



**PONTEFRACT**  
ACADEMIES TRUST



**Working  
for us**

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## A warm welcome from our Chief Executive Officer

Thank you for expressing your interest in joining Pontefract Academies Trust. We hope that you find the information provided on our website and in our Working For Us booklet helpful during the application process.

Pontefract Academies Trust is a Multi Academy Trust consisting of nine schools, including seven primaries and two 11-16 secondary schools. All of our schools are located within a close geographic area in and around Pontefract, and we serve a diverse community of pupils from various catchment areas. As CEO of the Trust, I am confident that our schools can achieve great things for the communities we serve.

Our primary schools' performance in 2023 was 26% above the national average, with five of our six primary schools (at the time) ranking in the top 1% of primary schools across the country. Our secondary schools have also been recognised for their success, with Carleton High School ranking second for academic performance and The King's School sharing the third-highest position among all Wakefield secondary schools.

We recently welcomed Northfield Primary School to our Trust family, and we are excited about the next phase of our development. To work in our Trust, you must be a dedicated and outstanding colleague who upholds our values and commitment to pupil progress. You must be willing to learn, lead, and go the extra mile for our pupils. We are looking for positive people who want to make a difference and are achievement-focused with a clear focus on pupil outcomes.

Take the time to read our core values and guiding principles to ensure that there is a cultural fit. If you believe that there is a cultural fit, then I urge you to apply. You can be sure we will take time and care in reading your application form and covering letter.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Julian Appleyard', written in a cursive style.

**Julian Appleyard OBE**  
CEO – Pontefract Academies Trust





# About us.



# About Us.



**Pontefract Academies Trust is a cross phase Multi Academy Trust of nine schools; seven primary and two secondary schools.**

Our family of schools educate around 4000 pupils and are all based within close geographic area in and around Pontefract.



CARLETON HIGH SCHOOL



THE KING'S SCHOOL



DE LACY PRIMARY SCHOOL



LARKS HILL J & I SCHOOL



ORCHARD HEAD J, I & N SCHOOL



CARLETON PARK J & I SCHOOL



HALFPENNY LANE J, I & N SCHOOL



THE ROOKERIES J, I & N SCHOOL



NORTHFIELD PRIMARY SCHOOL

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

Joining Pontefract Academies Trust will not only give you the opportunity to develop your career in the school 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 school and Trust development.



# Mission, Vision and Values.

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## Our Mission.

Running top quality, high achieving schools that give our children and young people the chance in life they deserve.

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## Our Vision.

Where every child and young person makes outstanding progress.



## 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.

# Mission, Vision and Values.

## 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.

## 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.





**What we offer  
our staff.**

# Benefits and Rewards.

We wish to appoint people that understand and believe in our values and guiding principles and recognise that the best educational institutions inhibit 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.

When you join Pontefract Academies Trust you join a community dedicated to making a positive impact on society. We believe that transforming lives and communities starts with taking care of our staff and ensuring their happiness and wellbeing. That's why we offer a range of benefits that aim to challenge and value our employees, making them feel appreciated and motivated.

A list of our Rewards package for all staff can be found below:

## 24/7 Employee Assistance Scheme

At the Trust we work with Schools Advisory Service (SAS) to offer a high quality comprehensive wellbeing offer to staff. SAS offer a variety of complimentary services which are confidential, clinician-led and managed by their NMC registered nurses. You can find more details about the services offered on page 14.

## Salary Sacrifice Schemes

We are part of a Cycle 2 Work scheme where employees can purchase a bike and spread the cost interest free. Our staff also have access to an Employee Discount Scheme, and we are always looking to develop this offer for staff.

## Flu Vaccine and Health Checks

Across our schools we offer all staff access to annual flu vaccinations and health checks.

## Discounted Local Gym Memberships

Working in partnership with Aspire Health, we are able to offer a concessionary rate membership for all staff.

## Blue Light Card

Our staff can benefit from a Blue Light Card, which offers access to 15,000+ high street and online discounts from large retailers and local businesses.

## O2 Discount

Our staff are eligible for the o2 Open discount.

This discount includes up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 refresh.

## Eyecare Vouchers

We offer all staff a free eye test voucher, and £49 voucher to use towards a pair of glasses in a Specsavers optician.

## Discounts for Teachers

Discounts for Teachers is a website which features exclusive discounts, cashback and vouchers for Teachers & Education Staff.

The website is free to sign up to, and is accessible to teaching assistants, headteachers, administrators, and everyone in between.

Find out more here:  
[www.discountsforteachers.co.uk](http://www.discountsforteachers.co.uk)





# Benefits and Rewards.

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

## Continuous Service

The Trust recognises your previous service within the maintained sector, or other school 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.

## Generous Family Friendly Policies

We value work-life balance and offer generous family-friendly policies to support you in balancing your professional and personal life effectively.

## Work Life Balance

We prioritise staff wellbeing, which is why we offer Personal Development Days and Energise and Engage Weeks. During Energise and Engage Week, we hold no meetings before or after school, allowing staff to focus on their wellbeing and recharge.

## Annual Leave Entitlements for Support Staff

All support staff are entitled to a generous annual leave entitlement based on their salary, which increases with length of service, plus 8 statutory bank holidays.

Pay Scale	<5 years	5 to 10 years	>10 years
G2, SCP 2 to G5, SCP 9	26 days	31 days	31 days
G5, SCP 10 to G8, SCP 27	29 days	31 days	32 days
G9, SCP 28 to G13, SCP 48	31 days	31 days	34 days

# Wellbeing at Pontefract Academies Trust.












The welfare of our employees is of utmost importance to us.

At the Trust we work with Schools Advisory Service (SAS) to offer a comprehensive wellbeing offer to staff.

SAS offer a variety of complimentary services which are confidential, clinician-led and managed by their NMC registered nurses.



The offer from SAS includes:

-  **Physiotherapy**
-  **Counselling**
-  **Nurse Support**
-  **Integrated GP Service**
-  **Weight Management**
-  **Mindfulness**
-  **Preparing Parents**
-  **Food Sensitivity Testing**
-  **Financial Wellbeing**
-  **SAS Gym**
-  **Private Medical Operations**



# Everyday Development Framework

Our Everyday Development Framework (EDD) is designed to replace traditional appraisal frameworks by putting staff first to foster a culture of continuous growth, retention, and wellbeing.

Key highlights of EDD include:



## Flexibility

More flexible opportunities to meet with managers, and increased flexibility over deadlines and targets.



## Personalised Goals

Autonomy to set fluid and flexible goals in three areas: personal development, career, and leadership.



## Professional Learning Hub

A hub with access to learning resources, training materials, career pathways and more, for continued development.



## Development Days

Personal Development Days to encourage reflection, support wellbeing and focus on career planning.



# Commitment to Professional Development.

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**Our Everyday Development Framework (EDD) recognises the importance of personalised development to support staff on their own unique professional journey. We continue to invest in the professional development of staff and are committed to offering a variety of carer opportunities.**

A brief overview of opportunities available to staff are mentioned below, but our leaders are eager to support career progression and we encourage those conversations to take place in one-to-one meetings and performance reviews.

## All Employees

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### **Career and Leadership Pathway**

Pontefract Academies Trust not only seeks to attract the best people, but we also aim to ensure they are subject to first class career development opportunities. The Trust is keen to support leaders at different stages of their career and offer a range of leadership development programmes so that our staff can become the very best version of themselves, both personally and professionally.

### **Ongoing Training and Development**

Our EDD Framework supports flexible and adaptable learning and development programmes that are relevant to your role and career aspirations. These are discussed on a regular basis with your line manager with the aim of fostering professional skills and developing future leaders.



# Commitment to Professional Development.



## Teaching Staff

### 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.

The ECT development 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.



## Teacher Training

Through relevant partners, 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.



## Trust-wide Opportunities

There are various ways in which teachers can contribute and actively participate in trust-wide initiatives, providing them with ample opportunities to make a difference.

These initiatives include:

- ✓ Pioneering new systems and approaches based on current educational research, which allows them to be at the forefront of educational thinking and development.
- ✓ Transferring between schools to support school improvement or gain additional experience to prepare themselves for promotion.
- ✓ Leading a particular subject in Trust-wide curriculum development.



Applying  
to work  
for us.



# 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.

We are an equal opportunities employer, welcoming applications from everyone. The Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and pre-employment checks (will include on-line checks). Shortlisted applicants will also be asked to provide a self-declaration form.



## 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 two 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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