



# Primary Headteacher Candidate Pack

Candidate Pack



ORCHARD  
HEAD

JUNIOR, INFANT &  
NURSERY SCHOOL



## Welcome from the CEO.

**Dear applicant,**

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will interest you and help you with the application process. 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 Pontefract and South Kirby, with pupils drawn from the local community including different catchment areas.

The Trust has a growing reputation across the region for school improvement. The turnaround in performance of all our schools sees our primary schools being some of the strongest in the country for attainment and progress. Our secondary provision is consistently above national averages. This performance is supported by school inspections in the last twelve months where Ofsted have graded three of our schools outstanding across the board. Additionally, three schools have received judgments where the evidence gathered suggested that the inspection grades might be outstanding if a graded inspection were carried out. Whilst we are proud of our achievements and the way we serve our communities, we also know there is more to do. Our work beyond Pontefract sees us carry out DFE commissioned school improvement support in the region, and we work closely with a large network of national, regional and local trust and wider stakeholders.

We are seeking to appoint someone who wants to make a difference. Being a leader at the Trust means being achievement focused, inclusive as well as being committed to the wider personal development of all our children and young people. You will marry this with an understanding the importance of the softer skills of leadership such as the ability to communicate well, collaborate and influence a range of internal and external stakeholders. Our school leaders embrace ownership and responsibility superbly and have a passion and a drive to do more for the communities that we serve.

I hope this introduction provides a sense of what we are about. Please take time to browse our Trust and school websites to gain more of a flavour. If the culture and ethos of the Trust resonates with you and you feel ready to join us on the next phase of our journey, we would love to hear from you.

**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.

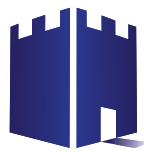
# Our Schools.

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

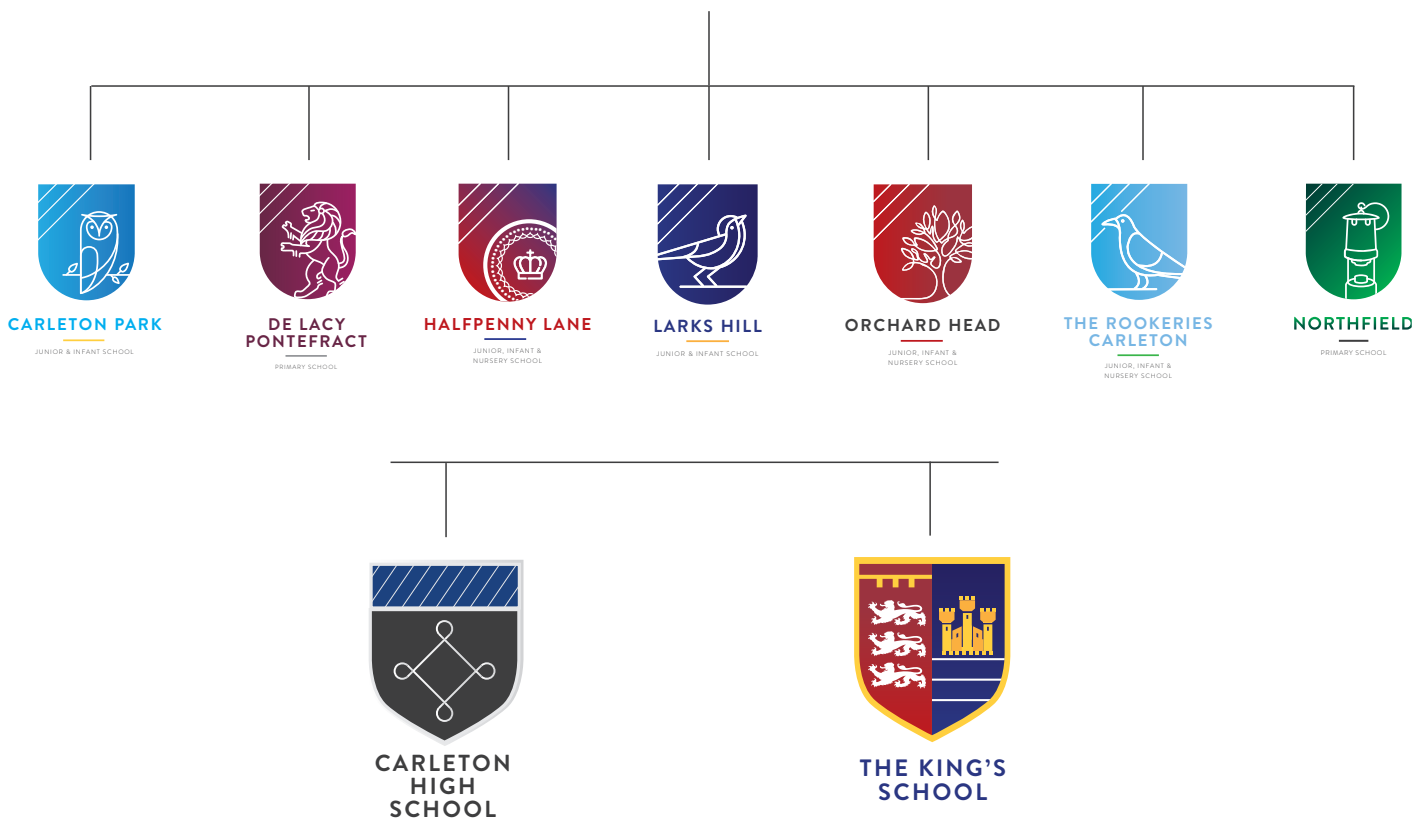
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children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

9 SCHOOLS

# ONE TRUST



**PONTEFRACT**  
ACADEMIES TRUST







# About Orchard Head.

At Orchard Head, success begins with strong foundations. Our dedicated staff are committed to nurturing a lifelong love for learning in every child, empowering them to become confident, independent, and successful individuals. We take pride in our above-national Key Stage 2 attainment and progress outcomes, reflecting our unwavering focus on academic excellence. Beyond academics, our personalised development opportunities enrich the curriculum, providing pupils with memorable experiences that shape their holistic growth. Together as a school community, we celebrate our achievements and eagerly anticipate continued growth, flourishing, and success at Orchard Head.

## Student Values.

### Prepared to learn

We believe that being prepared to learn is the foundation for success. We encourage students to take an active role in their education, coming to class ready to participate, ask questions, and collaborate with peers. We promote the importance of being proactive in seeking out resources and support, empowering students to take charge of their learning and seek help when needed.

### Exemplary in the way I present myself

We uphold the belief that how we present ourselves reflects our character and values. We are committed to being exemplary in our presentation. We encourage students to take pride in their appearance, work, and contributions. This includes giving their best effort, taking care of their belongings, and representing our school community with integrity and enthusiasm. We believe that kindness is a cornerstone of a supportive community. We promote empathy and compassion, encouraging students to support one another, offer help, and celebrate each other's successes.

### Respectful

We believe that respect is essential for creating a harmonious and thriving community. We value treating everyone with kindness, empathy, and understanding. This means listening actively, valuing diverse perspectives, and fostering an inclusive environment where all voices are heard. We celebrate our differences and work together to build strong, supportive relationships.



# Job Description:

## Primary Headteacher

Reporting to:	<b>Executive Headteacher</b>
Salary:	<b>Leadership Pay Scale Range L20 – L24</b>
Term:	<b>Permanent – Full time</b>
School Base:	<b>Orchard Head J, I &amp; N School</b>

### Job Purpose Summary

The Headteacher will take overall responsibility for the leadership and management of every aspect of the primary 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, an 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 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, School Performance Review Board members, colleagues, pupils, parents, visitors and the local and wider community.

#### Leadership and management

- Work closely with the Executive Headteacher and the School Performance Review Board 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.
- Lead and manage the strategic development of the school and maintain/communicate this in the Self Evaluation Form and the 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.

#### Curriculum, 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.

## Job description continued

- Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable.
- Ensure that a robust tracking and target setting system exists and is being used by staff effectively for pupils.
- 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.

### Coordination 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, 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 and 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/Executive Headteacher.

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 Pontefract Academies Trust's 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).

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.

			Assessed by	Assessed by
No.	Categories	Essential or Desirable	Application Form	Interview or 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.	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	✓	✓
<b>Abilities, Skills &amp; Knowledge</b>				
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	✓	✓
<b>Personal Qualities</b>				
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	✓	✓



# 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.

### Further information and school visits

Interested candidates are encouraged to contact our Chief Executive Officer, Julian Appleyard OBE for further information or an informal conversation about the role. 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 [adminsupport@patrust.org.uk](mailto:adminsupport@patrust.org.uk) or call **01977 232146** to arrange an informal conversation or visit to the school.

### Application Process

Complete application for via our website: <https://www.pontefractacademiestrust.org.uk/vacancies>

### Key Dates

Application deadline: **10am, Wednesday 14th May 2025**

Interview date: **Monday 19th & Tuesday 20th May 2025**

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

### Important Links

[Pontefract Academies Trust Website](#)

[Trust Strategic Plan 2025 to 2028](#)

[Orchard Head J, I & N School Website](#)

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



**PONTEFRACT**  
ACADEMIES TRUST

### Pontefract Academies Trust

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**Email:** [adminsupport@patrust.org.uk](mailto:adminsupport@patrust.org.uk)

@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).