



April 2016

Dear Applicant

Thank you for the interest that you have shown in the position of **Deputy Headteacher** (reference DHT1) and the position of **Deputy Headteacher – Pastoral** (reference DHT2) at Crofton Academy, Wakefield. This Applicant Information Pack will provide you with:

- additional information about Crofton Academy;
- an overview of benefits of working at Crofton Academy and,
- a summary of the application process and an overview of key dates

#### About Crofton Academy

Crofton Academy, Specialists in Maths and Computing, achieved Academy status in 2011. It is a co-educational comprehensive day academy where the age range of pupils is 11 to 16. Situated just outside Wakefield in the sought after village of Crofton we are popular locally and beyond our catchment area. We are significantly over-subscribed for the 2016/17 cohort. We work in partnership with Wakefield College, with staff from Crofton Academy leading a number of A-level options on our site.

In 2015 we once again achieved an excellent set of results reaffirming that Crofton Academy is consistently producing outstanding results year on year. Our school is seen as one of the most successful locally as well as achieving national recognition for outstanding progress and attainment. Pupils in the Class of 2015 achieved 64% GCSE A\*- C including English and maths compared to 56% nationally. This was significantly positive in the validated RAISEonline.

The **Mission Statement** at Crofton Academy is that every individual will be cared for, supported and challenged to maximise their potential in order to create a feeling of self-worth and ambition. This aspirational journey will allow each member of our community to develop individually within an ethos of respect, enjoyment, sense of belonging and provide a foundation for lifelong learning.

#### The Aims of Crofton Academy are:

**Values:** the diverse needs of everyone are recognised and supported to promote equal opportunities to create an inclusive school.

**Pledge:** to foster a caring and safe environment built on mutual respect and clear expectations, where success is promoted and celebrated.

**Opportunities:** to offer broad, relevant and flexible opportunities that provide enjoyable and challenging experiences which maximise the life chances of all.

**Staff:** to nurture all staff through secure, supportive, continuous professional development. Care for staff extends to their wellbeing, ensuring their professional duties are effectively met.

**Learning Environment:** to provide a stimulating environment encompassing new technologies which reflect the changing needs of the local and wider communities. Learners will be recognised as flexible and adaptable in the face of challenge and change.

**Learning Achievement:** the learner experience will enable the development of responsible, tolerant citizens encouraging ownership of their communities. In depth, reflective learners will flourish through opportunities to engage in creative exploration. Our learners will be confident and resilient enough to drive for success.

**Partnership:** to initiate, promote and enhance a positive and lasting partnership between school, its stakeholders and the wider community.

## **School Priorities 2015/16**

### **Development of Teaching & Learning**

- To aim for aspirational target of 100% good/outstanding lessons.
- Further development of behaviour for learning strategies.
- To ensure greater use of personalised differentiation in planning and delivery to provide sufficient support, challenge and extension for all.
- To further build on the development of the coaching culture across departments

### **Sustain High Levels of Attainment**

- Clear drive on 'Pupil Premium' attainment to close the gap.
- Focus on whole school attainment – include individual groups, especially Pupil Premium and G&T.
- School response to 'life without levels'.

### **Curriculum Development**

- Curriculum to reflect national changes in response to Attainment 8 and Progress 8.
- Continual work on numeracy and literacy across the curriculum.
- Ensure new IAG recommendations are fulfilled.
- Succession planning in response to the new curriculum.

### **Procedural**

- Continual good budget planning ensuring value for money.
- Ensuring school physical resources are in good order and fit for purpose.
- Continuation of succession planning within the Leadership Group to ensure maintenance of the ethos of care.

### **Outreach**

- Provision of school to school support as required.
- Continual work as an exceptional partner in the Pyramid MAT.

### **Staffing**

- Continue development of Performance Management and Teacher Standards across the teaching staff.
- Development of new Performance Management procedures across support staff.

### **Benefits of working at Crofton Academy**

Crofton Academy is an oversubscribed school that has a 6<sup>th</sup> form on site in partnership with Wakefield College. In addition we have excellent working relationships with many of our local feeder schools which are part of Waterton Multi Academy Trust, allowing greater transition opportunities that make us a crucial and supportive link in the child's education from 3-18. We have a family feel to the school where both staff and pupils are valued, but are also supported and challenged. The school site is continually improved with the most recent development being a 3G pitch.

The school is now entering an exciting new phase that will allow the successful candidates opportunities to develop the school in its drive to make it the best place it can be for the students that attend, in addition to personal and professional development that will allow them to gain the necessary experiences to become a Headteacher.

We are able to offer staff a secure, supportive environment with continuous professional development tailored to meet the needs of the school and the individual.

All staff can access a number of employment benefits including membership of the Teachers' Pension Scheme, life assurance cover, access to childcare vouchers and free on-site parking.

### **The Application Process and Key Dates**

Please complete the application form electronically and return it to Louise Stirk, PA to the Headteacher. Please ensure that you include:

- full identifying details, including current and former names;
- all qualifications relevant to the post;
- a full history, in chronological order, with explanation for any periods not in employment, education or training and reasons for leaving employment and,
- details of two professional referees, one must be your current or most recent employer.

With reference to the job description and person specification please also provide a supporting statement that clearly sets out:

- How your experience to date prepares you for the position at Crofton Academy and has informed your practice for the criteria shown in the person specification.

Please ensure:

- That the supporting document does not exceed more than 1500 words in total and is in a legible font and size (eg, Arial size 11)
- The supporting document is accompanied by a fully completed application form; CVs are not accepted.

Crofton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the application process, you will be required to undertake an enhanced DBS disclosure.

### **Key Dates**

Wednesday 4 <sup>th</sup> May 2016: 3.30pm	Option for applicants to visit Crofton Academy.
Tuesday 10 <sup>th</sup> May 2016: 12 noon	Closing date for completed applications. Please make it clear on your application form whether you want to be considered for only one or both of the posts. The reference numbers are DHT1 (Generic role) and DHT2 (Pastoral role).
Wednesday 11 <sup>th</sup> May 2016	Shortlisting activity
Thursday 12 <sup>th</sup> May	Emails to candidates called for interview – please ensure that your correct email address is provided on your application form.  References requested for candidates that are called for interview.
Week commencing 16 <sup>th</sup> May 2016	Day 1 assessments at Crofton Academy.  Evening – candidates will be advised if they have progressed to Day 2 assessments.  Day 2 assessments – off-site.

Thank you for the interest you have shown in working at Crofton Academy



**Mr P Walker**  
**Headteacher**