



Deputy Headteacher
Candidate Pack

CASTLEFORD ACADEMY

Welcome from the Headteacher



Dear Colleague,

Thank you for your interest in the post of Deputy Headteacher at Castleford Academy.

This post is being advertised at an exciting time in the development of Castleford Academy. We are seeking to appoint a new Deputy Headteacher to add capacity to the current leadership team. The Deputy Headteacher will work alongside the Headteacher and Executive Leaders to ensure that the highest possible standards are maintained and exceeded across the academy.

Castleford Academy is an academy at the heart of the community. It is the founding academy of the Trust and, as such, is a flagship in the Trust provision. We are deeply committed to our values and have very high expectations and aspirations for our pupils. Key to the success of the academy is the commitment of an outstanding team of leaders, teachers and support staff. The successful candidate will be joining an experienced leadership team consisting of 5 Assistant Headteachers, 2 Associate Senior Leaders and a Business Manager. In October 2019, the academy was judged Outstanding under the new inspection framework. This was the culmination of a 7-year journey of improvement. The academy is seeking to appoint a new Deputy Headteacher who can both build on this success and continue to strengthen provision to secure future success.

Castleford Academy is part of Castleford Academy Trust. The Trust consists of 3 primary feeder schools, based in Castleford and an additional Wakefield secondary academy, Crofton Academy. Our vision is "working together to achieve excellence for all". All the schools within the trust have a strong moral purpose and seek to have a positive impact on the communities that they serve and supporting families to overcome 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.

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.

This is an exciting time for the Academy Trust as we seek to grow our family of schools, with a view to increasing the impact we have upon local communities. To support this development, we wish to appoint a Deputy Headteacher who will not only prioritise Castleford Academy, but is prepared to work in collaboration both within the Trust and beyond. You will be joining an ambitious and innovative academy. We are seeking to appoint an inspirational member of staff who can support our pupils in overcoming their barriers to learning and secure positive outcomes for the pupils, staff, families and wider communities that we serve.

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.

Wesley Bush
Headteacher



About Castleford Academy



Castleford Academy is a larger than average 11-18 Academy with over 1500 pupils on roll. The academy is in West Yorkshire and serves the town of Castleford. The academy has a long legacy of being at the heart of the community and was formed in 1906 as Castleford Secondary School and the original grammar school building still forms part of the school accommodation.

Castleford is an ex-mining town in Wakefield within easy reach of the city of Leeds and has excellent transport links to the M62 and M1. Castleford, as a town, is experiencing rapid growth through an increase in local housing developments. The academy is popular and oversubscribed. As a result, pupil numbers have increased over the last 4 years to 300 per year group to ensure that we are able to meet the needs of the families in the local community.

The academy has a small and bespoke sixth form which was established to provide for pupils where local colleges were not able to meet their needs. The sixth form offers 2 vocational courses in Public Services and Health & Social Care. This has been hugely successful in supporting pupils into further education, work or training.

The academy intake is academically broad. Historically, the proportion of the academy's cohort, on intake, that do not achieve the expected standards in the KS2 tests is consistently below national levels, in all of the assessed areas (this has increased this year). Despite this, all pupils make exceptional progress and achieve highly compared to national averages. This is because all staff at the academy have high expectations of what pupils can achieve and will go the extra mile in supporting them through excellent teaching, highly effective provision and consistent care.

The academy has a strong local reputation amongst parents and the locality for pastoral care and SEN provision, with the authority's Deaf Base located on-site at the academy. The academy is part of Wakefield Authority admissions and regularly take more than the allocated number of fair access places and have a higher than average number of LAC pupils.

As part of Castleford Academy Trust, leaders across the academy have been engaged in school improvement and partnership work. In addition, the academy plays an active part across the authority. The Headteacher is chair of The Wakefield Secondary Headteachers' Group. The academy is a member of The Wakefield Learning Community, with many staff leading individual Wakefield Subject Support Networks. The CEO is an influential leader across the Wakefield System Leaders Network and is a member of The West Yorkshire Strategic Partnership Group.

Castleford Academy is a National Support School (NSS). The academy and has led a significant amount of school improvement work across the North East and West Yorkshire. The academy is also the lead cluster academy for Five Towns Initial Teacher Training Partnership with Leeds Beckett University.

The academy is an exceptional place to work and has a team of dedicated and committed staff. We strongly believe developing and nurturing talent by providing opportunities for staff training and development. Staff turnover is low. We are proud of our recent achievement but are always striving to do more and provide the very best life opportunities for the community we serve. Our mantra is that we may be 'outstanding' but not perfect. We continually seek out the best practice to ensure that our provision sits alongside the finest that is available nationally.

Introduction to the Post



We are seeking a dynamic, hardworking and dedicated Deputy Headteacher to lead across Castleford Academy. Someone who will be passionate and committed to improving the opportunities and progress for all pupils. The successful candidate will work closely with the Headteacher, Executive Leaders, the Senior Leadership Team and the academy community to develop a high-quality education and pastoral provision for all pupils.

The specific responsibilities of the Deputy Headteacher will be confirmed upon appointment of the successful candidate.

The current Senior Team Structure is:

- Headteacher
- Deputy Headteacher - Performance and Quality (including Teaching and Learning)
- Assistant Headteacher – Achievement KS4/5
- Assistant Headteacher – Behaviour and Attitudes (Safety and Welfare)
- Assistant Headteacher – Behaviour and Attitudes (Standards and Expectations)
- Assistant Headteacher – Curriculum and KS3 Outcomes
- Assistant Headteacher – Personal Development and Wellbeing

The leadership team is complemented by associate and business roles in the School Business Manager and two associates responsible for Curriculum Access and Data & Timetabling.

In addition, the Assistant Headteacher who leads the Five Towns Partnership is based at Castleford Academy and has additional responsibilities for professional development.

We are ambitious for Castleford Academy pupils and seek a Deputy Headteacher who can help to further shape and implement our vision. This post would provide the opportunities and professional development for a colleague aspiring to develop their career to Headship should they choose to do so in the future.

The post holder can expect a high degree of support from the leadership team, academy staff and the Trust Executive team who provide support for academy improvement, governance, data protection, policy development, IT, curriculum development, inclusion, safeguarding, HR and school operations including finance and estates.

The academy has a very close and supportive relationship with the Trust and the Trust plays an integral part in academy development and operations.

Castleford Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For all positions at Castleford Academy you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.





Job Description

Job Title: Deputy Headteacher

Grade: L18 - L22

Responsible to: Headteacher



The core purpose of the Deputy Headteacher is to provide professional leadership and management for the academy. The Deputy Headteacher will promote a secure foundation from which to achieve exceptional standards across all areas of the academy. To ensure success, the Deputy Headteacher must support the creation of a culture that promotes excellence, equality and high expectations of all pupils, regardless of their starting point.

Accountable to the Headteacher, the Deputy Headteacher provides vision, leadership and direction for the academy and ensures it is managed and organised to meet the vision, aims and targets.

The Deputy Headteacher, working with others, is pivotal in:

- evaluating the academy's performance to identify the priorities for continuous improvement;
- raising standards;
- ensuring equality of opportunity for all;
- developing policies and practices;
- ensuring that resources are efficiently and effectively used to achieve the academy's aims and objectives and
- for the day to day leadership, management, organisation and administration of the academy.

Drawing on the support provided by members of the school community, the Deputy Headteacher is responsible for creating a productive learning environment, which is engaging and ambitious for all pupils.

Shaping the Future

The Deputy Headteacher, alongside the Headteacher and executive leaders, should be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the academy community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values. Castleford Academy Trust is committed to supporting leaders in achieving a high degree of education autonomy and providing opportunities to grow careers.



Overall Responsibility

- Oversee the day-to-day organisation, management and conduct of the academy's provision in accordance with academy policies and procedures and any applicable associated guidance and/ or legislation.
- Provide a safe, calm and well- ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour both in school and in the wider society.
- Demand ambitious standards of achievement for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Enhance support and development programmes for staff at all levels.
- Ensure a continuous cycle of quality assurance, assessment, monitoring and evaluation across the academy.
- Develop highly efficient and effective academy systems to support continuous improvement.
- Identify and develop emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Support the Executive Leaders and the Headteacher in leading whole school planning and through accurate record keeping and sophisticated data analysis.
- Support the Headteacher in the preparation of academy SEF documentation for Ofsted inspections.
- To use external and internal research and development to innovate and improve the quality of all aspects of the academy providing a research-led approach.
- To play a major role, under the direction of executive leaders, in setting the key improvement objectives for the academy; establishing and embedding policies, systems and practice and managing staff and resources so that these objectives can be achieved.
- To contribute to the creation and implementation of the Academy Development Plan and take responsibility for leading key aspects of it.
- To support Executive Leaders in providing assurance to the Governing Body so that Governors have an accurate and robust understanding of the school: strengths; weaknesses; key improvement priorities and strategies to address these priorities and the progress that the school is making to meet those priorities.
- To have an understanding of effective resource deployment and the importance of informed financial planning.
- Demand ambitious standards of achievement for all pupils, overcoming disadvantage and advancing equality.
- Develop highly efficient and effective academy systems to support continuous improvement.
- Demonstrate and articulate high expectations, setting aspirational targets for all.
- Assist in the planning of the future strategic direction of the academy to ensure to give every pupil high quality education, highest standards of achievement and wellbeing.
- Ensure a culture of excellent staff professionalism.
- Demonstrate tenacity and a relentless focus on school improvement.



Job Description continued

Managing the Academy

Alongside the Headteacher and Deputy Headteacher:

- Ensure Trust policies, including those relating to safeguarding and health and safety are fully adhered to. Manage the performance, competence, capacity and development of staff at the academy.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education and improve pupils' achievements.
- Further develop quality assurance processes and monitor progress towards the achievement of these areas in the academy's strategic direction.
- Maintain standards of pupil behaviour and conduct across the academy.

Leading and managing staff

Alongside the Headteacher and Deputy Headteacher:

- Lead staff with drive, ambition and compassion, in line with the academy values.
- Carry out, through line management or direct responsibility, the performance reviews of staff all relevant arising actions.
- Support the training and development of staff to ensure highly effective quality, performance and development.
- Challenge, support and deal effectively with all staff under performance, in line with relevant policies.
- Provide support in creating and maintaining excellent working relationships amongst all members of the academy community.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support academy succession planning.
- Promote the highest standards of courtesy and mutual respect amongst all members of the academy community.
- Ensure that all staff carry out their professional duties in accordance with their job description and national guidelines and regulations.
- Seek out best practice and work with leaders to consider how to improve quality and performance across the academy.

Communication

- Communicate as appropriate with leaders and staff to identify and improve their performance and quality both within their roles and across the wider academy.
- Ensure communication with parents is regular and informed and use academy systems to record contact over time.
- Provide regular updates on whole school outcomes to the Senior Leadership Team and key stakeholders e.g. Governors.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- To organise, chair and attend internal/external meetings associated with this role.
- To liaise effectively with Headteacher and Deputy Headteacher to ensure the smooth day to day running of the academy.
- To liaise effectively with Executive Leaders to ensure they are well informed with regard to performance and quality across the academy.





General Expectation of Academy Leadership Team:

- Take responsibility for the day to day management of the academy alongside the Headteacher, Deputy Headteacher and the Senior Leadership Team.
- As a key member of the Senior Leadership Team you will assist in contributing to vision, sense of purpose and pride within the academy.
- Uphold the academy vision of 'working together to achieve excellence for all'.
- Contribute to the strategic direction of the academy to ensure school improvement.
- Involvement in the development of all aspects of the academy, including its policies and their implementation.
- Initiate and manage change and improvement to develop the academy and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Maintain high expectations of all staff and be prepared to challenge underperformance.
- Demonstrate high professional standards.
- Keep a high profile within the academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Maintain high standards of expectations of pupil behaviour.
- Use Leadership and Management (LM) time effectively to achieve targets.
- Have Line Management responsibility overseeing a number of departments.
- Support the monitoring and evaluation of the quality of education within departments; take the initiative in identifying strategies to support consistency of practice, working closely with the Subject Leader.
- Play a key role in the development and leadership of academy safeguarding policies, ensuring every pupil is safe.



Person Specification

		Essential / Desirable
Qualifications and training		
Qualified Teacher Status		E
Evidence of continuing professional development		E
Commitment to ongoing research into school improvement		E
Evidence of leading professional development activity		E
Senior leadership qualifications		D
Employment record		
Substantial and successful experience of senior leadership in the secondary sector		E
Examples of successful engagement and collaboration with other schools, agencies and stakeholders		D
Experience of having led the success of a school through its leadership, ethos and school effectiveness		E
Leadership experience and skills		
A track record of providing leadership, raising standards and delivering educational excellence		E
Understanding of high quality curriculum, teaching and assessment and the ability to model this for others and support others to improve		E
Experience of successfully managing change		D
Engagement with current education developments, opportunities and innovations		E
A rigorous approach to accountability for pupil learning outcomes		E
The ability to challenge, influence and motivate others		E
Ability to lead by example with an understanding how to use different leadership and management styles		E
Ability to use data to inform decision making and diagnose weaknesses that need addressing		E
Ability to exercise good judgement and make effective decisions		E
Professional and personal integrity		E
Impact		
Able to articulate the academy's vision and inspires, motivates and empowers others to achieve this		E
Work relentlessly to deliver the academy's targets, goals and ambitions		E
Generates high expectations and achieves the best for every pupil		E
Manage staff performance highly effectively to drive up standards		E
Visible and accessible to all stakeholders		E
Active contribution to the wider part of academy life		E
Attributes		
Clear commitment to fully inclusive comprehensive education		E
Personal pride in delivering success against challenging targets		E
Excellent interpersonal and communication skills		E
Passionate about supporting, motivating and inspiring leaders		E
A strategic thinker who is creative and imaginative		E
Stable and supportive with stamina, energy, confidence and emotional intelligence		E
Shows consistency of judgement and high integrity		E
Resilient, positive and calm – uses networks to seek advice and support		E

