



Associate Assistant Headteacher

(with responsibility for Teaching and Learning)

Candidate Pack

Candidate Pack



**CARLETON
PARK**

JUNIOR & INFANT SCHOOL



Introductory message from Mr J Ayre, Headteacher.

Welcome

Dear candidate,

I am delighted to address you as the Headteacher of Carleton Park Junior & Infant School and extend a warm welcome as you consider applying for the position of Associate Assistant Headteacher (Teaching & Learning) at our school. Our school's motto, "Be The Best You Can Be," reflects our dedication to fostering a strong respect for learning and a sense of community among our pupils.

Throughout Carleton Park, we have nurtured a positive culture that upholds high expectations for our students in terms of their learning, behaviour, and personal presentation. Similarly, our dedicated staff exhibit their respect for each child by delivering exceptional lessons and tailored experiences, recognising the individual needs of each child.

We are exceptionally proud of the positive relationships that have been built within our school community, the shared ambition held by our community has undoubtedly influenced the outstanding academic results our pupils have and are, achieving. The progress pupils at Carleton Park make at KS2 is in the top 1% in the country, with our recent Year 6 combined outcomes ranking the school number 1 out of over 100 schools in Wakefield.

At Carleton Park, we strive to cultivate confident and adaptable young individuals, capable of achieving greatness and facing challenges head-on. We aim to instil resilience and encourage pupils to take calculated risks without the fear of failure.

Our school offers a dynamic and creative curriculum, which blends traditional values with innovative teaching methods to foster academic and social growth. Our approach is underpinned by our school values which permeate throughout the building, respect, resilience, teamwork, independence and excellence.

I firmly believe that a child's time at school should be among the happiest days of their life. Our aspiration is for every child to excel in all facets of their learning within an immersive, imaginative, expressive, and inclusive environment, always keeping children at the heart of our educational philosophy.

As you explore the application pack and our website, I hope you gain a clear sense of our school, its intrinsic worth, and its lofty aspirations. It is our sincere desire to appoint a highly talented and dedicated professional to this pivotal role within our school. We eagerly anticipate receiving your application.

Warm regards,

Mr J Ayre
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.

Pupils 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.

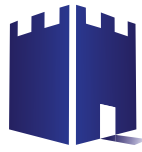
Our Schools.

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

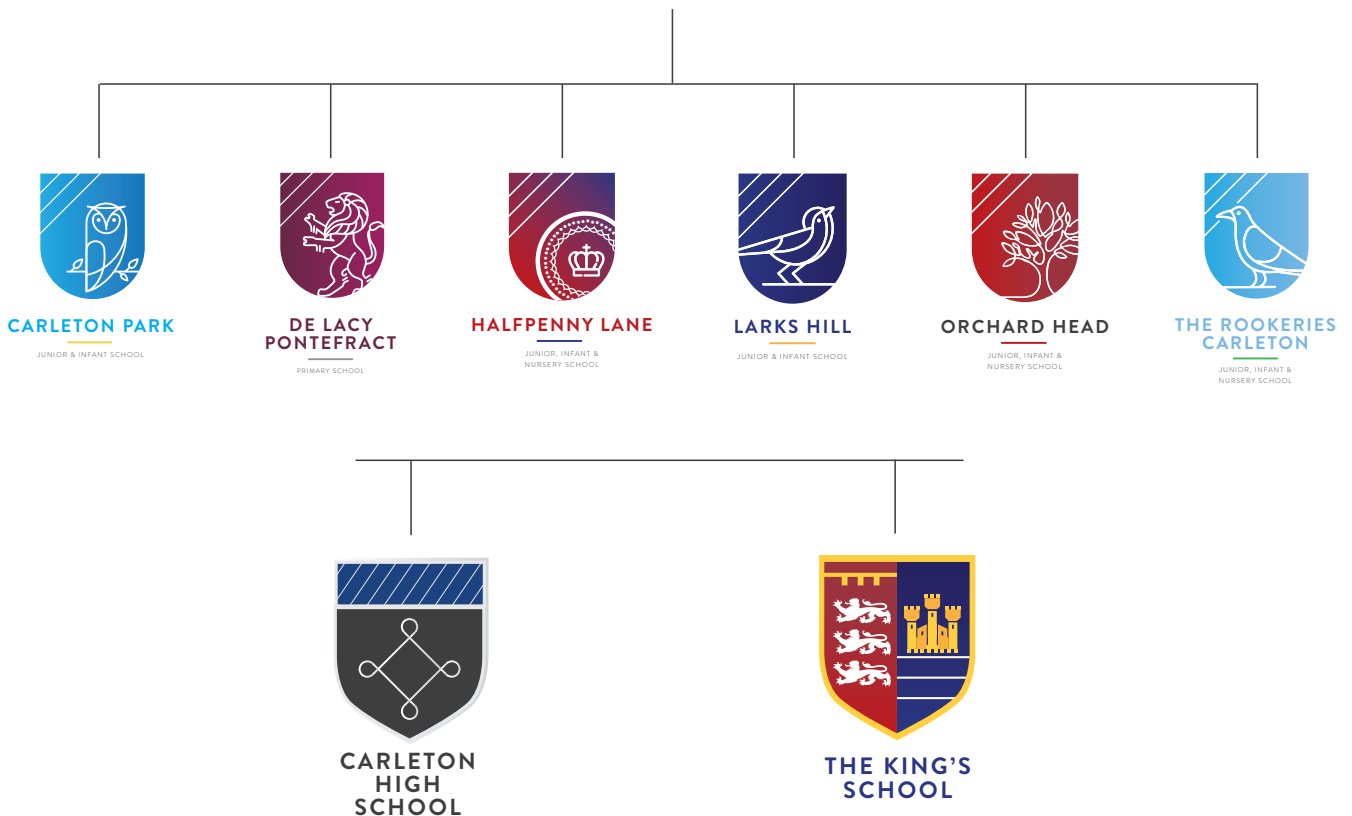
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children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

8 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



About Carleton Park Junior & Infant School

At Carleton Park J & I School we believe that all adults and children who enter our school have equal worth. We encourage our pupils to achieve success by aiming high and realising their talents in a climate where achievements are recognised and all contributions valued and shared. We believe that education is a partnership between all staff, children and families. This is at its most effective when there is close co-operation between home and school. We value the contributions that you can make to your child's learning journey.

Aims

For Carleton Park pupils the curriculum is the sum of all they experience in school. This includes the formal programme of educational provision, the informal programme of extra-curricular activities, and those aspects of leadership, organisation, management and inter-personal relationships that contribute to the development of the school ethos.

Pupils

We aim to help pupils to:

- Develop inquiring minds, with the ability to question, argue and think rationally, creatively and independently.
- Use language and numbers effectively.
- Develop physical abilities and aesthetic appreciation.
- Acquire knowledge and skills relevant to a healthy adult life, society and employment in an ever-changing world.
- Develop respect for spiritual, cultural and moral values, and appreciation of religions and ways of life different from their own.
- Understand the world in which they live and the interdependence of individuals, groups and nations.
- Appreciate human achievement and understand the value of human diversity in terms of intellectual and physical abilities.
- Appreciate the part they play in society and understand their value and worth.
- Develop the social and emotional skills for positive mental health.

Staff & Parents

We aim to support staff and parents by:

- Developing and encouraging the skills of all adults so as to enhance their competence and confidence in carrying out their responsibilities with regard to the development of the children and their own continued professional development – 'we're all learners on the learning journey'.
- Developing the processes of effective communications.
- Giving a clear understanding of roles and responsibilities within our organisation.



Job Description:

Associate Assistant Headteacher

(with responsibility for Teaching and Learning)

Reporting to:	Headteacher
Salary:	Leadership L1 – L5 (£44,305 – £48,894)
Term:	Permanent – Full time
School Base:	Carleton Park Junior & Infant School

Job Purpose Summary

- To work closely with senior leaders in maintaining a coaching culture for teacher development that supports the school in driving high standards and expectations of all.
- To lead, develop and support outstanding quality first inclusive teaching and learning practice, whereby all pupils, including those with particular learning needs, make the required progress and realise their potential.
- To provide bespoke intervention for pupils who need to 'catch up' in the core subjects;
- Contribute to planning curriculum lessons that target pupils of all abilities.
- Take responsibility for day to day management of the school in conjunction with the senior leadership team.
- Support leaders in the completion of self-evaluation and school development plans.

Key Responsibilities and Accountabilities

The exact role and specific responsibilities of the Associate Assistant Headteacher will be dependent on the successful candidate's previous experience. This will be agreed annually and will change, reflecting the needs of the school. This role provides the post holder with an opportunity to gain experience in all aspects of leadership in preparation for future career progression.

Leadership and Management

- To share responsibility for the day to day management of the school.
- To fully support whole school policy decisions, contribute to their initiation and sustain their implementation and review.
- To work with colleague across the Trust to enhance teaching and learning and the implementation of our thematic curriculum.
- To contribute to discussions and decisions at leadership team meetings.
- To communicate and consult with staff, pupils, parents and members of the local community as necessary.
- To support the Headteacher in managing the review cycle of school policies and act as a role model in the implementation of these policies.

Job description continued on next page



Job description continued

School, Ethos and Culture

- Maintain a strong school community, characterised by consistent, orderly behaviour, caring and respectful relationships.
- To maintain a high visible presence around the school ensuring that the highest standards of behaviour are upheld; contributing to the overview and review of student behaviour as required.
- To be active in issues of staff and pupil welfare and support.
- To demonstrate a commitment to equality of opportunity for all members of the school community. • Maintain the school culture and ethos that is committed to achievement for all.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Teaching and Learning

- To identify strategies for raising the attainment of all pupils.
- Lead on the training and development of teaching staff to improve the quality of teaching and raise the level of challenge and support in lessons.
- Use regular assessments to monitor progress, 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.
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

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 guiding principles and values of the Trust.
- Attend and participate in relevant meetings as required.
- Flexible and willing to work between different sites as required.
- Undertaking such duties as reasonably correspond to the general character of the post and commensurate with being a member of the school's senior leadership team.

Other reasonable duties commensurate with the scale of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this 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 and the grade has been established on this basis.

Person Specification

No.	Categories	Essential/ Desirable	Assessed by:	
			Application Form	Interview/ Task
QUALIFICATIONS				
1.	Qualified to teach and work in the UK.	E	✓	
2.	Qualified to degree level/PGCE or equivalent qualifications.	E	✓	
EXPERIENCE AND KNOWLEDGE				
3.	Experience of prior successful leadership at middle/other level with accountability for improving teaching and learning.	D	✓	✓
4.	Experience of having led, or significantly contributed to the success of a school and a track record of outstanding results including disadvantaged pupils.	E	✓	✓
5.	Experience of having improved and sustained an effective behaviour management policy.	D	✓	✓
LEADERSHIP				
6.	Effective leadership style that encourages participation, innovation and confidence.	E	✓	✓
7.	Ability to lead, coach and motivate staff in their development of pedagogy and practice.	E	✓	✓
8.	Ability to develop the leadership skills of others.	E	✓	✓
9.	Strong interpersonal, written and oral communication skills.	E	✓	✓
10.	Takes personal responsibility for their own actions.	E	✓	✓
11.	Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction.	E	✓	✓
12.	Genuine passion and a belief in the potential of every pupil.	E	✓	✓
13.	Commitment to the safeguarding and welfare of all pupils.	E	✓	
VISION AND STRATEGY				
14.	Vision aligned with the Trust's high aspirations and high expectations of self and others.	E	✓	✓
15.	Understands how to set high aspirations and effective strategies for the school across all ability groups.	E	✓	✓
16.	Clear understanding of the strategies to establish consistently high standards of behaviour and commitment to relentlessly instilling these strategies.	E	✓	✓
17.	Strong organisational skills and the ability to delegate.	E	✓	✓
18.	Effective use of data to inform and diagnose weaknesses that need addressing.	E	✓	✓
LEADING LEARNING				
19.	Understand what outstanding inclusive teaching practice looks like, and how to diagnose and implement effective strategies to raise learning standards.	E	✓	✓
20.	Be able to demonstrate and model effective teaching practice to others so they quickly improve.	E	✓	✓
21.	Have experience of leading and evaluating INSET, which impacts on standards in the classroom.	E	✓	✓
LEADING EXTERNAL RELATIONSHIPS				
22.	Can skilfully manage and maintain effective working relationships with parents and other stakeholders.	E	✓	✓
OTHER				
23.	Commitment to the equality of opportunity and the safeguarding and welfare of all pupils.	E	✓	✓

How to apply:

For further information about this exciting opportunity, please contact the school at admin@carletonpark.patrust.org.uk or 01977 722615.

Please submit your application via the Face-Ed link on our website at <https://www.pontefractacademiestrust.org.uk/> vacancies before the closing date below.

Closing date: **27th September 2023, 10am**
Interview date: **2nd and 3rd October 2023**
Start date: **January 2024**

We look forward to hearing from you.



Pontefract Academies Trust

The Barracks Business Centre,
Wakefield Road Pontefract,
WF8 4HH.

Tel: 01977 232146

Email: adminsupport@patrust.org.uk

Twitter: @PontefractAT

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.