



RECRUITMENT PACK

EXECUTIVE DIRECTOR OF ENGLISH

DEAR APPLICANT

Thank you for the interest you have shown in Westcountry Schools Trust (WeST) and specifically the role of Executive Director of English.

This is an extremely exciting time at WeST. Should you wish to join us you do so at a time when we are making considerable investment in our school improvement capacity to ensure that our work brings additional value in a sustainable fashion.

We are seeking to appoint a passionate, well qualified colleague who has proven experience of making a difference in their existing roles. We hope that the opportunity to shape the work of nearly 70 well qualified English teachers and harness their professional expertise, with the goal of securing excellent student outcomes, is one you would relish. We believe that the prospect this role provides is rare and as such our expectation of the successful candidate is extremely high.

WeST is an outward looking, multifaceted trust that operates in partnership with the RSC Office, Teaching School Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a cohort 1 Teaching School that has been effectively supporting children beyond our own boundaries for nearly a decade.

Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education.

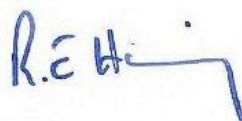
This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focussed on teaching and learning.

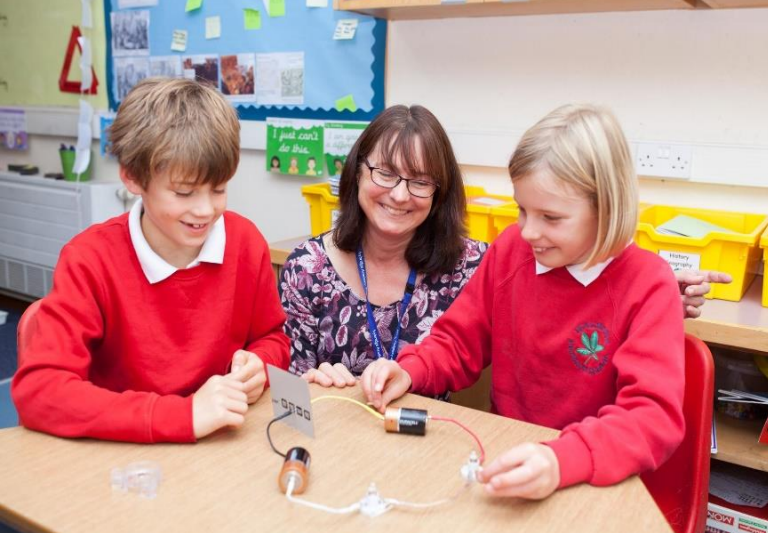
For the right individual, this is a rare and exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and sharing the love of their subject.

We welcome your application.

Yours sincerely,



Rob Haring
Chief Executive Officer (CEO)
Westcountry Schools Trust



ABOUT THE TRUST

Welcome to Westcountry Schools Trust (WeST); a tight knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011 the Trust has experienced several iterations of growth and change.

In essence WeST, as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 years olds with the additional ability to provide both undergraduate and postgraduate study through The Learning Institute (TLI). Whilst school trusts are now commonplace across the educational landscape, WeST significantly differs from many by not only having a Teaching School but through its Higher Education provision via TLI.

The WeST family now extends to 18 schools of which 5 are secondary and 13 primary. All 13 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures. A further two secondary and two primary schools will likely join the Trust in February 2020.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do. Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

Yours sincerely,

Rob Haring
Chief Executive Officer (CEO)
Westcountry Schools Trust



WHY WORK FOR THE TRUST

- WeST is a close knit family of schools with a common mission of giving children the best start to life.
- WeST Staff are curious and always seeking to learn. WeST values high quality professional development and ensures that all staff have access to a carefully supported programme.
- Location: our area within the South West region is beautiful and offers a special quality of life. It is a great place in which to live and work.
- Join a vibrant staff community who care passionately about each other and what they do.
- Career opportunity – as a maturing school trust, we seek to invest in our own great people and create multiple career opportunities within our family of schools, both teaching and non-teaching.
- We have a collective student body for whom it is a pleasure to serve – they deserve the very best!

ADVERT

Executive Director of English (L16-20) required from September 2020

The Westcountry Schools Trust (WeST) is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Executive Director of English.

The Westcountry Schools Trust is a tight knit family of schools based around natural geographical proximity in the South West. Formed in 2017, the WeST family currently consists of 18 schools, of which 5 are secondary and 13 primary. In February 2020, a further two secondary and two primary schools will likely join the Trust.

WeST believes in promoting and supporting an appropriate balance between strong alignment and independence with schools. It is important for all our schools to maintain their own identity and celebrate their unique qualities. However, we believe that working collaboratively we will enable our children and staff to access the best resources and learning opportunities. We aim to identify the strengths of our collective practice and share them effectively across our schools such that all our children benefit from our professional expertise.

The Executive Director of English is a new role that will promote and implement strategies for raising attainment and progress in English across all WeST secondary schools. Working in partnership with the School Improvement Team, Headteachers and English Subject Leaders, the role involves both strategic leadership of subject development across the trust, alongside day to day support of English departments. This will include activities such as coaching, planning, leadership development, modelling strong practice, data analysis, curriculum development and support with student intervention.

ADVERT

The successful applicant must have a proven track record of success in improving standards and raising pupil outcomes in English at a whole-school level. The ideal candidate is someone who has experience of leading improvements in English across multiple schools.

If having read the job description and person specification, you believe you have the skills and attributes to successfully take on this exciting new role and make a real difference to the outcomes for our young people, then we warmly welcome your application.

The closing date is 12:00pm on Monday 13 January 2020.
Interviews will be held the week beginning 27 January 2020.

Informal conversations are welcomed. If you would like to discuss the post in confidence with the Director of Secondary School Improvement, please call Beth Alford, PA to the WeST Executive Team, on 01752 891754 Ext 1442 or email at balford@westst.org.uk to arrange a convenient time.

JOB DESCRIPTION

Job Title: Executive Director of English

Location: The role will involve working across our network of schools

Grade: Leadership Scale 16-20

Responsible To: Director of Secondary School Improvement

Job Purpose

The Executive Director of English will promote and implement strategies for raising attainment and progress in English across all WeST schools. Working in partnership with the School Improvement Team, Headteachers and English Subject Leaders, the role involves both strategic leadership of subject development across the trust, alongside day to day support of English departments. This will include activities such as coaching, planning, leadership development, modelling strong practice, data analysis, curriculum development and support with student intervention.

Duties and Responsibilities

1. Support the aims and ethos of the Westcountry Schools Trust.
2. Provide strong strategic leadership to ensure that the curriculum, delivery model and assessments being used in English in all schools are of the highest quality
3. Support schools to rapidly raise the attainment and progress for all pupils in English, especially the most vulnerable (inc. SEND and Disadvantaged)
4. To take accountability for Trust-wide standards of progress and achievement in English
5. Support English subject leaders in each school as needed, ensuring agreed best practice is being followed, providing extra support and capacity where it is needed
6. Support the development of teaching capacity within schools, working in partnership with the school improvement team
7. Provide outstanding teaching to key cohorts of pupils when required
8. To strategically lead the Trust-wide approach to developing academic reading and decoding
9. Provide support to school leadership teams and subject leaders to address any underperformance in English departments
10. Identify best practice locally, nationally and internationally in order to refine or bespoke the practice to the needs of WeST schools

11. Ensure that subject knowledge, curriculum understanding and pedagogy around GCSE and A Level specifications are facilitated in schools
12. Participate in monitoring and review work across the trust as requested by the School Improvement Team
13. Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues across the Trust
14. Support with English recruitment across the Trust.
15. Designing and delivering professional development activities, as well as participating in the planning and delivery of focused WeST training days
16. Leading and developing workshops and targeted support for key pupil groups (Boys, SEND, Disadvantaged and the Most Able)

Other Responsibilities

17. To undertake any other duties in connection with the role of Executive Director as might reasonably be requested by the School Improvement Team
18. To play a full part in the life of WeST, to support its vision, ethos and policies and to encourage and ensure students follow this example
19. To continue personal professional development

Personal Responsibilities

20. Work to a high professional standard and observe confidentiality as appropriate.
21. Comply and assist with WeST policies and procedures and report all concerns to an appropriate person.
22. Set an example to students acting as a positive role model in all aspects including professional dress, presentation, attendance and punctuality.
23. Be prepared to work flexibly, both in and out of the day.
24. Participate in training and development appropriate to this post, and participate in the Trust's appraisal and CPD programmes.

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application for.

PERSON SPECIFICATION

E = Essential, D = Desirable

| Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview (or other selection activity) |
|---|------------------------|------------------|---|
| Qualifications: | | | |
| Degree, teaching qualification in the specified curriculum area | E | | |
| Recent record of appropriate in-service training | E | | |
| Higher level degree, further educational qualifications | D | | |
| Experience: | | | |
| Successful leadership experience across 11-18 range in English, with supporting data demonstrating good student progress against targets at all levels | E | | |
| Knowledge of current educational issues, inc. awareness of recent developments in the National Curriculum and changes in the Key Stage 4 and 5 curriculum | E | | |
| Understand changes to examination and whole-school accountability measures | E | | |
| Ability to use data effectively to support improvements to attainment and progress | E | | |
| Have a clear understanding of what highly effective evidence-based pedagogy and practice looks like | E | | |
| Experience of being a team player, with good people skills and evidence of the impact of these on raising pupil performance | E | | |
| Successful experience of working across multiple schools | D | | |
| Skills and Abilities: | | | |
| An obvious and infectious passion for your subject | E | | |
| Ability to develop and support other staff to develop a variety of teaching strategies | E | | |
| Understanding more complex performance data and application of a range of effective intervention strategies | E | | |

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| Self-critical, awareness of own strengths and development targets, and professional development requirements | E | | |
| Ability to enthuse and direct students and staff towards raising expectations and levels of achievement | E | | |
| Strong organisational skills and the ability to consistently meet deadlines | E | | |
| Ability to work independently and be a team player | E | | |
| Ability to relate effectively to students, colleagues and parents | E | | |
| An excellent classroom practitioner that can model best practice | E | | |
| Confident and competent in the use of ICT, literacy and numeracy to enhance learning, monitor progress and communicate | E | | |
| Good ICT skills | E | | |
| Be a role model, promoting the Trust's values | E | | |
| Personal Qualities: | | | |
| Professional, enterprising, personal impact | E | | |
| Outgoing, warm personality, approachable, inclusive | E | | |
| Positive, adaptable | E | | |
| Energetic and enthusiastic | E | | |
| Self-motivated, self-confident, reliable | E | | |
| Calm under pressure, emotionally intelligent | E | | |
| Sensitivity, fairness, tact and discretion | E | | |
| Commitment, generosity of spirit | E | | |

APPLICATION PROCESS

If you would like further information, a confidential conversation or to arrange a visit to WeST please contact Beth Alford, PA to the WeST Executive Team on:
Telephone: 01752 891754 extn 1442
Email: balford@westst.org.uk

All applications are to be sent to balford@westst.org.uk no later than 12:00 pm on Monday 13 January 2020.

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 Harford Road, Ivybridge, Devon, PL21 0JA
 **01752 891790**
 **admin@westst.org.uk**
 **www.westst.org.uk**

STRONGER TOGETHER... EVERY CHILD IN A GREAT SCHOOL

Westcountry Schools Trust. Registered address: Harford Road, Ivybridge, Devon PL21 0JA.
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