



Working
for us.



PONTEFRACT
ACADEMIES TRUST

Contents.

Welcome from the CEO	04
About us	05
Our mission and vision	06
Our core values and guiding principles	08
Commitment to professional development	10
Benefits	14
Applying to work for us	15





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 six primaries and two 11-16 secondary schools. Currently, our schools are located within a tight geographic hub within Pontefract, with students drawn from the local community, including different catchment areas.

As the Chief Executive Officer of the Trust, I am excited by the opportunities that the next phase of our development will bring. Our family of schools has moved forward at some pace since 2018, and we aim to continue this trajectory and emerge from the pandemic with excellent outcomes and continuous improvement. As we enter 2022, the Trust has refreshed its strategic plan to reflect the next phase of its development. The Trust is clear on its strategic priorities and what levers we have to pull to deliver on our mission of running high achieving schools. The Trust is well positioned with a growing reputation for school improvement across the region, is financially solid and sustainable and all our schools collaborate strongly. I urge you to read the Trust Strategic Plan for 2021-2024 for more detail.

Pre-Covid, our six primary schools, delivered their best SATs outcomes. All primary schools achieved their highest attainment figures in meeting the national reading writing, and maths standards. From a starting position of 12% below the national average, the Trust is now 12% above and is the 22nd highest performing Multi Academy Trust in the country on this measure. In addition, our two secondary schools obtained their best outcomes; the Trust moved one of our secondary schools from special measures to a 'good' Ofsted judgment in just over twelve months. I am delighted that the journey over the last two years has seen our people shape and influence the vision and guiding principles of the Trust.

The geographic concentration of our Trust provides us with unique opportunities. Most of our students start their education in a Trust school in nursery or reception and are with us until they are sixteen. Essentially, the Trust and its schools provide an all-through education for most students of compulsory school age in Pontefract. The opportunities this affords us are enormous if one sees the journey from the early years to 16. Looking at the opportunities through such a lens and with this mindset, the possibilities become very apparent. We are not there yet, we have made a great start in benefitting from the opportunities of a "through school mindset", for example:

- The opportunity to raise attainment in all stages reduces any performance dips when students transfer.
- Effective curriculum planning and delivery so that the gaps students pick up in a subject, for example, in Year 7, can be traced back to how the subject may have been taught in Year 5. Effective curriculum planning across phases can reduce what Ofsted calls "cumulative dysfluency" – i.e., the dangers of missing knowledge. Planning not bound by phase boundaries can help students and staff.
- Improved pastoral care and the transition between phases by a more "joined-up approach" with all students, particularly those most vulnerable with SEND and additional needs.
- Improved teaching and learning by developing our rubric, sharing expertise across phases, and creating enhanced opportunities for recruitment, retention, and deployment of staff.

So, what are we looking for? Firstly, we wish to appoint positive people who want to make a difference. Being a leader at the Trust means 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 are achievement focused, with a strong belief in inclusive schools. You will be passionate, highly driven and have the opportunity to play a significant role in the next phase of the Trusts development.

We wish to appoint people that understand and believe in our guiding principles and values. If successful, you will be joining the Trust at an exciting time to help. 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 some of our biggest school improvement challenges. Succeeding with some of our most significant projects will bring more considerable advancement and rewards for the right person.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general letter; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your application form and covering letter.

Yours faithfully,

Julian Appleyard OBE
Chief Executive Officer

About us.

Pontefract Academies Trust is a cross phase Multi Academy Trust of eight academies; six primary and two secondary academies. Our family of academies educate around 3900 pupils and are all based within a tight geographic hub within Pontefract.



**CARLETON
HIGH SCHOOL**



**CARLETON PARK
J & I SCHOOL**



**DE LACY
PRIMARY SCHOOL**



**HALFPENNY LANE
J, I & N SCHOOL**



**LARKS HILL
J & I SCHOOL**



**ORCHARD HEAD
J, I & N SCHOOL**



**THE KING'S
SCHOOL**



**THE ROOKERIES
J, I & N SCHOOL**

Each academy has its own website, please visit these websites to find out more about the academy where you will be working.

Joining Pontefract Academies Trust will not only give you the opportunity to develop your career in the academy you are based, but to work across the Trust to develop your practice, skills and experience to support your career development aspirations.

Many of our school improvement aims are shared across the Trust and this allows us to maximise the opportunities to promote staff, second staff to projects and lead discrete areas of academy and Trust development.

We are an equal opportunities employer and want our staff to reflect the diverse communities we serve.

Core Mission & Vision.

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 Core Values & Guiding Principles.

At Pontefract Academies Trust, we live by our values and guiding principles. They inform and guide our daily work from the classroom to the central team.

We simply want every child in Pontefract to have the best possible education and start in life and our five guiding principles are:

Achievement without excuses

- We have an unwavering focus on achievement. This is paramount so that all 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.



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

Excellence as standard

- We set high standards. “Good enough” is simply not. We do not accept second best from our pupils 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 our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each academy. To this end collective accountability is rooted in a “if one fails we all fail” mentality.
- As a family of academies 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.



Students come first

- Our academies are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in academies and the central trust office work to this end.
- The Trust aims to keep low priority tasks away from frontline teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

Commitment to Professional Development.



Pontefract Academies Trust is at the start of a new dawn. Our academies are only part way through a journey of school improvement. There is no doubt that the immediate priority is to rapidly accelerate pupil outcomes in every academy. Pace and trajectory of improvement is the unwavering expectation.

Transforming our academies is also about creating great places to work for teachers, leaders and support staff. Pontefract Academies Trust want the best people; we want positive people who aspire to be outstanding. At Pontefract Academies Trust we want our staff to innovate, to share and be committed to the moral dimension of our daily work – improving the life chances of our pupils.

The Trust is committed to staff sharing the very best practice and have invested in professional development for staff and a commitment to career opportunities.

Early Career Teacher

We recognise that being an ECT can sometimes be daunting as you embrace the challenges that teaching presents. It is essential therefore, to have a programme of development that supports all ECTs. At Pontefract Academies Trust every ECT benefits from a weekly trust-wide professional development programme. This programme focuses upon the 'craft' of teaching and learning. It allows our ECTs to perpetually reflect upon their strengths and to tweak their practice to become the best version of themselves.

It is essential that ECTs have the opportunity to learn from each other and have a forum where they can test new ideas, remove barriers to performance and quickly gain the confidence and skills to cope with the demands of the teaching profession. All RQTs across the Trust also participate in the programme to share their experiences of their first year of teaching and to augment the skills set they currently possess.

The ECT programme is delivered by our Executive Director of Teaching and Learning with additional support from the Trust's CEO and senior staff. This highly structured programme ensures that the ECTs are upskilled quickly and make rapid advancements in their development. Each ECT has their own mentor to ensure all of their additional support needs.



Career and Leadership Pathway

Pontefract Academies Trust not only wishes to attract the best people but ensure that they are subject to first class career development opportunities.

The Trust is keen to support leaders at different stages of their career and offers a range of leadership development programmes so that our staff can become the best teachers and leaders they can be.

Commitment to Professional Development.

Continued

The Trust has an urgent desire to improve the performance of its academies and leadership at all levels is central to this aim.

The Trust has developed a range of in-house leadership pathways for aspiring and current leaders. These development pathways are led by internal and external senior and middle leaders with a wealth of experience. Our future and aspiring leaders have the opportunity to work with leading practitioners who have a proven record of improving outcomes for pupils.

Teacher Training

Through Teach First, we offer training opportunities so that aspiring teachers gain the necessary educational and personal development. Trainee teachers receive a combination of classroom teaching experience, structured support and bespoke mentoring to develop their knowledge and skills. The Trust aims to ensure that only passionate people, who inspire pupils, will be offered training places. Trainees will benefit from a Trust approach where everybody uses their collective expertise to support others. All trainee teachers will also benefit from full participation on our ECT programme.





Ongoing Training and Development

In all roles there is access to flexible and adaptable learning and development programmes, relevant to your role and career aspirations. These are discussed on a regular basis with your line manager, through our performance management framework. Our aim is to develop professional skills and practice and developing leaders of the future.

Professional development is supported by attendance at external events, courses, e-learning and networking opportunities. We encourage visits to other schools and academies to observe and develop effective education strategies and share best practice within their own academy, and across the Trust.

Pontefract Academies Trust is a place for positive, committed and creative people who want to make a difference. You must be achievement focused and must be dedicated to improving pupil outcomes. It is simple really: we run schools for the benefit of pupils, that is why we do the job.

We wish to appoint people that understand and believe in our values and guiding principles and recognise that the best educational institutions exhibit: a number of common characteristics; an achievement focus and a no excuse culture, high quality leadership, true investment in staff development and a resolute refusal to accept low expectations of self and others.

Conditions of service:

The Trust follows the School Teachers Pay and Conditions Document (STPCD) and the Burgundy Book. This means that teachers can be clear on their pay and other conditions of service

We also follow the JNC conditions of service for non-teaching staff. Known as the 'Green Book' this documents conditions of service and benefits. We also use the JNC published pay scales and salaries.

Continuous service:

The Trust recognises your previous service within the maintained sector, or other academy employer for calculating your annual leave and family leave benefits (this includes maternity and paternity pay).

Pension:

From your start date you can join either the Teachers Pension Scheme or the West Yorkshire Pension Scheme. Contributions are made based on your salary scale.

Annual leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Benefits.

Applying to Work for us.

If you decide to apply, we do appreciate how long it takes to apply for jobs and you can be sure we will take time and care in reading your application form.

We provide a range of information on our website to guide you through our application process.

For all our vacancies we provide:

- + A job description and person specification
- + Details of the role
- + A standard application form and equal opportunities monitoring form.

It is important you provide all the information requested. This allows the recruitment panel to assess your application against the job description and person specification.

Expected Timescales.

We shortlist posts within 10 working days of the closing date. Due to the volume of applications across the Trust we will only contact shortlisted candidates.

We reserve the right to interview prior to the closing date and close posts earlier than advertised. This is where we have held a vacancy for an internal redeployee or received a high volume of applicants. We therefore encourage applicants to apply as soon as possible for any vacancies.

Interviews generally take place within 15 working days of the post closing. Some interviews will happen quicker than this. If any preparation is required, we will inform you when we invite you to interview.

We will also ask you to bring documents with you to interview, please have these available, as this supports our pre-employment checks.

We will inform candidates if they have been successful at interview within 2 working days of their interview, this will generally form the verbal offer of employment. We will also contact unsuccessful candidates. Feedback is available, on request.



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