

Ted Wragg Multi Academy Trust



Director of English



TRANSFORMING LIVES THROUGH LEARNING



Letter from the Chief Executive Officer of the Ted Wragg Multi Academy Trust

Dear applicant

On behalf of the Ted Wragg Multi Academy Trust I would like to thank you for your interest in the role of Director of English.

This is a hugely exciting time for our growing Multi Academy Trust and we are looking to appoint a dynamic and inspirational leader to play a key role in taking our school improvement strategy to the next level.

The successful candidate must be a motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour across the Trust. In return we can offer a competitive salary, wide ranging career development opportunities and a real opportunity to make a difference to the lives of our pupils.

You will:

- Have evidence of outstanding practice
- Have excellent and proven leadership expertise
- Have extensive relevant curriculum experience
- Be committed to driving up standards
- Be committed to the values of the Trust

We are incredibly proud of our reputation for successful school improvement and the potential our MAT has to further improve standards of education for all children no matter what their starting point or their background. The Trust board is highly ambitious and committed and we are looking for individuals who share the same values.

Please download an application pack from our website www.tedwraggtrust.co.uk or contact Alison Layton-Hill by email: alison.laytonhill@tedwraggtrust.co.uk. I would be delighted to meet you informally prior to application or interview and visits to our schools are encouraged, please contact Alison to make an appointment.

The closing date for applications is Friday 23 February 2018.

I look forward to receiving your application.

Best wishes

A handwritten signature in black ink, appearing to read 'Moira Marder'.

Moira Marder
Chief Executive Officer

Ted Wragg Multi Academy Trust



1938 - 2005

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and Exeter in particular, and about how education can transform young people's futures.

The Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has four school members, Isca Academy, St James School, the Cranbrook Education Campus and Exwick Heights Primary School. West Exe School is currently in the process of joining and we have a partnership management agreement with All Saints Academy in Plymouth. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Website: <http://www.tedwraggtrust.co.uk>

Job Description

Job Title:	Director of English
Location:	Flexible across our Academies
Responsible To:	Chief Executive Officer
Salary Grade:	L13 – L17 (£52,930 - £58,389)

1. Key Purpose of Job

Reporting to the Chief Executive Officer, the Director of Subject will support the Trust by providing leadership and strategic direction to their specialist curriculum area by:

- Being accountable for attainment in the subject area across the Trust academies and academies within partnership management agreements
- Ensuring the provision of high quality teaching and learning
- Ensuring high standards and high expectations from students and staff
- Providing a mentoring role for Curriculum Leaders and others teachers and model outstanding practice at all times

2. Key Duties and accountabilities of the post

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- To be accountable for outcomes across the Trust academies and those within partnership management agreements
- To be an active practitioner, teaching key groups where necessary to ensure a rapid rise in standards
- Provide advice and support to Curriculum Leaders to drive the improvement of outcomes
- To take a lead role within academies where Maths or English are causing concern or where additional support and challenge is required
- To develop consistency in assessment across the Trust family of schools, with a particular focus on KS3
- To develop, launch and drive new initiatives and innovative practice in the relevant subject area
- To support Curriculum Leaders with self-evaluation and planning, ensuring high quality subject handbooks, focused schemes and assessment and comprehensive self-review
- To liaise with and be informed by the most up to date Examination Board training and marking and ensure that all Curriculum Leaders and their teams are highly skilled in the accurate moderation of pupils' work. Implement trust-wide moderation of pupils' assessment
- To ensure that trust wide data is used appropriately to facilitate targeted intervention, collaborative learning and best practice
- To work in collaboration to improve the quality of teaching and learning across the Trust
- To keep up to date with teaching practice strategies
- To develop meaningful extra-curricular subject programmes
- Work within our Teaching School Alliances to promote leadership and teaching development and broker fit for purpose SLE and other support

- Analyse and review teaching and learning providing high quality reports, action plans and interventions focusing on continuous and rapid improvement
- Lead on curriculum development and delivery of trust wide curriculum area CPD
- Take responsibility for sourcing and providing relevant conferences, workshop and other collaborative opportunities
- Assist with the procurement of appropriate resources to support teaching and learning, revision and intervention
- Lead and support external reviews across the Trust

3. General

1. Prepare policy review papers as required and requested.
2. Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
3. Comply with and uphold all respects of the Trust's code of Practice on equality and diversity.
4. Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within any academy in the Ted Wragg Multi Academy Trust.

4. Supervision / Line Management Responsibilities of the post

There will be a requirement to be flexible in terms of line management responsibilities.

5. Working Environment & Conditions of the post

This post will be required to travel and work in any school within the Ted Wragg Multi Academy Trust.

6. Other Duties

- a. To undertake additional duties as required, commensurate with the level of the job.
- b. To participate in induction training, staff review processes and professional development opportunities.
- c. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- d. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- e. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- f. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- g. The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- h. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

	<ul style="list-style-type: none"> • Ability to prioritise and manage time effectively • A team player with the ability to establish good working relationships with staff, pupils, parents and, governors Trustees and other stakeholders • The ability to communicate clearly and concisely both verbally and in writing at all levels • The ability to set clear expectations and parameters and to hold others to account for their performance 	E E E E E E	A/I A/I A/I A/I A/I A/I
D. Personal Attributes	<ul style="list-style-type: none"> • The tenacity to see things through and secure, where necessary, 100% compliance from staff and pupils • High standards of integrity and a positive role model for students, staff, parents and the wider community • Flexibility in approach • Stamina, resilience and enjoyment in overcoming challenges • Ability to manage and prioritise effectively • Ability to enthuse and motivate others developing strong partnerships within internal and external stakeholders • Willingness to share expertise and knowledge with others • Appreciation of work life balance 	E E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I
E. Other Conditions	Ability to uphold the vision and values of the Ted Wragg Multi Academy Trust	E	A/I

Key to Evidence:

A – Application Form and Letter

C – Certificates

I – Interview

R – References