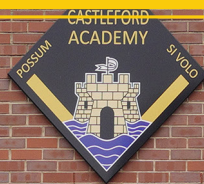




Headteacher Candidate Pack

Castleford Academy

Welcome from the CEO



Dear Colleague,

Thank you for your interest in the post of Headteacher at Castleford Academy. This post is being advertised at an exciting time in the development of Castleford Academy Trust. We are seeking to appoint a new Headteacher to lead Castleford Academy. The Headteacher will work closely with both me (as CEO & Executive Headteacher) and Daniella Cook (as Secondary Director of Education) to ensure that the highest possible standards are maintained and exceeded across the academy.

Castleford Academy is a school at the heart of the community. It is the founding academy of the Trust and as such, is a flagship in our 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 supported by an experienced leadership team consisting of 6 Assistant Headteachers, 2 Associate Senior Leaders, a Business Manager and one newly appointed Deputy Headteacher.

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 well poised to support the appointment of a new 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 and one 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 Multi Academy Trust as we continue to grow our family of schools with a view to increasing the impact we have upon the local community. To support this development, we wish to appoint a Headteacher who is prepared to work in collaboration both within the Trust and beyond. You will be joining an ambitious and innovative academy and we are looking 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.

The post is ideally suited to a September 2021 start, but the appointing panel is aware of the resignation deadline and current pressures on schools nationally and is therefore open to appointment in January 2022.

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



About Castleford Academy



Castleford Academy is a larger than average 11-18 Academy with over 1400 pupils on roll (38 in the Sixth Form). 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 3 vocational courses in Sport, 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, and currently, the academy intake of pupils has not met the required standards at KS2. 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 year groups and in all of the assessed areas (reading, maths, writing). 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 and Hearing Impaired Unit based 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 CLA pupils.

The academy is a National Support School. The academy leads a significant amount of school improvement work across the North East and West Yorkshire, particularly specialising in Pupil Premium provision. The academy is also the lead cluster academy for Five Towns Initial Teacher Training Partnership with Leeds Beckett University. Furthermore, the Trust has a number of system leaders including, a National Leader of Education, 2 Local Leaders of Education (LLE) and 15 Specialist Leaders in Education (SLE).

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 of Headteacher



We are seeking a dynamic, hardworking and dedicated Headteacher to lead 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 Trust team and the school community to develop a high-quality education and pastoral provision for all pupils.

Senior Team Structure

- 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

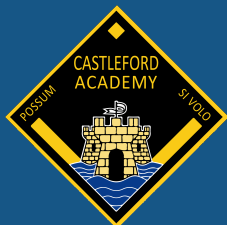
The leadership team is complemented by associate and business roles in the School Business Manager and two associates responsible for RWMC and Data & Timetabling. In addition, the Assistant Headteacher who leads the Five Towns Partnership is based at Castleford Academy and has additional responsibilities for professional development.

We are ambitious for Castleford Academy pupils and seek a 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 beyond Headship should they choose to do so in the future.

The postholder can expect a high degree of support from the leadership team, school 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 school has a very close and supportive relationship with the Trust and the Trust plays an integral part in school 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: Headteacher

Grade: L33-L39 (starting point negotiable dependant on experience).

Responsible to: CEO, Castleford Academy Trust.



Job Description

Leadership Responsibilities (in addition see responsibilities as laid out in the relevant parts of the School Teacher's Pay and Conditions document.) The Headteacher will take overall responsibility for the leadership, organisation, management and conduct of the academy in accordance with the Articles of Association and the policies of Castleford Academy Trust and in consultation with both Executive Leaders, the Board of Trustees and the Local Governing Body.

Job Description Review

This job description may be amended at any time following consultation between the Headteacher and CEO of the Trust and will be reviewed annually.

The core purpose of the Headteacher is to provide professional leadership and management for the academy. The Headteacher will promote a secure foundation from which to achieve exceptional standards across all areas of the academy. To ensure success, the Headteacher must establish a high quality of education by effectively managing teaching and learning and using a personalised approach so that all pupils realise their potential and overcome any barriers to learning. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils, regardless of their starting point.

The Headteacher is the leading professional in the academy. Accountable to the CEO and supported by the Secondary Director of Education, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the vision, aims and targets.

The Headteacher, working with others, is responsible for 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.

The Headteacher, working with and through others, secures the commitment of the wider community to the academy by developing and maintaining effective partnerships with, for example, other Trust academies, other services and agencies for children, the Local Authority, higher education institutions, other local and national schools and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

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

Shaping the Future

The Headteacher alongside 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 school 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 Headteachers of successful partner schools in achieving a high degree of education autonomy and providing opportunities to grow careers.



Strategic Direction and Academy Development

To work with the CEO, Board of Trustees, Executive Leaders, Local Governing Body and the Senior Leadership team to develop a strategic view for the academy in its community and analyse and plan for the future needs and further development of the academy within the local, national and international context:

1. To formulate overall vision, aims and objectives for the academy and policies for their implementation, which supports the Trust vision and improvement plans.
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
3. To liaise effectively with the Trust Leaders, the Board of Trustees, Local Governing Body and lead and advise on strategic direction.
4. To successfully implement all relevant academy and Trust policies.
5. Secure the commitment of parents and the wider community to the vision and direction of the academy.
6. To create and implement a Strategic Plan and School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing school leaders/teachers' effectiveness and securing school improvement.
7. To ensure that all those involved in the academy are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
8. To ensure that the management, finance, organisation and administration of the academy support its vision and aims.
9. To ensure that policies and practices take account of national, local and school data and inspection research findings.
10. To monitor, evaluate and review the impact of policies, priorities and targets of the academy in practice and take action if necessary.
11. To ensure the academy works efficiently and in full cooperation with the Trust.
12. To actively pursue contact with the school system beyond the Trust to ensure the academy is a reflective organisation, which looks to change over time.
13. The Headteacher of each academy has the responsibility to work across academies within the Trust where required to do so, including leading a school which is not the one applied for. Any such request will be supported through dialogue, a review of terms and conditions and full consideration of personal circumstances.



Job Description continued

Strategic Lead: School Effectiveness – Teaching and Learning

To work with relevant Executive and academy leaders, in particular the Deputy Headteacher for Performance and Quality, to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a good quality education through a well sequenced curriculum which is engaging in style and ambitious in scope.
2. To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
3. With the support of others, lead the strategic leadership of assessment, pupil progress, target setting and moderation processes across the school, compiling reports as required.
4. To ensure that learning is at the centre of strategic planning and resource management.
5. To establish creative, responsive and effective approaches to teaching and learning.
6. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
7. To be able to demonstrate and articulate high expectations and set stretching targets for the whole school community.
8. To be able to implement strategies with other academy leaders.
9. To be able to determine, organise and implement a broad, knowledge rich and ambitious curriculum and implement an effective assessment framework.
10. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils.

11. To strategically monitor, evaluate and review whole school practice and promote improvement strategies to ensure that under-performance is challenged at all levels and ensure effective support.

Strategic Leadership of Staff

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
2. To take the lead role in leading the Senior Leadership Team, ensuring relevant CPD, advice, support and holding to account senior members of the Senior Leadership Team for the performance of their relevant responsibilities.
3. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere.
4. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
5. To participate in arrangements for Headteacher performance management with the CEO.
6. Challenge under-performance at all levels and ensure effective support and follow-up.
7. Ensure any staff conduct issues are addressed in a timely and decisive manner.





Efficient and Effective Deployment of Resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context:

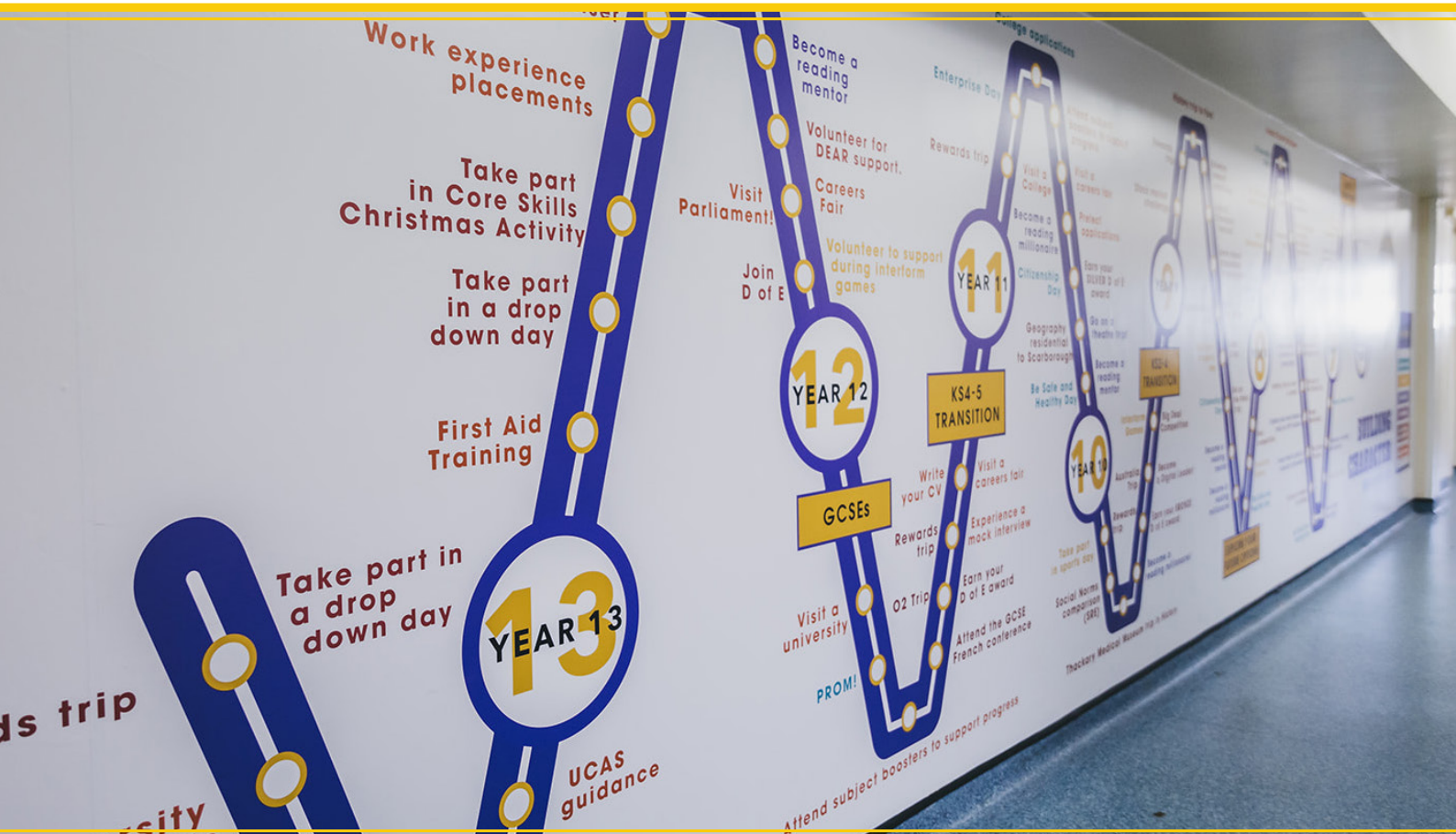
1. Ensure that effective teaching and learning is at the centre of strategic planning and resource management.
2. To work with the CEO, CFOO, Trust, Governors and senior colleagues to recruit staff of the highest quality.
3. To work with Executive Leaders and the Senior Leadership Team to deploy and develop all staff effectively in order to improve the quality of education provided.
4. To work alongside trust leaders to implement decisions in relation to staffing updating the LGB when appropriate.
5. To adopt effective trust procedures to deal with the competence and capacity of staff.
6. To work alongside the CFOO and Business Manager on appropriate priorities for expenditure, allocating funds and to ensure effective administration and financial control in line with trust policies.
7. To ensure there are adequate services to support the work of the academy, making sure there are adequate resources to manage all known risks.
8. In consultation with the CFOO and Trust, examine ventures and sources of capital which will move the academy closer to its objectives.
9. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
10. To undertake responsibilities as defined in the Trust Health and Safety Policy.
11. To lead the academy's Emergency Plan with the support of the School's Emergency Response Team at local school level.
12. To work alongside the Business Manager to monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
13. To ensure that staff are encouraged to attend CPD which increases their knowledge and understanding of cultural diversity and all forms of discrimination.
14. To work alongside the CEO and CFOO to ensure the academy meets all the required financial and accountability standards required by the Trust, ESFA and relevant Company law.



Strengthening Community

1. To be able to build a school culture and learning environment which overcomes disadvantage and builds equality of opportunity.

2. To ensure learning experiences for pupils are linked into and integrated with the wider community.
3. To ensure a range of community-based learning experiences including the provision for lettings.
4. To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
5. To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to enhance and enrich the school and its value to the wider community.
6. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
7. To co-operate and work with relevant agencies to protect children.
8. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools.
9. To ensure that the school offers appropriate extended services where possible.

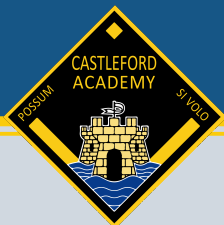


Job Description continued



As a Leader you will:

- Create an effective climate for excellence, inspiring and enthusing colleagues.
- Be ambitious for the staff and pupils at the academy, celebrating success in line with the academy values.
- Lead and manage people and resources effectively.
- Develop strategies and implement policies and practices for school improvement.
- Provide challenge to the leadership team to support school development.
- Put the well-being, development, and progress of pupils at the heart of your work.
- Champion the vision for inclusion and diversity, promoting equality.
- Lead and support colleagues in developing themselves, providing support and challenge to improve school operations and effectiveness.
- Demonstrate honesty, integrity and uphold public trust and confidence in the teaching profession in line with Castleford Academy values.
- Accept responsibility for problems that may arise and actively seek solutions.
- Be accountable for the processes, procedures, policies and protocols in the designated areas of responsibility.
- Hold leaders to account for the effective and successful delivery in their areas of responsibility.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- Develop and continually improve research and evidence led approaches to your remit.
- Undertake other roles and activities, as necessary, to support the effective and efficient operation of the school.
- Ensure effective CPD for staff supporting a reflective and engaged workforce.
- Work with leaders in supporting school improvement activities.
- Undertake other various responsibilities as directed by the Executive Leaders.
- The post holder must be flexible to ensure the operational needs of the academy are met.



Person Specification

	Essential / Desirable
Qualifications	
Qualified Teacher Status	E
NPHQ or further professional qualification	D
Level 3 Safeguarding trained	D
Experience	
Successful experience as Deputy Head or Headteacher in a secondary school	E
Successful teaching experience and middle leadership of the age range served by the school	E
Experience of working in a MAT or other partnership	D
Strategic Direction and Development of the School	
Ability to provide a clear educational vision and direction and lead by example	E
Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these	E
Ability to work in partnership with the governing body	E
Evidence of introducing effective strategies for improvement	E
Knowledge of current educational developments	E
Knowledge of statutory requirements	E
Experience of leading, coaching and managing staff	E
Ability to lead, manage and inspire the whole school community through change management	E
Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals	E
Successful experience of leading CPD to staff	E
Ability to consult and negotiate effectively with different stakeholders involved with the school, including pupils	E
Standards	
Experience of raising standards in both KS3 and KS4	E
Ability to analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	E
Ability to set and achieve challenging targets for the school, teachers and pupils	E
Teaching and Learning	
Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school	E
Understanding of the principles of how to engage pupils through an engaging and ambitious curriculum	E
Successful experience of reviewing and developing curriculum strategy	E
Understanding of the role and impact of assessment in learning	E
Successful experience of monitoring, evaluating and improving the quality of teaching and learning across departments	E
Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils	E
Ethos and Inclusion	
Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success	E
Understanding of how the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion	E
Relationship with Parents and the Wider Community	
Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils' learning	E
Deployment of Staff and Resources	
Ability to set, interpret, monitor and manage a budget	D
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning	D
Experience of recruiting, selecting and deploying staff	E
Experience of managing HR processes to bring about appropriate outcomes	E
Suitability to Work with Children	
Ability to form and maintain appropriate professional relationships with young people	E
A suitable enhanced DBS and employment checks including new checks prior to employment	E
Experience of working with challenging pupil behaviours and developing whole school systems	D
Personal Competencies	
Effective ICT skills	D
Effective interpersonal, communication and presentation skills; both written and oral	E
Being an effective listener with an approachable manner	E
Being a reflective person who demonstrates clear and decisive strategic thinking, holding colleagues to account and both celebrating achievement and challenging underperformance	E

