



Candidate Pack

Headteacher Candidate Pack

Required for September 2024



THE KING'S
SCHOOL



Welcome

Welcome from the CEO

Dear applicant,

Thank you for registering your interest in joining Pontefract Academies Trust. I hope the information provided will assist you with the application process for this career defining role as Headteacher of The King's School.

At this time, we are re-opening the recruitment for our Headteacher position, reflecting our commitment to finding the perfect leader who aligns with The King's School's values and vision. While the previous searches have been thorough and competitive, we believe in the significance of securing an individual who not only possesses exceptional leadership qualities but also resonates with the character of the school.

The Headteacher position at The King's School is advertised at an important time for the Trust and the school. Our family of schools are in good shape with primary schools hitting the top 5% for key stage combined outcomes and both secondary schools being in the top 15% for progress. This has not happened overnight and the Trust transformation over the last five years has been due to a planned culture and change management programme. The King's School was graded good by Ofsted in October 2022. It is in strong place as the school embarks on the next phase of its improvement journey.

The Trust has moved forward at some pace since 2018. The turnaround in performance of all our schools and the development of a culturally aligned organisation has seen the Trust develop a strong reputation locally and regionally. The Trust has a strong and growing reputation for school improvement across the region, is financially solid and sustainable. All our schools collaborate strongly with a finely tuned school improvement model.

So, what are we looking for in our school leaders? Firstly, we wish to appoint positive people who want to make a difference. We wish to appoint people that understand and believe in our guiding principles and values. Of course, it is essential that we get the right people on board – people that are not precious or territorial. We want to hear from flexible people, who with 100% backing and support, will get their hands dirty with exciting school improvement challenges.

As a Trust with a great family of schools serving Pontefract, we are proud of the work we do. The moral dimension drives us. We also understand that there is more to do to realise our vision and we are humble enough to accept we do not always get everything right and are keen to learn and develop as an organisation.

We believe that the ideal candidate for this Headteacher position is out there, waiting to join our dynamic team and make a lasting impact on our school community. We eagerly welcome passionate individuals to apply for this pivotal role, as we strive to find the exceptional leader who will guide our school to new heights.

Julian Appleyard OBE
CEO

About the Trust.

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.

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.

Our Mission.

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

Our Vision.

Where every child and young person makes outstanding progress.

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.

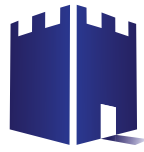
Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

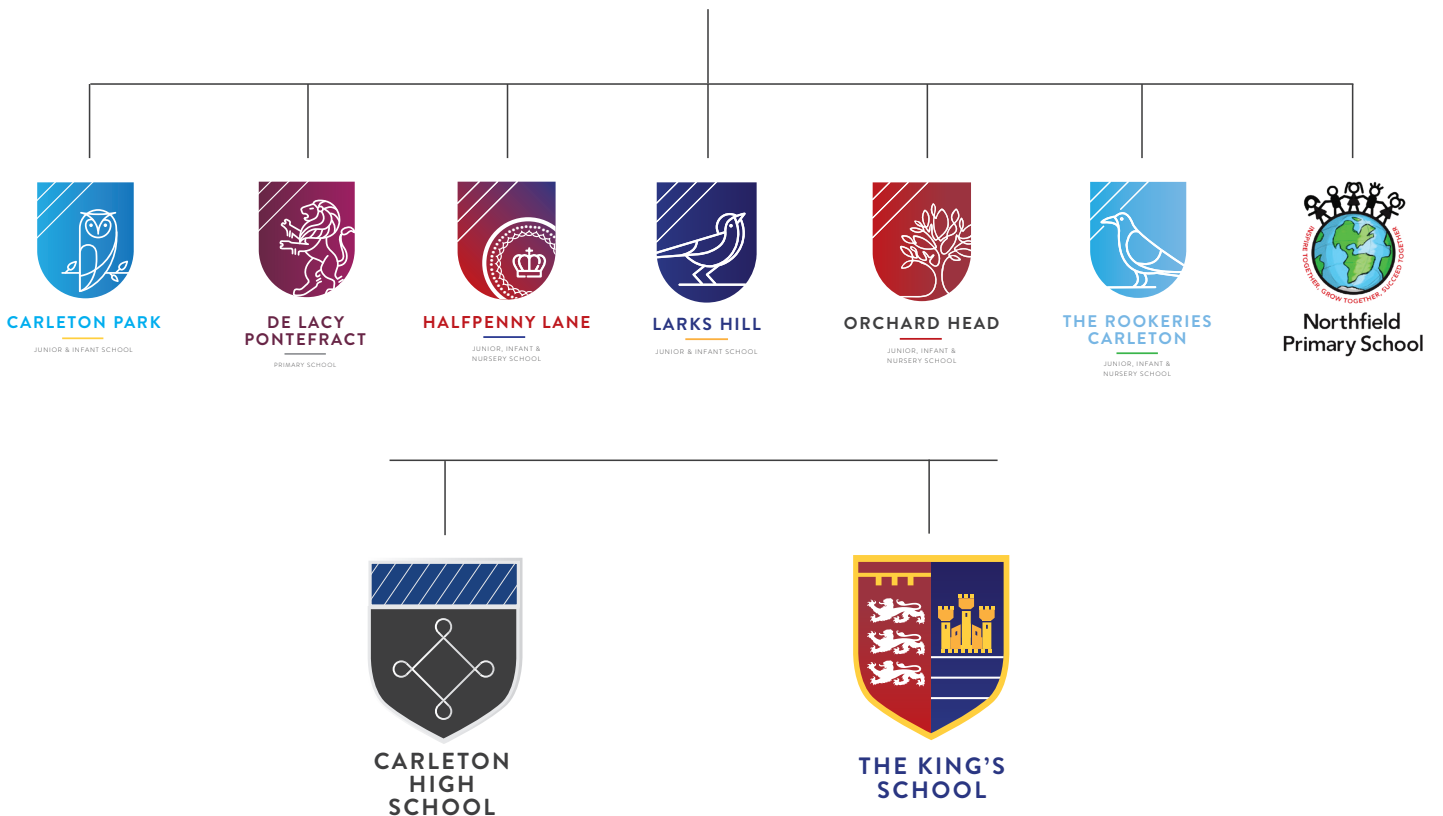
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

9 SCHOOLS

ONE TRUST



PONTEFRACT
ACADEMIES TRUST



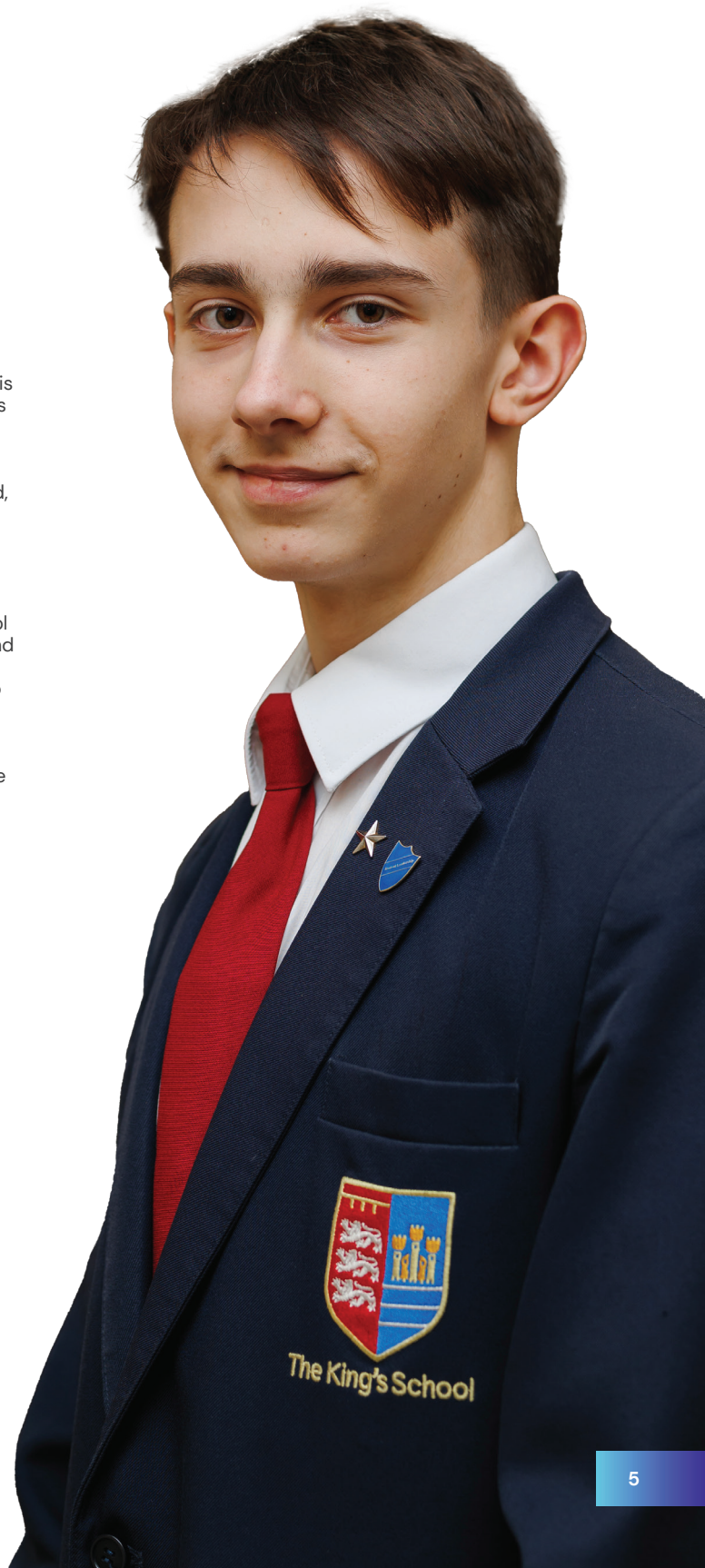
About The King's School.

The King's School is an 11-16 school and one of the oldest schools in Yorkshire. As such it has a long history and rich heritage. The school is a larger than average 11-16 school with a comprehensive intake and is one of two secondary schools serving Pontefract, both of which are part of Pontefract Academies Trust. The King's School is successful, has a strong reputation locally and is oversubscribed. Academically, it is one of the highest attaining secondary schools across Wakefield, with progress placing it in the top 15% of schools nationally.

In October 2022, The King's School was rated good by Ofsted.

Like all schools across Pontefract Academies Trust, The King's School benefits from being part of a family of aligned schools and formal and informal collaboration is the norm. The Ofsted report of November 2022 ([ofsted.gov.uk](https://www.ofsted.gov.uk)) showed that the school has firm foundations to be taken to the next level. Trust and executive leadership know the school well and governance at Trust and local level is well informed providing strong challenge, scrutiny and support. The King's School curriculum is broad and balanced. The take up of pupils studying the EBacc subjects is very healthy and the provision for enrichment and extra-curricular is broad, with strong participation from pupils of all abilities and backgrounds.

The current senior leadership team comprises of one deputy headteacher, one associate deputy headteacher and four assistant headteachers.



Job Description: Headteacher

Reporting to:	Director(s) of School Improvement
Salary:	Leadership 28 – 32 (£91,632 – £101,066)
Term	Permanent – Full time
School Base:	The King’s School

Job Purpose

At an exciting time in the school’s history, the Headteacher will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning and behaviour management, an ethos of high expectations and inclusive culture where all children thrive and are safe. The overall purpose of the post is to ensure an outstanding quality of education for all children in the school.

This is an opportunity to join one of the highest performing, true community, cross phase Multi-Academy Trust’s in the region. You will be integral to driving the school forward and delivering on our vision of providing a first-class education to all students, so that they make outstanding progress and get the chances in life they deserve.

Key Responsibilities and Accountabilities

To provide leadership for, and management of, all staff and children and specifically to be accountable for:

- The quality of education of all students, including the most vulnerable, those with SEND and additional needs and the ablest.
- Curriculum, teaching, learning and assessment.
- Staff and financially sustainable deployment of resources.
- Personal development, behaviour and attitudes and the safeguarding of students.
- The post holder will be expected to promote the vision and values of Pontefract Academies Trust as being enthusiastic, collaborative and forward-thinking with all internal and external stakeholders, including trustees, School Performance Review Board members, colleagues, students, parents, visitors and the local and broader community.

Leadership and Management

- Work closely with the Director(s) of School Improvement and the School Performance Review Board and to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context.
- Work in close collaboration with Trust primary and secondary headteachers in the spirit of collaboration and to further develop a strongly aligned 5–16 school improvement offer.
- Lead and manage all staff recruitment to ensure that staff of the highest standards are recruited, selected and retained within the Trust.

Job description continued on next page

- Ensure exemplary professionalism from all staff.
- Instil an ethos of high expectations for behaviour and achievement of all children.
- Lead and manage staff professional development and training.
- Lead and manage the school's strategic development and maintain/communicate this in the Self Evaluation Form and the School Improvement Plan.
- Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the School Performance Review Board.
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

Curriculum, teaching, learning and assessment

- Lead (through others) the sustainable development and further embeddedness of the Trust teaching and learning rubric, allowing for engaging and effective lessons so that the curriculum is well implemented.
- Use and support others in using regular assessments to monitor progress, set targets, and respond accordingly to the results of such monitoring.
- Maintain regular and productive communication with parents to report progress, sanctions and rewards and all other communications.
- Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable.
- Ensure that staff effectively use a robust tracking and target setting system for students in line with Pontefract Academies Trust's expectations.
- Ensure that regular and meaningful student progress reports are written and shared with students and their families.
- Provide information and analysis of data collected according to the requirements of the self-review process each term (including Pontefract Academies Trust and School Performance Review Board).

Culture and ethos

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is utterly committed to achieving and developing high aspirations in line with the vision of Pontefract Academies Trust.
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Operations and resourcing

- Coordination and day to day management of estate and facilities.
- Work with executive leaders and other colleagues to oversee school finance, facilities, catering, IT and other resources.
- Ensure robust operational systems.
- Oversee and ensure sustainable and efficient deployment of staff through the use of curriculum led financial planning, including the effective and efficient deployment of support staff across the school.
- Ensure that the school can function while building work occurs (if necessary).

Supporting the work of the MAT

- Develop and maintain the ethos of Pontefract Academies Trust so that it is intrinsic and permeates all aspects of the school's life and curriculum.
- Develop reciprocal and positive relationships with colleagues in Pontefract Academies Trust and contribute to collaborative work across the schools' cross phase.
- Promote high standards of personal, professional conduct and integrity as per the Trust Employee Code of Conduct.
- Be aware of and comply with Trust policies and procedures, including child protection, financial regulations, health, safety and security, confidentiality and data protection.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend and participate in relevant meetings as required.
- Be flexible and willing to work between different sites across the Trust as required.
- Other reasonable duties commensurate with the grade of the post as directed by the CEO/Director(s) of School Improvement.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the post's nature, level, and scope. The appointment is subject to the terms and conditions outlined in the Pontefract Academies Trust Contract of Employment.

The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check.
- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications per the person specification.
- Two satisfactory references.
- Confirmation of medical fitness for employment.
- Registration with appropriate bodies.

Person specification

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
Qualifications and Experience				
1.	Qualified Teacher Status;	E	✓	✓
2.	Evidence of significant and relevant continued professional learning;	E	✓	✓
3.	Has completed training in preparation for a senior leadership and management role;	E	✓	✓
4.	Has substantial experience across the range of leadership areas as a Deputy Headteacher;	E	✓	✓
5.	Has achieved on is enrolled on NPQH	D	✓	✓
Shaping the Future				
6.	Is able to articulate a strong, clear vision for high quality secondary and cross phase education which maximises the potential of the school;	E	✓	✓
7.	Can articulate ways of building, communicating and implementing a shared vision;	E	✓	✓
8.	Has experience of school self-evaluation and can describe effective strategies for undertaking this;	E	✓	✓
9.	Demonstrates understanding of the strategic planning process;	E	✓	✓
10.	Has experience at senior level of leading significant change which has impacted upon pupil outcomes;	E	✓	✓
11.	Has first-hand experience and involvement in school improvement planning;	E	✓	✓
Leading, Teaching and Learning				
12.	Demonstrates personal enthusiasm for teaching and learning	E	✓	✓
13.	Is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard;	D	✓	✓
14.	Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress;	D	✓	✓
15.	Can articulate strategies for improving the quality of teaching of colleagues;	E	✓	✓
16.	Understands new curriculum frameworks;	E	✓	✓
17.	Has experience of working in partnership with senior staff to monitor, evaluate and improve teaching and learning;	E	✓	✓
18.	Has successful experience of teaching and leadership in more than one school;	E	✓	✓
19.	Has experience of curriculum design and management;	E	✓	✓
20.	Has experience of using research evidence to inform teaching and learning;	E	✓	✓
Developing Self and Working with Others				
21.	Understands the importance of working in partnership with colleagues;	E	✓	✓
22.	Demonstrates commitment to shared leadership and effective team work;	E	✓	✓
23.	Has experience of working alongside colleagues to improve their classroom practice;	E	✓	✓
24.	Understands the relationship between managing performance, professional development and school improvement;	E	✓	✓
25.	Can articulate strategies to develop professional learning of individuals and teams;	E	✓	✓
26.	Has experience of giving effective feedback to improve the performance of others;	E	✓	✓
27.	Demonstrates high expectations for self and others;	E	✓	✓
28.	Has experience of dealing with conflict and managing challenging situations;	E	✓	✓

Person specification

No.	Categories	Essential or Desirable	Assessed by	Assessed by
			Application Form	Interview or Task
Managing the school				
29.	Demonstrates understanding of the need to develop and sustain a safe, secure, healthy and fair school environment;	E	✓	✓
30.	Ability to prioritise, plan and organise own workload and that of others;	E	✓	✓
31.	Ability to identify, establish and sustain appropriate leadership structures and systems;	E	✓	✓
32.	Displays the ability to think creatively to anticipate and solve problems;	E	✓	✓
33.	Has experience of project management for planning and implementing change;	E	✓	✓
34.	Has successfully developed, implemented, monitored and evaluated school policies;	E	✓	✓
35.	Has experience of implementing the performance management process;	E	✓	✓
Strengthening Community Links				
36.	Has successfully used a range of strategies to encourage parents to support their children's learning and realise the school's vision;	E	✓	✓
37.	Shows a commitment to a multi-agency approach for the well-being of pupils and their families;	E	✓	✓
38.	Can build partnerships in the community;	E	✓	✓
39.	Is able to listen to, reflect and act on feedback from stakeholders as appropriate;	E	✓	✓
40.	Shows a commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the wider community;	E	✓	✓
41.	Has experience of working collaboratively with other schools or communities to improve outcomes;	E	✓	✓
Personal Skills and Attributes				
42.	Demonstrates a genuine empathy with children;	E	✓	✓
43.	Is able to communicate effectively and concisely;	E	✓	✓
44.	Is a good listener;	E	✓	✓
45.	Is flexible and consistent with strength of character and impeccable integrity;	E	✓	✓
46.	Is capable of making reasoned judgements;	E	✓	✓
47.	Is approachable;	E	✓	✓
48.	Has a presence that inspires confidence and trust;	E	✓	✓
49.	Is able to motivate and inspire;	E	✓	✓
50.	Is able and willing to delegate appropriate responsibilities;	E	✓	✓
51.	Has confidence in others to take a leadership role;	E	✓	✓
Securing Accountability				
52.	Has worked within or demonstrates a reasonable understanding of the accountability/ delegated responsibility framework of a Multi Academy Trust;	D	✓	✓
53.	Has a good understanding of the role of governance;	E	✓	✓
54.	Has a good understanding of the need to be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school;	E	✓	✓
55.	Has previous experience of challenging and supporting others in order to achieve specific targets;	E	✓	✓
56.	Demonstrates understanding of individual, team and whole school accountability for pupil learning outcomes;	E	✓	✓
57.	Has a good understanding of available data sets and how they might be used to benchmark the school's performance and as a tool for target setting and improvement planning;	E	✓	✓
58.	Has experience of reporting attainment and progress to a range of audiences;	D	✓	✓
59.	Has led a school through a recent OFSTED inspection/been in a key senior leadership position through OFSTED;	D	✓	✓
60.	Has an understanding of school financial management.	D	✓	✓

How to apply:

How to apply: If you would like to have an informal and confidential discussion about the role, arrange a visit to The King's School or to discuss the application process, please contact Martin Blair at Hays Leadership Appointments.

Martin Blair
Hays Leadership Appointments
Tel: **07736791138**
Email: martin.blair@hays.com

Closing date: **Friday 8th March 2024**
Interview date: **13th and 14th March 2024**
Start date: **September 2024**

We look forward to hearing from you.



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Pontefract Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.