



**North East
Learning Trust**

Associate Director of English
Applicant information pack

Associate Director of English

Required September 2022

Salary: L13 to L17 £53,724 to £59,265

North East Learning Trust is seeking to appoint an English Specialist to work at Senior Leadership level across multiple academies whilst maintaining a focus on the subject you love.

North East Learning Trust is a successful and growing Trust in the North East of England.

We are seeking an enthusiastic individual with the drive and vision to help deliver excellence in English across the Trust. With a clear focus on outstanding outcomes for students, you will help ensure effective middle leadership is in place in English throughout the Academies you work in and rapidly raise standards at GCSE. By supporting the delivery of a broad and challenging curriculum, alongside developing intervention strategies at KS4, you will enable every child to reach or exceed their potential.

You will need the tenacity and integrity to deliver in challenging circumstances and the ability to communicate a vision that inspires, motivates and enthuses staff, children and the community as a whole.

North East Learning Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

Directors are required to work at any of our Academies within the Trust. Applicants must ideally be able to offer to A Level, but this is not essential.

At North East Learning Trust, we will offer you excellent professional development opportunities, the chance to work in a diverse range of schools and a friendly and supportive working environment.

Should you wish to have an informal discussion, please contact Anna Cleckner, Senior Director of English via Debra Livingston on 0191 5180222. Prospective candidates are welcome to visit any of the NELT Academies prior to putting in an application.

If you are excited and motivated by this opportunity, and feel you can meet the challenge and be part of our successful and dynamic team, then I would be delighted to receive your application.

Deadline:
16th May 2022
Interviews will take place 19th & 20th May

Application forms and information pack are available from North East Learning Trust Website, www.nelt.co.uk or The Academy at Shotton Hall website, www.shottonhallacademy.co.uk or Debra Livingston, Head of Administrative Services, TEL 0191 5180222. These should be returned either by email to debra.livingston@nelt.co.uk or by post together with a supporting letter of no more than two sides of A4 to Debra Livingston, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham SR8 1AU by 16th May 2022. Interviews will take place 19th & 20th May 2022.

Job description

Post title: Associate Director of English
Responsible to: Senior Director of English
Salary Band: L13 to L17

Job Purpose:

To provide high quality, world class leadership commensurate with the needs of The North East Learning Trust and the Family of Schools it is supporting.

This post would be an ideal opportunity for an Advanced Skills Teacher, outstanding Head of Department or English Consultant to maintain close links with classroom practice whilst developing their own leadership potential.

Duties and Responsibilities:

1. To undertake the full range of duties and responsibilities as required by the Executive Principal as set out in:
 - a. The School Teachers Pay and Conditions of Service
 - b. Any other duties commensurate to the post title and grade which the Executive Principal may deem appropriate.
2. Support the Academy's National Leadership in Education status by providing support and challenge to other schools as required.
3. To have overall responsibilities for the quality of teaching and learning of English across the Family of Schools.
4. To act as facilitator/co-ordinator of new initiatives and innovative practice in English.
5. To develop the quality of data on English performance to ensure that it is accurate and appropriate to facilitate targeted intervention.
6. You will be expected to promote and develop English locally, nationally and internationally.
7. Support and challenge the learning and teaching of English across the Family of Schools, including the development of leaders of English.
8. Take a lead role in Training School events.

9. Be actively pursuing the 'Every Child Matters' agenda as part of the formal role.
10. To actively promote equality of opportunity for all students and staff

Expectations

1. To put 'Students First' in everything you do.
2. To be flexible in order to meet the constantly changing demands of the role.
3. To be prepared to undertake outreach work on behalf of the Academy.
4. To keep up to date with educational development, strategy and thinking
5. To actively pursue your own professional development as a Senior Leader
6. To show commitment to the rigorous continuous improvement of schools.
7. To demonstrate a positive commitment to working with all stakeholders (students, governors, parents, staff, etc.) to improve the performance of the school.
8. Be committed to providing a 'world class' workforce in order to ensure the best possible opportunity from all our students.

Additional Responsibilities

1. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
2. Respecting confidential issues linked to home/students/teacher/Academy work
3. Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
4. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
5. To comply with the Academy policies and procedures at all times.
6. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	• Qualified Teacher Status • Degree in English or English related subject	• Masters degree in English or Education /further study • Evidence of involvement in external CPD
Experience	• Experience of leading a department and providing external support to a school/department, resulting in rapid improvement • A track record of successful impact, either as a departmental leader of in giving support and challenge to a department/school • Evidence of involvement in transformational change within a department • Outreach work/supporting a department in challenging circumstances • Experience of working in one or more areas: KS4 intervention work Whole-school programmes Developing KS3 as a foundation for KS4 work Good understanding of current and new examination specifications Excellent understanding of English in secondary curriculum Knowledge of current issues facing English departments Good understanding of school improvement and Ofsted inspection programmes Ability to offer advice on examination preparation for GCSE examinations	• Evidence of leading departmental CPD or providing CPD in an outreach capacity • Knowledge of departmental monitoring and tracking systems and their role in securing improvement • Experience of exam board marking • Knowledge of understanding of marking criteria, and using experience of this to support departmental colleagues

Aptitude and skills	• To be able to demonstrate high quality teaching • To be able to analyse and review departmental teams and provide feedback and high quality reports • To be able to develop intervention strategies that brings about rapid improvement • Willing to teach, and demonstrate teaching, across the Family of Schools, including extended periods where necessary • Able to work flexibly and under pressure • Able to provide clear strategies for improvement, following analysis/review of data and/or performance • To show confidence when working with Principals, Heads of Department and senior leaders • Develop and deliver resources for examination and intervention work	• Able to deliver bespoke CPD to colleagues and trainees
Personal qualities	• A commitment to the welfare and safeguarding of young people • Evidence of being able to build and sustain effective working relationships with students and staff • Evidence of working collaboratively and networking with others, within and beyond the Trust to build and sustain a learning community • Organise, plan and prioritise effectively • Excellent interpersonal skills and the ability to manage workload	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

