



**Deputy Director
of Primary Education
Candidate Pack**

Castleford Academy Trust

Welcome from the CEO



Thank you for your interest in the post of Deputy Director of Primary Education. This is an exciting time for the Trust as we continue to grow our family of schools with a view to increasing the impact we have upon the local community.

Castleford Academy Trust currently comprises of three primary academies and two secondary academies that are all graded good or better by Ofsted. Our vision is “working together to achieve excellence for all”. All the academies within the Trust have a strong moral purpose and seek to have a positive impact on the communities that they serve and to support families to overcome any social disadvantage. This is delivered through an ambitious and engaging curriculum where no learner is left behind, alongside a strong pastoral support programme which ensures that pupils overcome any barriers to learning.

This year, Castleford Academy Trust will be going through a significant period of growth, as we plan to welcome the academies within Northern Ambition Academies Trust to our Trust. We are preparing for this growth by increasing our Trust Executive Team. To support this development, we wish to appoint a Deputy Director of Primary Education.

This is an exciting opportunity for a highly skilled, motivated and experienced school leader and improvement professional to join the Trust Executive Team. The successful candidate will work closely with the Chief Executive Officer, Director of Primary Education and primary Headteachers to implement the Trust school improvement strategies.

All academies within the Trust offer a rich set of experiences to allow pupils to grow and nurture talent, whether that be in sport, drama, music, art or technology. Staff will strive to give pupils opportunities to compete with the very best locally, nationally and globally. We are proud of our pupils and the positive contribution they make to society.

At Castleford Academy Trust, it is essential that we deliver a first class standard of education and ensure that all of our academies deliver ‘outstanding’ provision for the benefit of our pupils and wider community. The successful candidate will have significant experience of school improvement within a primary setting or across various primary schools, have been a Headteacher or senior leader within a primary school and have a track record with significant impact on the quality of teaching and learning and pupil outcomes.

You will be joining an ambitious and innovative Trust who are deeply committed to our values and have very high expectations and aspirations for our pupils. The key to the success of the Trust is the commitment of an outstanding team of leaders, teachers and support staff. If this role is of interest to you, we welcome further conversation to help you to make a fully informed decision in applying to work with us.

George Panayiotou
CEO



About Castleford Academy Trust



Castleford Academy Trust established as a Trust on 1st April 2013. The Trust comprises of two secondary academies: Castleford Academy and Crofton Academy; and three primary academies: Park Junior Academy, Glasshoughton Infant Academy and Three Lane Ends Academy. Each academy is based within the Wakefield district. Castleford Academy Trust serves approximately 3500 pupils.

Castleford Academy Trust is committed to “working together to achieve excellence for all”.

Within Castleford Academy Trust, in our pursuit of excellence, we work hard to ensure that no child is left behind. The Trust puts pupils at the heart of everything we do. In our commitment to excellence, we place ourselves at the forefront of educational developments, creating an environment which is innovative, a positive climate for learning and attainment that fully supports pupil's social and emotional developments.

Each academy is an exciting place to learn, with high quality educational experiences and an innovative approach to the curriculum. Pupils thrive emotionally and academically and are 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 enables pupils to succeed and achieve. We ensure that we deliver a first-class standard of education and ensure that all of our academies deliver ‘outstanding’ provision for the benefit of our pupils and wider community.

Castleford Academy Trust is committed to working together to provide the best outcomes for children within the community.

We aim to raise pupil expectations and aspirations through teaching and learning, effective leadership and the sharing of outstanding practice.

Within the Trust, sharing of knowledge, expertise, systems and resources supports the raising of educational standards and achievements. It also enables us to sustain and enhance educational performance whilst taking into account statutory and regulatory requirements.

Castleford Academy Trust is an exceptional place to work and has a team of dedicated and committed staff. We strongly believe in developing and nurturing talent by providing opportunities for staff training and development. Staff turnover is low. We are proud of our achievements but are always striving to do more and provide the very best life opportunities for the communities we serve. We continually seek out the best practice to ensure that our provision sits alongside the finest that is available nationally.

The purpose of the Trust Board is to ensure clarity of vision, ethos and strategic direction of the Trust and to raise standards and outcomes for all pupils, regardless of starting points. Our structures and processes support and develop the Trust to benefit all our pupils, staff and the communities we serve. We believe that success is achieved when we work together.

Core Purpose of the Post



Castleford Academy Trust is a dynamic and forward-thinking educational organisation committed to providing high-quality education to pupils across our network of schools within Castleford and the Wakefield area. Due to the growth of the Trust, we are seeking a highly motivated and experienced professional to join our team as the Deputy Director of Primary Education. This key leadership role will focus on driving school improvement across one of our primary clusters of academies with a particular focus on leadership development, early years, teaching and learning and pedagogical approaches, curriculum development, personal development, attendance, behaviour and safeguarding, SEND and Pupil Premium provision, contributing to the overall success and growth of our academies.

We are looking for an educational professional who has significant experience of school improvement within a primary setting or across various primary schools, has been a headteacher or senior leader within a primary school and has a track record of significant impact on the quality of teaching and learning and pupil outcomes.

The post holder will be responsible for providing school improvement and strategic leadership across the primary academies within the Trust, predominantly with the academies within one of the clusters in the trust, liaising closely with the Director of Primary Education, primary Headteachers and subject leaders to establish and maintain policies and practices which promote high achievement through effective teaching and learning and curriculum planning. They should create a culture of constant improvement, be an inspirational leader and committed to the highest achievement for all.

In addition, for the right candidate with the appropriate experience, the post holder will be responsible for leading SEND provision across the trust within secondary and primary academies, liaising closely with the Directors of Secondary and Primary Education, Headteachers and SENCOs in each academy.

This is a high-profile role for an inspirational individual. With a flexible and calm approach, you will share best practice across the academies in the cluster and all the primaries in the trust, draw on the talents of staff and build on our many strengths. The successful postholder will have a track record of addressing performance, driving change and raising the standards and aspirations of all members of a school community. They will need the tenacity and integrity to deliver in challenging circumstances and the ability to communicate a vision that inspires, motivate and enthuses staff, pupils and the community as a whole. Previous experience of managing change and working collaboratively to deliver school improvement will be advantageous. The role will be based across our primary academies but will focus predominantly on school improvement across one of the clusters within the Trust.

The postholder can expect a high degree of support from executive leaders, leadership teams, academy staff and the Trust team who provide support for school improvement, governance, GDPR, IT, curriculum development, inclusion, safeguarding, HR and school operations including finance and estates. The Trust plays an integral part in school development and operation.





Main Duties and Responsibilities: Strategic Leadership and School Improvement

- Work closely with the Director of Primary Education to develop and implement the strategic vision for primary education within the trust.
- Provide strategic leadership and guidance to primary school leaders, ensuring alignment with the trust's improvement objectives and vision and values.
- Contribute to the overall strategic direction and delivery of the Trust's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- Lead school improvements across a cluster of primary academies so that educational performance is in the top quartile nationally. Work with leaders at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils and meet the demands of the wider communities served.
- Use school improvement strategies and qualitative and quantitative data to drive the quality of teaching and learning and pupil outcomes.
- Provide Trust-wide leadership in specialist areas including leadership, teaching and learning and pedagogical approaches, SEND and PP provision, curriculum development of both core and foundation subjects, early years provision and assessment.
- Champion best practice, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards
- Challenge, coach, motivate and empower leaders to attain ambitious outcomes for all pupils.
- Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions and its use to inform priorities for development planning.
- Working with leaders to ensure exemplary standards of pupil behaviour is evident across a cluster of primary academies supported by first class pastoral care and an extensive personal development programme.
- Work with the Director or Primary Education to ensure that primary academies are at least 'good' or better in their next Ofsted inspection and are well prepared for regular external review.
- Communicate any developments and educational initiatives/ strategies to the senior and subject leads in each academy.
- Provide inspiration and strong strategic leadership to ensure that primary academies continue to deliver the highest standards of curriculum development and teaching and learning pedagogy across the Trust.
- Provide, develop, monitor and evaluate: provision and pedagogy; curriculums and assessment methods which relate and contribute to the overall policies of the Trust and the National Curriculum
- Identify strategic and academy specific training needs and individual team members continued professional development
- Use effective mentoring and instructional coaching to support the development of leaders and teacher
- Foster effective communication and collaboration among primary school leaders, teachers, and other stakeholders within the Trust.
- Work with the Director of Primary Education to promote collaboration with other schools, including those in the pyramid, and organisations in order to share expertise and secure benefits for the staff and pupils of each academy and the Trust
- Ensure that the relevant provision mapping, SEND reviews, paper work and systems and processes are completed in a timely manner in line with statutory guidance and provide support with this, where necessary.

Trust SEND Responsibility

(The full extent of the SEND responsibility will be determined based upon the successful candidate's knowledge and experience)

- Provide strategic leadership to ensure that the SEND provision and practise across all the academies within the trust are aligned to the SEND code of practice
- Develop a SEND strategy for the trust, outlining the intent, implementation and impact of provision for SEND pupils across the trust.
- Advise academies on how to further develop effective practice and intervention work to support pupils with SEND and their families, drawing to attention the best practise in the Trust and to help with cooperative work with the local authority and multi agencies.
- Lead the SEND strategy group to share good practice, promote collaboration and develop SEND provision across the trust.
- Ensure that all SEND policies and procedures are kept up to date, and provide professional input to review/ update other Trust policies as needed.
- Complete quality assurance reviews, providing support and follow up guidance where appropriate. Support leaders to create an annual one-page profile of SEND pupil numbers, level of needs, context, outcomes and provision. Collate a trust one-page profile in response to this and submit this to Executive Leaders.
- Provide Trust and academy training which reflects best practice, signposting research- based best practise to staff within the organisation.
- Provide advice and support and signposting best practice in the Trust to academies related to parents/ carers/ families in order to promote parent/ carer/ academy partnership.
- Ensure that the transition approach for pupils with SEND is effective.
- Support leaders to ensure financial efficiency with regarding to SEND national funding.



Teaching and Learning, Curriculum Development and Early Years

- Support the delivery of excellent teaching and learning across a cluster of primary academies through the promotion of high-level professional standards, use of up to date educational reading and research and rigorous monitoring and evaluation of teaching quality and pupils' achievement
- Lead initiatives to enhance teaching and learning methodologies, fostering a culture of continuous improvement and innovation.
- Provide professional development opportunities for teachers and subject leaders and support staff to ensure the delivery of an outstanding education, leading on subject strategy groups.
- Provide inspiration and strong strategic leadership to ensure that primary academies continue to deliver the highest standards of teaching and learning pedagogy.
- Work with SENCOs to ensure that strategies and procedures (using national and Trust guidelines) for teaching and learning for pupils with special educational needs are effective.
- Play a significant role in the formulation of subject specific development and implementation plans.
- Work with Headteachers and subject leaders to ensure the development and implementation of ambitious, progressive curriculums in each academy in a cluster, from Early Years to Year 6, across core and foundation subjects.
- Stay abreast of educational trends, reading and research to inform curriculum design and delivery.
- Liaise with the Director of Primary Education, Trust Data Manager and Headteachers to ensure that formative and summative assessment is effective, accurate and robust and data-driven decision-making enhances pupil outcomes.
- Collaborate with Headteachers, early years specialists and middle leaders to implement effective strategies for improving outcomes and experiences for young learners across Nursery and Reception, using research and best practice to drive improvement.

Data Protection and Safeguarding

- Castleford Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the academy's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with health, safety & welfare.

Equality, Diversity and Inclusion

- In liaison with the Director of Primary Education, trust staff and Headteachers, ensure that primary academies implement the equality, diversity and inclusion strategy ensuring that every learner in the Trust has a positive experience.
- Alongside the Director or Primary Director of Education, ensure that leaders support the Trust's implementation of all current statutory requirements, e.g., Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

General

- Actively contribute to and promote the overall ethos and values of each academy and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the academy or Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times.
- Act as an ambassador for the academy and wider Trust within the local community and beyond, ensure that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities by the Trust Board, CEO or Director of Primary Education which fall within the scope of the post.
- Candidates must also be willing to undertake other responsibilities in line with their grade as requested by the Trust.



Person Specification

	Essential	Desirable
Qualifications	Qualified Teacher Status.	NPQH, NPQEL or other relevant qualifications.
	Educated to degree level, with evidence of continuing professional development.	Relevant postgraduate qualification.
		Further relevant professional studies.
		SENCO certificate or be willing to undertake the NPQSEND qualification.
Experience	Successful career experience and a proven track record as a Headteacher/Senior leader and knowledge of outstanding primary school practice.	Experience of school inspection or school to school support.
	Strong track record of driving school improvement within primary settings, working strategically and operationally, with significant impact.	Experience of leading/managing across multiple primary schools or sites.
	Strong track record of improving effective teaching and learning and pedagogical approaches linked to evidenced informed research.	Evidence of successful management of change and the use of the implementation framework to drive improvement.
	Proven success in reviewing, designing and implementing an effective primary curriculum across core and foundation subjects, using evidenced informed practice to develop this.	Direct experience in the SEND arena including experience in writing/ embedding policies related to SEND.
	Experience of strategic improvement in Early Years, leading staff and change taking into account statutory requirements.	
	Experience of the development of formative and summative assessment across all areas of the primary curriculum to secure pupil progress and ambitious outcomes.	
	Strong track record and experience of supporting, coaching and challenging headteachers and senior leaders to drive primary school improvement.	
	Experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes.	
	Experience of working with leaders, teachers and professionals to provide professional development and extend their understanding and effectiveness.	
	Successful experience of promoting inclusion, equality and diversity.	
	Ability to create and maintain an environment which promotes good behaviour, discipline and a culture of celebrating success.	
	Understanding the factors which create barriers to learning and the ability to implement appropriate strategies that address this, whilst reducing inequalities and promoting social inclusion.	
	Experience of working with a range of senior and middle leaders, empowering them to lead improvement within their organisation.	
Knowledge	An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda.	Project management techniques including budget and resource management.
	Knowledge of key school improvement strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by Castleford Academy Trust.	An understanding of KS3 curriculum.
	Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Trust.	In- depth knowledge of statutory and non-statutory guidance to schools and academies regarding SEND and SEND code of practice 0 to 25 years.
	Understanding the principles of designing an engaging and ambitious curriculum.	
	Understanding of statutory requirements within Early Years and the designing of provision to secure ambitious outcomes for pupils.	
	Knowledge of formative and summative assessment strategies and how these can be used effectively to secure pupil progress across the curriculum.	
	Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements.	
	Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children.	
Skills and Abilities	An inspirational leader who demonstrates care, optimism, courage and humility.	Capitalise on appropriate sources of external support and expertise.
	Demonstrate political acumen.	
	Negotiate and manage conflict, providing appropriate support.	
	A strategic thinker who can work with the headteachers, subject leaders and trust leaders.	
	Committed to the ethical leadership; to the highest standards in all areas of academy life, including behaviour, academic and enrichment.	
	Well-developed presentation, I.T. and written skills and comfortable with public speaking.	
	Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.	
	Ability to instil a collaborative working ethos and sharing of good practice.	
	Effective leader who can build a positive organisational culture encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.	
	Ability to plan priorities with clear milestones of success.	



Person Specification continued

	Essential	Desirable
Professional Development	Ability to provide evidence to show a commitment to professional development.	
	Ability to plan personal development for staff with varying levels of experience.	
	A relentless drive and commitment to getting the best out of all pupils with no child left behind.	
Values	Committed to Castleford Academy Trust values.	Active contribution to the wider part of Trust life.
	Committed to achieving the best for every pupil.	
	Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting Science as a subject.	
Personal Qualities	Emotional intelligence and a clear understanding of how to get the best out of others.	
	Inspirational, dedicated and motivated individual.	
	Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting Science as a subject.	
	Desire to be the best you can be.	
	Passionate about the education of young people.	
	Good sense of humour.	
	Ability to stay calm under pressure.	

