culture of outstanding teaching and learning, an ethos of high expectations and a nurturing yet rigorous approach to behaviour management. The overall purpose of the role is to ensure an outstanding quality of education for all children in the school.

Key Responsibilities and Accountabilities

To provide leadership for, and management of, all staff and children and specifically to be accountable for:

- Teaching and learning
- Curriculum and assessment
- Staff and resources
- Behaviour and attitudes
- Personal development and the safeguarding of pupils

The postholder will be expected to promote the vision and values of the Pontefract Academies Trust as being enthusiastic, collaborative and forward-thinking with all stakeholders including Trustees, School Performance Review Board members, colleagues, pupils, parents, visitors and the local and wider community.

Leadership and Management

- Work closely with the Director of School Improvement and the School Performance Review Board (SPRB) to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context;
- Lead and manage all staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within the Trust;
- Ensure exemplary professionalism from all staff;
- Instil an ethos of high expectations for behaviour and achievement of all children;
- Lead and manage staff professional development and training;

Job description continued on next page

- Lead and manage the strategic development of the school and maintain/communicate this in the Self-Evaluation Form and School Improvement Plan;
- Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the School Performance Review Board;
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

Teaching, Learning and Assessment

- Teach and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress;
- Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring;
- Ensure that all pupils achieve at chronological age level, or, if well below level, make significant and continuing progress towards achieving at level;
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications;
- Work with all senior leaders across the Trust to develop the school curriculum, teaching and learning policy and associated timetable;
- Ensure that there exists, and staff effectively use a robust tracking and target setting system for pupils in line with Pontefract Academies Trust's expectations;
- Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families;
- Provide information and analysis of data collected according to the requirements of the self-review process each term (including Pontefract Academies Trust and School Performance Review Board).

Culture and ethos

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Maintain a school culture and ethos that is utterly committed to achievement and to developing high aspirations in line with the vision of Pontefract Academies Trust;
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success;
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Co-ordination and day to day management of estate and facilities

- Oversee school finance, facilities, catering, IT and other resources;
- Ensure robust operational systems;
- Oversee staffing allocation, including support staff, across the school;
- Ensure that the school can function while building work is taking place (if necessary).

Supporting the work of the MAT

- Develop and maintain the ethos of Pontefract Academies Trust so that it is intrinsic and permeates all aspects of the school's life and curriculum;
- Develop strong and positive relationships with colleagues in Pontefract Academies Trust and contribute to collaborative work across the schools' cross phase.

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 and safety, 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;
- Be flexible and willing to work between different sites across the Trust as required.

Other reasonable duties commensurate with the grade of the post as directed by the CEO/Director of School Improvement.

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
Qualifications and Experience				
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	✓	
Experience				
5.	Successful experience of senior leadership at assistant or deputy headteacher level;	E	✓	✓
6.	An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils;	E	✓	✓
7.	Proven experience in the analysis of performance data for the purposes of target setting and evaluation;	E	✓	✓
8.	Experience of monitoring and improving the quality of teaching and learning;	E	✓	✓
9.	Have a thorough understanding of curriculum development.	E	✓	✓
Abilities, Skills and Knowledge				
10.	Knowledge of the professional teaching standards;	E	✓	✓
11.	Comprehensive knowledge of performance management requirements in an educational context;	E	✓	✓
12.	Ability to pursue challenging and rigorous questions and probe explanations;	E	✓	✓
13.	Lead, manage and co-ordinate staff through an effective team-based approach;	E	✓	✓
14.	Emotional intelligence;	E	✓	✓
15.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary.	E	✓	✓
Personal Qualities				
16.	A strong belief in the value of education in developing citizens;	E	✓	✓
17.	Personal resilience, persistence and perseverance;	E	✓	✓
18.	Positive and optimistic;	E	✓	✓
19.	A constant drive for improvement;	E	✓	✓
20.	Highly approachable, very grounded and makes sensible judgements;	E	✓	✓
21.	Relishes accountability and takes personal responsibility for their own actions;	E	✓	✓
22.	Able to build trust and mutual respect between pupils, families and staff;	E	✓	✓
23.	Strong interpersonal, written and oral communication skills.	E	✓	✓

How to apply:

If you would like to have an informal and confidential discussion about the role, arrange a visit to Carleton Park Junior and Infant School, or to discuss the application process, our CEO Julian Appleyard OBE is happy to facilitate this. To arrange this, please contact Stacey Hoggard, PA to CEO and Executive Leadership Team, by email at shoggard@patrust.org.uk.

Closing date: **Friday 7th June 2024**
Interview date: **w/c 10th June 2024**
Start date: **September 2024**

We look forward to hearing from you.



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Pontrfract 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.