



**ASSOCIATE DIRECTOR OF ENGLISH
RECRUITMENT INFORMATION PACK**

Education House
Spawd Bone Lane
Knottingley
WF11 0EP

RECRUITMENT INFORMATION PACK

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September 2017

Post: **Associate Director of English**

Dear Applicant,

We are looking to build an elite team of exceptional leaders and teachers to transform education in the North of England, in line with our vision of 'changing lives'. The successful candidate will join a team of English specialists who are working in our academies in the distinct areas we serve.

Delta Academies Trust is an educational charity that sponsors a group of over 40 academies with a commitment to securing transformational change and sustainable school improvement. We are looking for highly skilled leaders and teachers who can deliver rapid improvement in English.

Our vision is to transform education across the North of England and level up the playing field for those children who live in disadvantaged circumstances. Our strong behaviour policy has created a culture and climate conducive to learning and as a result, the 2017 results have seen a very rapid rise. The support from school leaders allows for innovative practitioners to practice their craft. In addition, we have a range of teaching tools and policies that allow the support directors to enhance the practice of colleagues.

We are committed to investing in our staff and we will ensure you have access to high quality professional development through a formal CPD programme. As part of your career development, we will give you the opportunity to work with a wide range of senior leaders, including our CEO, as well as to undertake formal NPQs etc.

This is an exciting time in our development as we continue to work hard to drive improvement in our academies. Through strong and purposeful leadership and high quality teaching and learning we are confident that we can have a positive impact upon the lives of young people, ensuring that all students achieve their potential, realise their aspirations, and are well prepared for the next stage of their lives.

As Associate Director of English, you will be joining an ambitious and innovative organisation, we are therefore looking for a creative and committed group-wide subject leader who understands how to bring about improvement and manage change in schools and deliver positive outcomes for our young people.

Delta Trust academies are fully inclusive, we believe that stretching and challenging the more able, whilst supporting those who need more help, is at the heart of inclusion.

If you share our vision and passion for young people, are passionate about English and ways to help young people achieve and understand it, you can make the difference at Delta Academies Trust and we would like to hear from you.

Paul Tarn
Chief Executive

September 2017

Post: **Associate Director of English**

Dear Applicant,

Thank you for your interest in this exciting opportunity to join Delta Academies Trust. We are looking to appoint an enthusiastic, hard-working English specialist and leader to join our highly committed team of subject directors. This could offer fantastic career development for the right colleague to work with English departments in order to raise attainment and accelerate rates of student progress. You will be joining an organisation which has high aspirations for our students and expects exceptional commitment from all our staff.

The role of Associate Director of English is exciting and varied. You may be an existing Head of Department or Lead Teacher who would like to develop leadership potential whilst maintaining close links with classroom practice. Your work will involve reviewing the current issues facing English departments and schools nationally, developing the quality of data on English performance, planning and delivering focused teaching and interventions for students, and providing bespoke training for departments and 1-2-1 tutors. Almost all of our Directors of English are Eduqas Examiners, so that we can be really clear about how to lead students to success in their GCSE English Language and Literature examinations.

If you feel the challenge and opportunity outlined above is one that excites and motivates you, then I would be delighted to receive an application from you.

Jo Twiby
Senior Director of English

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies, we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

‘Changing lives’

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the ‘Seven Principles of Public Life’
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- You will have access to private medical insurance (prices are provided on request).
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobssouth@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

ASSOCIATE DIRECTOR OF ENGLISH
Leadership Range, L8-12 (£46,797 - £51,637)
Permanent
As soon as possible

We are seeking to appoint a dedicated and committed Associate Director of English to join our team as soon as possible.

At this key time in the Trust's development, we require an ambitious, determined and personable individual to secure the highest possible outcomes for our young people, staff, families, schools and the wider community. Through strong leadership and the ability to motivate others, you will harness the key strengths of colleagues, and lead rapid and sustained improvement in an English department.

This post would be an ideal opportunity for an existing Head of Department or Lead Teacher to maintain close links with classroom practice whilst developing your leadership potential. Experience of leading sustainable improvement in an English department is essential. It is desirable for the successful candidate to have examiner experience (especially WJEC/Eduqas), knowledge and understanding of the Ofsted inspection process, and be able to take a strategic lead on a day-to-day basis to respond to the particular needs and context of each academy.

For an informal discussion about this position, please call Jo Twiby, Senior Director of English, on 07903 864616.

Closing Date: Monday 16 October 2017 at 12 Noon
Interviews will be held w/c 23 October 2017

An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on
0345 196 0095
or email
jobssouth@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post: Associate Director of English
Salary: L8 to L12
Reporting to: Senior Director of English

Job Purpose

The Associate Director of English is part of a team of lead professionals who take responsibility for the quality of English provision and student outcomes. The Associate Director of English will work in one Trust Academy, where they work closely with the Senior Leadership Team and the Head of English to accelerate improvement and raise standards. Associate Directors of English model high quality teaching, deliver intervention programmes, and challenge and support subject teams to deliver outstanding outcomes for young people.

Leadership

- To have joint accountability for English performance in the academy to which they are deployed.
- To support and challenge the learning and teaching of English in the academy to which they are deployed, including the development of leaders of English.
- To demonstrate the vision and values of the Delta Academies Trust in everyday work and practice.
- To provide enthusiastic and inspirational leadership to staff and students alike.

Teaching and Learning

- To demonstrate high quality, focused teaching which leads to improved outcomes for students.
- To develop consistent messages for all students of English, which prioritise the most important aspects of reading and writing with absolute clarity.
- To develop highly effective and well-resourced schemes of work with regular assessments.
- To plan and deliver impactful intervention.
- To develop high quality resources for revision, intervention or enrichment sessions.
- To contribute to the introduction of new technologies, such as video conferencing, white board technology, the internet and the academy learning platform.
- To raise students' and colleagues' expectations through their own exacting standards.

Assessment, tracking and intervention

- To implement regular, timed assessments, with the Head of English, which measure student progress on the components of the GCSE Language and GCSE Literature specifications.
- To assess and standardise students' work in order to improve the quality of data on student performance.
- To monitor and fine-tune the assessment judgements of departmental colleagues.
- To quality assure end of year predictions.
- To analyse student performance data and conduct question level analysis, with the Head of English, to ensure that students are appropriately targeted for support.
- To attend and contribute to student achievement meetings.
- To provide workshops for students on key borderline grades.
- To provide targeted support for different groups of students, such as more able students or underachieving boys.
- To help monitor the impact of interventions, and recycle that support.
- To help review departmental teams and provide feedback, high quality reports and effective action plans and intervention strategies that bring about rapid improvement.

Developing Self and Working with Others

- To strike up positive, constructive working relationships with colleagues and students quickly.
- To inspire confidence when working with students, parents, teachers and Senior Leaders.
- To contribute to continuing professional development activities within departments, and on occasion, lead Trust-wide training sessions for English.
- To coach colleagues through demonstration lessons, modelling approaches and team teaching.
- To help teachers experiencing difficulty by observing their teaching, providing a structured programme of advice and support, and giving constructive criticism.
- To participate in working groups and projects, and other professional development activities.
- To develop and maintain a culture of high expectations for self and others.
- To keep up to date with educational development, strategy and thinking.
- To actively pursue your own professional development as a Senior Leader.
- To mentor student teachers and newly qualified teachers.

Other specific duties

- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

Post-holder: _____ Date: _____

Manager: _____ Date: _____

PERSON SPECIFICATION ASSOCIATE DIRECTOR OF ENGLISH

	Essential	Desirable
QUALIFICATIONS		
Graduate with Qualified Teacher Status (QTS)	*	
Master Degree in English or further study		*
Hold AST, SLE or Excellent Teacher Status		*
KNOWLEDGE & EXPERIENCE		
Experience of leading rapid and sustainable improvement in an English department	*	
Examiner experience, ideally Eduqas/WJEC		*
An excellent classroom practitioner with proven outcomes	*	
Have a thorough understanding of the secondary English curriculum	*	
Experience of monitoring and improving the quality of teaching and learning	*	
Proven experience in the analysis of performance data, including Raise, for the purposes of raising achievement	*	
Understanding of school improvement and Ofsted inspection programmes	*	
Knowledge of current issues facing English departments	*	
Evidence of leading departmental CPD, or providing CPD in an outreach capacity		*
SKILLS		
Excellent classroom practitioner with an ability to demonstrate high quality teaching to others	*	
Ability to offer advice on school-based assessments and on examination preparation for Eduqas examinations	*	
Enthusiastic, collaborative leader with the ability to forge positive relationships in order to promote the success of English	*	
Ability to develop intervention strategies that bring about rapid improvement	*	
Ability to analyse and review departmental teams and provide feedback	*	
Able to provide clear direction and shared purpose for all students, staff and stakeholders	*	
Excellent communicator who is at ease with students and colleagues	*	
Strong negotiation skills and the ability to influence others to the benefit of students	*	
ADDITIONAL SKILLS AND CHARACTERISTICS		
Ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation	*	
Resilient and determined but can also provide support, demonstrate empathy and flexibility, and deal with staff in a sensitive and considerate manner	*	
Committed to personal development for all staff including themselves	*	
The post holder will require an enhanced DBS	*	