



**DIRECTOR of ENGLISH
Northern Region**

Candidate materials



CONTENTS

- Welcome
- Copy of the advertisement
- About the Shaw Education Trust
- Our values and mission
- Role profile and job description
- Person specification
- Safeguarding policies and checks



Dear applicant

Thank you for your interest in the position of Director of English, working across the Shaw Education Trust. We are seeking excellent practitioner to lead the development of English teaching, whilst raising standards across all our academies.

The Shaw Education Trust is a growing multi-academy trust based in the Midlands and the North West. We are sponsored by a third sector charity, The Shaw Trust, an organisation realising £250 million annual turnover. Our Group includes Prospects, Gabbitas, Optimus and Ixion. The additional capacity our sponsor brings enables us to affect rapid transformation to the lives of young people. We are an innovative, aspirational and motivated Trust, determined to affect positive outcomes for all. We have a Teaching School, Blackfriars, which has an alliance of schools, in our partnership. Exceptionally high quality professional development is at the heart of our approach. We are determined that all our academies will be great places to work, will buzz with creativity and will achieve awesome outcomes.

We are keen to appoint ambitious colleagues to this new post. It is a unique opportunity for an English specialist who wants to extend their successful experience. If you have been an Advanced Skills Teacher, Lead Practitioner, Excellent Teacher, outstanding Head of Department, or Subject Consultant, this position will develop your broader leadership experience and enable you to direct creative and innovative classroom practice. We also welcome applicants who are senior leaders, with English specialisms. Ideally the successful candidate will have examiner experience, knowledge and understanding of the Ofsted inspection process, and be able to take a flexible lead in ensuring quality provision; from short term strategy (hands on practice) to broader longer term developmental approaches.

If you would like an informal discussion about working for the Shaw Education Trust, please contact: Julie Yarwood, Director of Education Quality, Standards and Training: Julie.Yarwood@shaw-education.org.uk

This is an exciting and very rewarding role and we look forward to receiving your application- be part of something exceptional.

Yours faithfully

Jo Morgan

Chief Executive Officer

Shaw Education Trust is a multi academy trust which leads and manages academies in all phases, all sectors and in all communities.

Sponsored by Shaw Trust, we are a separate organisation and have our own Chief Executive, leadership team and Board of Trustees.

We believe that all children should have the opportunity to be successful, whatever their starting point. We pledge an unswerving commitment to improve, accelerate and enable ambitious life goals for all young people in our academies.

Our values:

To be pupil and people centred: To ensure everything we do realises the full potential of the pupils we are here to help. We will provide caring, tailored and supportive environments where young people can flourish. We will ensure that all members of the school community are the focus of our activity and as servant leaders we shall enable their success.

To act with integrity: To be an organisation that is open and transparent, actively embraces equality and diversity and has an honest, inclusive and respectful culture which everyone can trust.

To be innovative: To be a creative, forward-thinking organisation that finds new ways of doing things. To break down barriers to learning, stimulating exciting futures and securing independent living. We will be relentless in our pursuit of the excellence which has the power to change lives.

“We support our academies to offer a curriculum that deepens knowledge, develops skills and fires the curiosity of students”

To be best in class: To be a top performing education provider that helps every single pupil on their journey towards achieving their potential. We believe our staff are our greatest asset. We will support leaders, teachers and staff to provide exceptional teaching, learning and outcomes.

To be accountable: Shaw Education Trust, its schools and staff are accountable to our pupils and stakeholders. We will demonstrate personal responsibility by carrying out our roles to the best of our ability and in adherence with our values.

OUR COMMITMENT TO STUDENTS

To ensure that every student has the opportunity to reach their full potential, whatever that might be, we expect each of our academies to be good or outstanding within two years of joining the Trust.

We don't believe in prescribing a curriculum; instead we support our academies to offer a curriculum that deepens knowledge, develops skills and fires the curiosity of students.

We also expect each Academy to offer a range of support that addresses life after school, develops students' independence and helps them to prepare for university and the world of work.

Careers advice, work experience, employability and skills training will be provided to enable students' success.



Director of English- Northern region

Required: as soon as possible

Salary Range: L10-L14, £49,199 - £54,250 per annum

Shaw Education Trust, seeks applications from outstanding candidates for this exciting new opportunity.

We are keen to appoint an ambitious colleague to this post. The role provides a unique opportunity for an English specialist who wishes to extend their successful experience to date. If you have been an Advanced Skills Teacher, Lead Practitioner, outstanding Head of Department, or Subject Consultant, this position will develop your broader leadership experience and enable you to lead creative and innovative classroom practice. If you are a senior leader, with English specialism, we would also welcome your application.

The post-holder will be based in the North West, but with travel to Staffordshire as required.

The Shaw Education Trust is a growing multi-academy trust based in Staffordshire and the North West. We are sponsored by a third sector charity, The Shaw Trust- an organisation realising £250 million annual turnover. Our group consists of Prospects; Gabbitas; Optimus and Ixion. The additional capacity our sponsor brings enables us to affect rapid transformation to the lives of young people. We are an innovative, aspirational and motivated Trust determined to affect positive outcomes for all. We have a Teaching School, Blackfriars, which has an alliance of schools, in our partnership. Exceptionally high quality professional development is at the heart of our approach. All our academies will be great places to work, buzz with creativity and achieve awesome outcomes.

We want the very best for our children, is this you? If so we would love to hear from you; let's create something special.

If you would like an informal discussion about working for the Shaw Education Trust, please contact: Julie Yarwood, Director of Education Quality, Standards and Training; julie.yarwood@shaw-education.org.uk

Our Trust is committed to safeguarding and promoting the welfare of children.

All appointments will be subject to a satisfactory enhanced DBS disclosure.

APPLICATION PROCESS

To apply please complete the Shaw Education Trust application form.

Application packs available from: <http://www.shaw-education.org.uk/careers.html>

Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 2nd March 2018

Interview dates: TBC

Completed application forms may be returned in electronic format to:

amy.mccolgan@shaw-education.org.uk

If you would prefer to submit a paper application form, please return to:

Jo Morgan
Chief Executive Officer

Shaw Education Trust
The Lodge
Wolstanton High School
Milehouse Lane
Newcastle-Under- Lyme
ST5 9JU

WHAT WE STAND FOR ...

Our vision

Our vision is for a society in which everyone has the opportunity to excel, gain employment and sustain independence; a society where aspiration is the norm and high achievement the only acceptable standard. Barriers to success will be removed by high quality educational and training experiences.

Our mission

We believe every young person can achieve great things, whatever their ability and whatever their background. We will facilitate excellence by all and for all: with no exceptions.

We will deliver 'best in class' tailored learning to ensure that every young person attending one of our academies has the opportunity and support required to achieve their potential.

High quality intervention and targeted leadership development will be the foundation stone of our Trust. We will accelerate improvement in all our academies from their individual starting points. Schools facing challenge will be intensively supported to 'get to good' within two years. Leaders will be celebrated, encouraged to excel, think innovatively and be incredible.

We pledge an unswerving commitment to improve the life chances of all the young people in our academies. We will focus on bridging the gap between school and the outside world to give young people the best chances to progress to high quality further/higher education, employment or training.

We will create a self- sustaining family of schools who will support each other's success and promote consistently high standards across the Trust.

Academies within the Trust*

Wolstanton High School

Castlebrook High School

Blackfriars Academy

Seabridge Primary School

Walton Hall Academy

Great Barr Academy

Saxon Hill Academy

The Madeley School

The Coppice Academy

Meadows Primary School

(* additional Academy Orders are in stream)

ROLE PROFILE AND JOB DESCRIPTION

Role: Director of English- Northern Region

Salary: L10-L14

Reporting to: Director of Education, Quality and Training


Role profile

To support the Trust to provide leadership and strategic direction to the subject area by:

- Ensuring the provision of high quality teaching and learning;
- Ensuring high standards and high expectations from students and staff;
- Providing a strong mentoring role for subject teachers and leaders and to model outstanding practice at all times;
- Enabling the delivery of exceptional outcomes within the subject across our schools;
- Delivering training and professional development as required to staff;
- Developing expertise across the Trust in English by developing hubs of excellence and professional advocates within the subject;
- Using data to analyse performance and trigger interventions and support;
- Leading pedagogical and curriculum developments to best effect strong outcomes for learners in terms of attainment and progress;
- Ensuring children are not left behind in English as a result of the disadvantages that they face; and all groups of students have approaches to enable their success;
- The postholder may be required to work in any of the schools/academies within the Shaw Education Trust as directed by the Chief Executive Officer.

MAIN DUTIES AND RESPONSIBILITIES

- To undertake the full range of duties and responsibilities as required by the Chief Executive Officer as set out in:
 - The School Teachers Pay and Conditions of Service
 - Any other duties commensurate to the post title and grade which may be deemed appropriate.
- To lead support and challenge to academies across the Trust in your subject area.
- To create strategy, policy and guidance documents as the 'expert' in your subject area- ensuring 'world class' standards permeate the academies in the Trust.
- To devise and implement recovery programmes for academies and individuals as required.
- To lead and direct forensic analysis of standards and performance within your subject area across the academies in the Trust.
- To provide academy subject leaders with advice and support to drive the improvement of the quality of teaching and learning and outcomes in your subject across the Trust.
- To support and develop new initiatives and innovative practice in your subject.
- To work with subject specialists within the Trust to affect rapid collective change to outcomes for young people.
- To support the development of the quality of data on the subject's performance to ensure that it is accurate and appropriate to facilitate targeted intervention. To ensure assessment is moderated and secure.
- To be an advocate for your subject area and to work collaboratively with others to improve the quality of teaching in your subject area across the Trust.
- Support and challenge the learning and teaching of your subject across the Trust, including the development of leaders of the subject and exceptional practitioners.
- Lead and support all training and professional development events as required.

- 
- To actively promote equality of opportunity for all students and staff.
 - To identify talent; grow and nurture excellence in the subject and beyond.
 - To provide updates, reports and feedback to the Chief Executive Officer and other stakeholders, including the Shaw Education Trust Board.

PERSON SPECIFICATION

Knowledge, qualifications, skills and experience required		
Knowledge	Essential	Desirable
Excellent understanding of subject curriculum	<p>Knowledge of current issues, curriculum requirements and schemes of learning</p> <p>Evidence of leading departmental CPD, or providing CPD in an outreach capacity</p>	Experience of leading training for non- specialist staff
Strong understanding of school improvement, Ofsted inspection criteria and data systems	<p>Knowledge of Ofsted inspection framework, and Evaluation Schedule</p> <p>Knowledge of departmental monitoring and tracking systems and their role in securing improvement</p> <p>Ability to use ASP and other data to analyse and evaluate school/departmental performance</p> <p>Ability to provide clear evaluation and strategies for improvement for leadership teams and departments</p>	Creation of assessment systems to manage progress and trigger effective intervention
Excellent understanding and knowledge of current and new examination specifications	<p>Ability to offer advice on school-based assessments and examination preparation</p> <p>Ability to review school-based assessments accurately and identify strategies for improvement</p> <p>Strong and comprehensive knowledge and understanding of marking criteria</p>	<p>Experience of exam board marking</p> <p>Experience of creating and invoking effective moderation processes</p> <p>Knowledge and understanding of marking criteria, and using experience of this to support colleagues and shape practice</p>

Qualifications	Essential	Desirable
	Honours Degree in English (Language or Literature) Qualified Teacher Status	A Masters level degree or higher in relevant subject or Education / further study Evidence of involvement in relevant training and development Middle/senior leadership course qualification
Experience	Essential	Desirable
Experience of leading a successful English department	A track record of successful impact as a subject leader in terms of both attainment and progress.	Evidence of involvement in transformational change within a department Outreach work / supporting a department in challenging circumstances Senior leadership experience
Skills	Essential	Desirable
To be able to demonstrate high quality teaching and strong learner outcomes	Willing to teach, and demonstrate teaching, across the Trust	Able to deliver bespoke professional development to colleagues and trainees
To be able to analyse and review departmental teams and provide feedback and high quality reports To be able to develop intervention strategies that bring about rapid improvement	Able to work flexibly and under pressure Able to provide clear strategies for improvement, following analysis/review of data and/or performance Coaching and mentoring experience	Cross phase understanding of English skills and curriculum Experience as a Specialist Leader of Education
High level interpersonal skills	To show/inspire confidence when working with academy leaders and staff	



<p>To be able to provide resources and expertise to departments</p>	<p>Develop and deliver resources for examination and intervention work</p> <p>Evidence of creating high quality programmes of learning across KS3 and 4 which achieved positive outcomes for students</p>	<p>Experience of working in one or more areas:</p> <ul style="list-style-type: none">• KS4 intervention work;• whole-school programmes;• developing a spiral curriculum across the Key Stages• KS5 strategy• Able and Talented provision
---	---	---

SAFEGUARDING

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

The Trust pays full regard to DfE guidance 'Keeping Children Safe in Education' September 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking Disclosure and Barring Service Checks.

ADDITIONAL NOTES

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including **enhanced DBS checks**.

- Candidates should be aware that all posts in Shaw Education Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child

protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification.

You will be selected for interview entirely on the contents of your application form, so please read the **Job Description** and **Person Specification** carefully before you complete your form.

All candidates invited to interview **must** bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that **originals** of the above are necessary. Photocopies or certified copies are not sufficient.

We will **seek references on shortlisted candidates** for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to **safeguarding and promoting the welfare of children**, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Children's Barred List check
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Medical Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.