



Director of  
Primary Education

Candidate Pack  
**Castleford Academy Trust**

# Welcome from the CEO



Dear Colleague,

Thank you for your interest in the post of Director of Primary Education at Castleford Academy Trust. This post is being advertised at an exciting time in the development of the Trust. We are a growing Trust and have recently expanded the academies within the Trust to include another secondary alongside our three primary academies. Following the retirement of the current Director of Primary Education, we are seeking to appoint a Director of Primary Education who will work closely with the Trust and school leaders to ensure the highest quality of education for pupils across all of the primary academies within the Trust.

As a Trust, our vision is simple, we believe that an outstanding education can be achieved through “working together to achieve excellence for all”. Through excellence at all levels, we believe that we have the ability to change and transform the life chances of the pupils and families of the communities that we serve. All of the academies within the Trust hold a strong moral purpose. They are schools at the heart of their communities and through a rich, broad and ambitious curriculum, provide opportunities for pupils to thrive and experience success.

We are deeply committed to our Trust values of Care, Aspire, Succeed and these underpin our ethos and shape the work that we do.

**Care** – We care deeply for the pupils in our academies and the care that we provide is underpinned by an exemplary pastoral and welfare programme of support. An important part of the care that we offer is the right for all pupils to access lessons that are free from low level disruption and poor behaviour. As a result, we have high standards and expectations of pupil behaviour. We believe that this is essential throughout our academies, so teachers can teach and learners can learn.

In addition to this, we ensure that we support children and their families to remove any barriers to success. We expect that our pupils grow to respect themselves and others, to look for the good in others and to be honest and trustworthy. We want to make sure that pupils are happy, confident individuals who feel valued and empowered so that they can make a positive contribution during their time at school and beyond.

**Aspire** – Everyone at Castleford Academy Trust is committed to improving the life chances and aspirations for pupils. In an ever-changing world, we prepare pupils to compete with the best locally, nationally and internationally. We do this by offering a range of

learning and enrichment opportunities to help pupils to discover, unlock and develop their learning, thinking and talents. We expose pupils to the best that has been thought and said in order to broaden their horizons. We want all pupils to believe that their potential is limitless and that there is no cap on what can be achieved with ambition, hard work, perseverance and support.

**Succeed** – we work tirelessly to unlock the potential in all pupils, regardless of levels of ability, to ensure that every pupil does their best and that no child is left behind. The curriculum ensures that pupils achieve well and make excellent progress from their starting points. A strong focus on the basics ensures that all pupils have excellent levels of literacy and numeracy, essential for everyday life. We develop knowledge, skills, values and attributes to ensure that pupils grow to be successful citizens who make a positive contribution to society. We look to find and develop other success including sporting, artistic, musical, dramatic and technological talents alongside character and personal development. We endeavour to give our pupils a first class learning environment and experience from which they can thrive.

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 community. The key to the success of the Trust is the commitment of an outstanding team of trustees, governors, leaders, teachers and support staff. To support the development of the Trust, we wish to appoint a Director of Primary Education who is prepared to work in collaboration both within the Trust and beyond to increase our impact on the local communities we serve. We are seeking to appoint an inspirational member of staff who can lead the next stage of development for the Trust's primary phase and secure positive outcomes for the academies, pupils, staff, families and wider communities that we serve.

The post is ideally suited to a September 2021 start, however we recognise that applicants may have a longer notice period than one half term and as a result we would be happy for the role to start in January 2022.

If this role is of interest to you and you would like a further discussion or to visit, please contact Nicola Frost (Executive Assistant to the CEO) at [nfrost@castlefordacademy.com](mailto:nfrost@castlefordacademy.com) or call 01977 605064.

George Panayiotou  
CEO





# About Castleford Academy Trust



Castleford Academy Trust established as a Multi Academy Trust (CMAT) on 1st April 2013. The Trust comprises of two secondary academies: Castleford Academy (Ofsted: Outstanding 2019) and Crofton Academy (Ofsted: No inspection since joining the Trust, formerly RI); and three primary academies: Castleford Park Junior Academy (Ofsted: Good 2019), Glasshoughton Infant Academy (Ofsted: Outstanding 2009), and Three Lane Ends Academy (Ofsted: Requires Improvement 2019). Each academy is based within the Wakefield district.

The academies combined number of pupils on roll in the October 2020 school census was 3,385 plus 75 children in nursery and 38 in Post 16.

Castleford Academy Trust is committed to the vision of "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. Pupils are at the heart of everything we do. As part of our commitment to excellence, we place ourselves at the forefront of educational developments. Academies across the Trust create innovative learning environments where pupils can flourish. We ensure a positive climate for learning in each classroom so that learners can learn and achieve their potential whilst also ensuring that pupil's social and emotional development needs are met fully.

Each academy is an exciting place to learn, with high quality educational experiences and an innovative approach to the curriculum. Children will thrive emotionally and academically and be 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 all academies within the Trust are committed to working towards at least Ofsted good and make significant strides towards outstanding.

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.

Mutual sharing of knowledge, expertise, systems and resources from across education and business supports the raising of educational standards and achievements. This 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 Castleford Academy Trust Board is to ensure clarity of vision, ethos and strategic direction for the academies within the Trust to ensure standards and outcomes improve for all pupils, regardless of their starting point. Our structures and processes support and develop the Trust to benefit all our pupils, staff and the communities we serve. We strongly believe that success is achieved when we work together.

# Introduction to the Post of Director of Primary Education



We are seeking a talented Headteacher or Executive Headteacher to lead our primary provision across Castleford Academy Trust as the Director of Primary Education. This role would also be an exciting opportunity for an aspiring or existing Local/National Leader in Education.

The postholder will work closely with the Chief Executive Officer (CEO), trustees and school leaders to provide strategic leadership and hold accountability for strategy, development, improvement, performance and quality in the primary academies.

This is a high profile role for an inspirational individual. With a flexible and calm approach, you will share best practice across the academies, draw on the talents of staff and build on our many strengths.

The 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 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.

Castleford Academy Trust 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 Trust you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.







# Job Description



## Core Purpose of the Post

To provide strategic leadership and hold accountability for strategy, oversight, development, improvement, performance and quality and evaluation for the trust primary provision and the primary academies in order to:

- Deliver inspirational leadership that enables leaders to develop a high quality primary education;
- Lead improvement to excellence across all Trust primary academies so that they all are achieving in the top quartile of performance;
- Promote the highest possible standards of care, aspiration and success for our primary children, whilst seeking to ensure each primary academy has a positive impact on the communities that they serve supporting families and children to overcome any social disadvantage;
- Secure the long-term success of the primary academies by championing high quality professional development and opportunities including maximising potential through the skills and resources available from across the Trust;
- Build and develop leadership capacity in each primary academy and across the Trust;
- Promote and further develop the Trust's local, regional and national profile;
- To line manage primary Headteachers and other relevant staff promoting excellence in recruitment, training and performance.

The role will be based across our primary academies.

The postholder will be accountable to the Chief Executive Officer of Castleford Academy Trust.

## Key Responsibilities

### Education/ School Improvement

- Working with the CEO and the Trust to develop a strategic vision for primary education and promote this to staff, pupils, parents and the wider community.
- To provide strategic leadership and hold accountability for strategy, oversight, development, improvement, performance and quality and evaluation for the Trust primary provision and in the primary academies.
- Work with the CEO, Trustees, Local Governing Bodies and staff to deliver the Trust's aims and objectives through inspirational and motivational leadership, clear strategic direction, ambitious and measurable targets and supporting development plans.

- Work in close partnership with the CEO and the Trust Board to develop a relationship based on openness, transparency and integrity.
- Alongside the CEO, ensure that Trustees have access to all relevant data, information and options to support their decision making.
- Act in compliance with the Trust Boards scheme of delegation.
- Ensure that all tiers of governance, defined in the Trust scheme of delegation, are appropriately supported to provide effective governance of the Trust's educational performance, including empowering local governing bodies to provide leverage for improvement.
- Ensure systems and reporting structures are in place so that the Trust Board is able to effectively appropriately and proportionately govern the strategic and operational educational risks of the Trust.
- Lead improvements across the Trust 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.
- Advise the CEO and Trust board on developing the Trust's strategy for improvement.
- Support the delivery of excellent teaching and learning throughout all primary academies within the Trust through the promotion of high level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
- Inspire leaders to achieve remarkable education by commissioning and overseeing executive education functions of the Trust and the education performance of the Trust. Specifically, lead the thinking and impact of Headteachers.
- Providing 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.
- Working with leaders to ensure exemplary standards of pupil behaviour is evident across the primary academies supported by first class pastoral care and an extensive personal development programme.
- Ensure that the Trust's activities remain consistent with the charitable objectives of the Trust and supports the CEO to ensure governance is compliant with the spirit and letter of the Trust's articles of association and charity and company law more generally.



- Work in partnership with the CEO, to provide an outward face of the Trust and to be responsible for promoting an external world view of the Trust that reflects its charitable objectives, its values and secures its positive reputation.
- Remain abreast of educational developments impacting on Castleford Academy Trust and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment that is responsive to change.
- Work closely with the CEO, Chief Finance and Operations Officer and Executive Leaders to ensure the responsible and sustainable management of financial and capital resources of the Trust.
- Operate within the financial limits that have been approved, act financially responsible and consistently with the principles of good public financial management and charity financial management.
- Ensure that the staff performance management scheme is applied consistently across all primary academies.
- 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.
- To ensure that primary academies are at least 'good' or better in their next Ofsted inspection and are well prepared for regular external review. To ensure leaders respond swiftly to recommended actions that arise.
- Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of pupil, class, year group, region and Trust.
- Ensure that education performance data informs priorities for action at all levels of the Trust.
- Alongside the CEO, ensure that systems confirm that each academy's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each academy educational strengths and weaknesses.
- Support, build and develop leadership capacity in all academies and across the Trust.
- Leading, motivating and developing Headteachers to promote a culture of shared learning and a practice which creates a positive educational climate through the distribution of leadership (teams and individuals) in each of the primary academies across the Trust.
- Putting in place effective communication mechanisms to ensure all Headteachers across each academy understand how to implement the strategic vision and operational plans.
- Working with Headteachers translating the strategic vision into agreed objectives and operational plans for each primary academy.
- To lead the development of school improvement in each primary academy.
- Reflect the values of the Trust in their behaviour and when working with external partners and the media.
- Contribute to the Trust having influence in wider education policy formulation.
- Contribute to the Trust's media relationships so that they are managed to be consistent with our charitable objects and the Trust's ethos and values.

## Safeguarding

- Be a contact for all Headteachers and designated safeguarding leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required). Draw attention to best practice in the Trust to help with cooperative work with local agencies that may deliver additional resources to the academies or families.
- Disseminate national and local safeguarding updates and information to Headteachers and central Trust staff as needed.
- In liaison with Trust HR staff, ensure that all academies comply with safer recruitment procedures and that induction includes a specific focus on safeguarding; ensure that Single Central Records are comprehensive and maintained by academies to current standards.
- 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).

## Equality, Diversity and Inclusion

- Ensure that primary academies implement the equality, diversity and inclusion strategy ensuring that every learner in the Trust has a positive experience.
- Ensure the equality diversity and inclusion policies and procedures including those relating to SEND are robust, effective and applied across all settings.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Trust academies and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

## 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 or CEO which fall within the scope of the post.



# Person Specification

	Essential / Desirable
<b>Qualifications</b>	
Qualified Teacher Status	E
Educated to degree level, with evidence of continuing professional development	E
NPQH or other relevant qualifications	D
Relevant postgraduate qualification	D
Further relevant professional studies	D
<b>Experience</b>	
Successful career experience, a proven track record as a Headteacher/Executive leader and knowledge of outstanding primary school practice	E
Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally with regard to a multi-site organisation	E
Proven success in building effective partnerships and links including with central government, schools and local authorities to maximise networks and opportunities	E
Experience of working effectively with a Trust Board/Governing Board to create a vision and form the direction for the organisation	E
Successful experience of promoting inclusion, equality and diversity	E
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	E
Experience of leading outstanding primary school practice	D
Experience of reviewing, developing and implementing curriculum strategy	D
Experience of leading/managing complex/multiple organisations or trusts and sites	D
Experience of dealing with government officials and policy makers	D
Experience in/work with industry/business	D
Experience of school inspection or school to school support	D
Experience of designing leadership and management structures in education settings	D
Evidence of successful management of change	D
<b>Knowledge</b>	
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda	E
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by Castleford Academy Trust	E
Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Trust	E
Understanding the principles of designing an engaging and ambitious curriculum	E
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E
Project management techniques including budget and resource management	D
<b>Skills and Aptitudes</b>	
An inspirational leader	E
A strategic thinker who can work with the academies, Trust leaders and the Trust Board. Committed to the ethical leadership; to the highest standards in all areas of academy life, including behaviour, academic and enrichment	E
Well-developed presentation, I.T. and written skills and comfortable with public speaking	E
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust	E
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	E
Demonstrate political acumen	D
Capitalise on appropriate sources of external support and expertise	D
Manage industrial relations	D
Negotiate and manage conflict, providing appropriate support	D
<b>Deployment of Staff and Resources</b>	
Ability to set, interpret, monitor and manage budgets	E
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning	E
Experience of recruiting, selecting, developing and deploying staff	E
Experience of managing HR processes to bring about appropriate outcomes	E



