

Director of English Job Description:

About this role:

Cornwall Education Learning Trust is committed to delivering an exceptional education for every young person across mid-Cornwall. Collaboration sits at the heart of our mission: by working together to design and refine our curriculum, we ensure all pupils access a rich, ambitious education that prepares them for lives of choice and opportunity.

CELT has celebrated continued improvement across our secondary schools, and we are ambitious in ensuring that all learners achieve the best possible outcomes. This is an exciting time to join our Trust as we deepen collaboration between schools, harnessing the collective expertise and skills of our staff.

We are seeking to appoint an exceptional leader as Director of English to lead subject development across our five secondary schools. The successful candidate will coordinate and lead curriculum development in English, curate curriculum resources and assessment, and oversee professional development for English teachers across the Trust. They will also work alongside colleagues in our primary and FE provision to ensure a coherent, ambitious, and expertly sequenced curriculum from early years through to post-16.

The successful candidate will demonstrate a proven track record of leading teams to outstanding outcomes in English, and of developing a precisely planned, knowledge-rich curriculum. This role will be split between a 0.5FTE school-based position, leading an English department, and a 0.5FTE Trust-wide leadership role.

As part of CELT's team of Directors of Subject, the Director of English will work closely with colleagues on curriculum, assessment, and pedagogy. They will collaborate with the Trust Data Team and School Improvement Team to quality assure provision across all schools.

Our five secondary schools, each with its own identity and strong moral purpose, are located within close proximity in beautiful mid-Cornwall.

For further information or an informal conversation, please contact Lucy Gambier (Director of Secondary Education): lgambier@celtrust.org



Job Description

Purpose

To share our commitment to high standards and ambition, helping to lead our schools in the next stage of their development. This role focuses on outstanding curriculum design and delivery, ensuring all students access an ambitious, knowledge-rich curriculum that is expertly taught and leads to excellent outcomes.

As Director of English, you will shape the English curriculum, champion staff development, and contribute to the success of our educational community. The role requires an innovative leader, passionate about English education and committed to driving excellence across our schools.

****Reporting to:**** School Improvement Lead and Headteachers.

****Key Relationships:**** Executive Leadership Team, Director of Secondary Education, Headteachers, Deputy Headteachers, Assistant Headteachers, Middle Leaders including SENDCo.

Principal Responsibilities

- Lead the design, implementation, and evaluation of a Trust-wide English curriculum, aligned with national standards and evidence-informed best practice.
- Collaborate with senior leaders and Heads of English to develop and monitor long-term strategies for English education.
- Foster a culture of collaboration across English departments, sharing expertise and resources.
- Secure high standards of teaching and learning through assessment, feedback, and targeted improvement initiatives.
- Use data analysis to identify areas for improvement, track progress, and inform strategic decisions.
- Ensure Trust-wide strategies deliver exceptional outcomes in English.
- Keep abreast of national developments in English education and ensure compliance across schools.
- Share best practice and research from both national experts and CELT practitioners.
- Represent CELT at conferences and professional forums, showcasing our work.

Curriculum Leadership

- Guarantee a challenging, expertly sequenced English curriculum across all CELT secondary schools.
- Determine and quality assure the suite of qualifications available in English across CELT schools.
- Promote innovative pedagogy and use of technology to enhance engagement and achievement.
- Foster interdisciplinary links between English and other subjects to enrich the wider curriculum.

- Support teachers in delivering inclusive, scaffolded instruction to meet diverse learner needs.
- Ensure the English curriculum actively promotes equality, diversity, inclusion, and life in modern Britain.
- Embed careers education within the English curriculum.
- Develop assessment strategies that measure progress accurately and provide constructive feedback.

Staff Development

- Design and deliver high-quality professional development for English teachers to enhance subject knowledge and pedagogy.
- Mentor and coach English leaders, providing guidance and feedback to support their growth.
- Facilitate collaborative learning communities across CELT English departments.
- Lead and coordinate English input for CELT INSET days and other CPD opportunities.
- Organise English subject network meetings across the Trust.

Trust-wide Development

- Cultivate strong relationships with stakeholders including leaders, teachers, parents, and external partners.
- Collaborate with other Directors of Subject and senior leaders on trust-wide school improvement initiatives.
- Work with primary colleagues to ensure a coherent approach to English across all phases.
- Contribute to CELT's Cradle to Career programme, ensuring effective student progression.
- Promote CELT's English provision and achievements in the wider community.

General Responsibilities Applicable to all Staff:

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Additional Notes:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade.
- It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.
- The postholder may be deployed to any CELT secondary academy, determined by a school improvement need.

Person specification

Selection Criteria	Essential	Desirable	How Assessed
Education & Training	- Honours Degree in English or related subject - Qualified Teacher Status - Evidence of continuing professional development in preparation for a leadership role	- Achieved NPQSL or other NPQ - Post-graduate qualifications in English or related field	Application Form / Interview
Skills & Experience	- Experience as a middle leader in secondary school, with responsibility for English. - Outstanding classroom practitioner with an excellent understanding of the core features of successful classroom practice, how pupils learn, and effective behaviour management. - Proven record of leading a successful English Department to exceptional outcomes. - Experience in curriculum development and assessment - Experience of leading impactful professional development for staff - Strong leadership skills, with the ability to motivate teams and drive change - Up-to-date knowledge of the national curriculum, exam specifications and Ofsted expectations	- Experience as a leader in more than one school. - Experience in supporting Heads of English in another setting. - Experience in project management, including planning, implementation, monitoring, and evaluation of initiatives or programmes. - Knowledge of Ofsted inspection processes	Application Form / Interview
Values Related Qualities	Collaborate – ability to work effectively as a team Empower – ability to take initiative and problem solve in order to improve performance Leadership – to lead by example and achieve shared goals Transformation – ability to recognise a need for change and adapt accordingly		Application Form / Interview