

The people behind
the magic.



JOIN OUR TEAM

Executive Director of Primary Education

Leadership Scale: L26 (£92,052) – L30 (£101,533) – Negotiable and will increase with growth and high performance

Closing date: Wednesday 5 February 2025 at 9am

Interviews will take place w/c: 10 February 2025

Start date: September 2025 (Earlier via mutual arrangement)

We reserve the right to close the application date early, if we receive sufficient applications for the role.



THE JOB

Executive Director of Primary Education

Become a game changer, a dream maker.

We are seeking a dynamic, decisive, action orientated and inspirational leader to join us and work with our exceptional team at this pivotal time in our development. **Together Learning Trust** is a thriving, high performing trust that is highly regarded within the region and beyond, sitting securely in the top 10% most improved Trusts nationally. We are proud to lead a group of nine schools, presently three secondary, **five primary** and one special school inspiring over 5700 young people and 750 staff in Calderdale and Kirklees.

While our primary schools are performing above national standards, we need and want to do even better. We are looking for a leader who can develop systems and people to ensure these exceptional outcomes are consistent, scalable, and sustainable.

This is a phenomenal opportunity for you to work alongside friendly, dedicated and talented leaders. Can you bring a level of credibility that inspires confidence with other Primary leaders, because we are ready to grow and would want you to be a key part of leading and shaping that journey?

If you have a clear vision for school improvement and track record of success we would love a conversation with you.

What We Are Looking For:

The Executive Director of Primary Education will:

- **Ensure Outstanding Outcomes:** Initiate and drive excellence, ensuring that all children in our primary schools receive the best possible opportunities to thrive.
- **Develop Our Reputation:** Enhance and grow the Trust's reputation, building sustainable, high-performing professional partnerships internally and externally that lead to expansion and continued success.
- **Work with the Executive Team:** Collaborate closely with the wider leadership team to ensure outstanding performance across the Trust that fosters a culture of confidence, competence, and character.
- **Be a Visible Leader:** Act as a visible, personable and convincing leader for staff, students, parents/carers, and the local community, inspiring confidence and trust in the direction of our primary schools.
- **Shape Primary School Improvement:** Lead the development of an effective school improvement model that ensures high-quality teaching, learning and intervention in all areas of the curriculum.

- **Develop Leadership Capacity:** Align the curriculum and systems to foster the professional growth of leaders, ensuring they are equipped to drive academic success and cultural cohesion.
- **Cultivate Character and Leadership:** Work with Together Learning Trust Directors to develop the character and leadership potential of both children and staff.
- **Inspire and Motivate Leaders:** Create an environment where leaders feel valued, supported, and passionate about their work, ensuring they thrive in their roles.

WORKING TOGETHER

Benefits for you and your development?

This is a unique opportunity to work collaboratively with the exceptional talent on our executive leadership team under the direction and with the support of the CEO of Together Learning Trust.

In addition, you will receive tailored development, coaching and mentoring to help you be the best you can be, not to mention the fantastic support from the central services team, the school improvement team and the receptive and ambitious leaders of the schools in the trust. This is somewhere you can make a real difference to the lives of children, as part of a brilliant team with a shared vision and the drive to transform the lives of young people in our region.

You will also benefit from a suite of incentives that support your financial, professional and personal wellness and which can extend to members of your family. In addition, this is a role where the scope for your professional development is boundless as you grow your expertise along with the role.

If our trust sounds like a place in which you could really make a difference for our youngest learners, then we would love to show you around and tell you more about our wonderful schools. Please fill in the enquiry form on the micro site to arrange an initial conversation with me and see what we could do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION

Executive Director of Primary Education

Responsible to:	Chief Executive Officer
Scale/Salary	L26-30
Main Purpose of the role	Provide inspirational and strategic leadership that drives effective collaboration between our Primary schools and Trust growth.

Main Duties

Leadership and Management:

Working in harmony with Trustees, Chief Executive Officer, Executive Leaders, Stakeholders and Primary Headteachers you will:

- Promote the vision and values of Together Learning Trust to support primary growth within the Trust
- Be a visible presence around schools; systematically 'walk the schools' to support staff in ensuring exemplary levels of behaviour and high levels of achievement
- Set the Together Learning Trust Primary vision, translating this into agreed objectives and strategic plans that will ensure exceptional outcomes
- Drive and develop the primary school improvement offer. Get 'buy-in' from all leaders so that implementation of systems and structures sustain success
- Develop and lead Primary Directors and work with subject leads to produce effective programmes of study, teaching and learning and strategies and top-quality resources for aligned elements of the curriculum
- Inspire, challenge and support the Primary Headteachers to lead their schools with ambition so that exceptional outcomes are consistent and repeatable
- Understand the communities each school serves and maintain each school's individual ethos and character
- Support Primary Headteachers in the identification of key priorities as part of the School's Evaluation and Improvement Plan; monitor progress on key priorities throughout the year
- Develop the quality assurance procedures consistently across all primary schools that actively ensure high standards in all key areas (as outlined in our toolkits)
- Work with the Trust School Improvement Partners to identify schools' risks and lead the development of strategic and practical responses to mitigate risks, in conjunction with headteachers
- Organise and lead the Trust Primary Headteachers' Leadership Networks
- Work with the CEO, Executive Leaders and CFO to ensure the financial viability of all primary schools and generate monies for school improvement
- Work with the Director of Communications to ensure high standards of community engagement and publicity for the schools and trust
- Work with the central trust services team to ensure outstanding school environments and

staff are fully supported in their work

- Lead the Primary Headteachers and key colleagues in the development of robust data systems.
- Ensure assessment and tracking across all trust schools that leads to effective intervention and ambitious targets being achieved
- Work with the Chief Executive, Director of Operations, and Director of People to ensure staff well-being procedures are implemented and monitored effectively
- Provide focused leadership for Headteachers in the preparation for and follow up to all Ofsted inspections ensuring they are thorough, robust and lead to the best possible outcomes
- Support and help organise primary governance training
- Present a coherent, understandable and accurate account of the Trust's Primary performance to a range of stakeholders including Trustees, Governors, parents and carers
- Work to establish the Trust as a beacon of educational excellence within sector

You will lead on **Behaviour, Attendance, Personal Development and Welfare:**

- Work with Primary Headteacher to implement effective Trust strategies to ensure exemplary standards of behaviour, attitudes and attendance
- Review and develop these strategies so that the behaviour, character and attendance is constantly improving across the Trust
- Lead effective procedures to safeguard children at all times
- Ensure and promote effective partnerships with parents and carers to support and improve children's achievement and personal development
- Ensure all Primary Headteachers are confident and competent in maintaining a positive and calm atmosphere throughout the school and at all times
- Support equal opportunities for all members of the school's community regardless of gender, ethnicity, religion, sexuality or disability

You will lead on the **Teaching and Learning:**

- Lead in the design and implementation of a broad, balanced and ambitious curriculum across the Trust, which engages and supports all pupils to achieve
- Maintain a consistent and continuous Trust-wide focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement
- Self-evaluate to ensure that Trust primaries continue to develop a holistic approach to supporting pupil development

- Ensure that parents are appropriately engaged in partnership with the Trust primaries to support their children's development

You will lead on **Trust, Community and Partnerships:**

- Share knowledge and experience with the other trust primary schools through our "curriculum communities"
- Share knowledge and experience with other schools locally to promote innovative initiatives and contribute to the local and national issues
- Share the school and Trust's values building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress (through parents' evenings and end of year reports)
- Maintain positive perceptions of the Trust through social media and community engagement projects

You will lead on **Business and Operational Management:**

- Take time to plan and regularly review the staffing structures in all our primary schools to ensure the sustainability for each school
- Agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of the schools' budget
- Lead and support schools' financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity
- Ensure that all school buildings meet the needs of the curriculum and health and safety regulations

General

- You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay
- Keep up to date with changes in legislation and disseminate this information and provide training opportunities when required
- You will participate in training and other learning activities and performance development as required
- Manage own workload and that of others to allow an appropriate work/life blend
- You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
- You will ensure strict confidentiality in all areas of work
- You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
- You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
- You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting

any concerns to the Designated Safeguarding Officer at once

- You will always comply with the Trust's policies and procedures
- You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Expected Behaviours

- Support the ethos, vision, principles and values of the Trust
- Treat colleagues, students and all members of the community with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Uphold the code of conduct
- Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers
- Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence
- Read and adhere to Trust policies and implement School Evaluation and Improvement plans
- Participate in the development and management of the school by attending various team and staff meetings
- Undertake duties as prescribed within the Trust's policies
- Undertake professional duties reasonably assigned to them by the CEO.
- Be proactive and take responsibility for matters relating to health and safety
- To play a full part in the life of the schools' communities, to support their distinctive values and ethos and to encourage and ensure staff and students follow this example

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

PERSON SPECIFICATION

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL DESIRABLE	
Qualifications		
Honours degree from a recognised university	✓	
Qualified Teacher Status	✓	
NPQH – willingness to undertake NPQEL	✓	
Masters or equivalent in relevant discipline		✓
Experience		
Experience of Senior Leadership in a primary school as a Headteacher	✓	
Successful experience of managing significant organisational change in a school leadership role	✓	
Experience of providing high standards of pastoral care	✓	
Experience of curriculum development	✓	
Experience of leading and managing capital projects		✓
Professional development and experiential learning		
Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning	✓	
Experience of leading/co-ordinating professional development opportunities	✓	
Ability to identify own learning needs and to support others in identifying their learning needs	✓	
Experience of working with other schools/organisations /agencies	✓	
Strategic leadership		
Ability to articulate and develop Trustees vision	✓	
Ability to inspire and motivate staff, students, parents and Trustees to achieve the aims of the Trust and meet their high expectations (In particular with regard to growth)	✓	
Evidence of successful strategies for implementing whole-school plans	✓	
Evidence of outstanding pupil outcomes within a primary leadership role	✓	
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets	✓	
Knowledge of what constitutes quality in primary educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students	✓	
Understanding of and commitment to promoting safeguarding of students	✓	
Evidence of having successfully translated a vision into reality at whole-school level	✓	
Teaching and learning		
Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all students in the school (developing a broad and ambitious curriculum)	✓	
A secure understanding and application of effective assessment strategies	✓	
Experience of effective monitoring / evaluation of, and intervention in, teaching and learning	✓	
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	✓	

Experience as a provider of professional development to other teachers and school leaders	✓	
Leading and managing staff		
Experience of working in and leading staff teams	✓	
Ability to delegate work and support colleagues in undertaking responsibilities	✓	
Experience of performance management and supporting CPD needs of colleagues arising	✓	
Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities	✓	
Successful involvement in staff recruitment, appointment and induction	✓	
Accountability		
Ability to communicate on school performance effectively, orally and in writing to a range of audiences	✓	
Experience of whole-school self-evaluation and improvement strategies	✓	
Ability to provide clear information and advice to staff and governors	✓	
Awareness of DfE / ESFA performance measures applicable to the school	✓	
Experience of school inspection via Ofsted or Independent Schools Inspections	✓	
Experience of offering challenge and support to improve performance e.g. SIP/LLE role		✓
Experience of leading sessions to inform parents and carers on aspects of school performance	✓	
Skills, Qualities & Abilities: professional and personal attributes		
High quality teaching skills	✓	
Ability to diagnose and intervene wisely when solving problems	✓	
Commitment to their own professional development	✓	
Ability to challenge the status quo and skilled in leading change management projects	✓	
Be approachable and accessible	✓	
Be able to work effectively under pressure. Prioritising, making decisions and managing time effectively (including in relation to the work of others) to meet deadlines	✓	
Total commitment to the Trust and its future success	✓	
Ability to build and maintain good relationships with a range of stakeholders	✓	
Ability to remain positive and enthusiastic when working under pressure	✓	
Ability to delegate appropriately	✓	
Excellent communication and negotiation skills	✓	
Excellent presentational skills	✓	
Excellent problem-solving skills	✓	
Self-confidence	✓	
Demonstrate drive, energy, resilience, integrity and the ability to inspire and motivate others	✓	
Ability to challenge work of self and others in a constructive manner	✓	
Ability to manage public relations effectively including high profile contexts		✓
References		
Positive recommendation(s) in professional references	✓	
Satisfactory outcomes from due diligence	✓	

HOW TO APPLY

Say yes to new adventures.

If our trust sounds like a place in which you could really make a difference for our youngest learners, then we would love to speak with you, to arrange an introductory call with our CEO David Lord you can book a time via the link on [our dedicated web page](#).

If you have any questions about the application process, please email recruitment@tl.school.

[Make an application here](#).

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.