

The people behind  
the magic.



JOIN OUR TEAM

# Trust

## Associate Director of English

**Leadership Scale:** L5 – L9

**Closing date:** Monday, 10<sup>th</sup> February 2025 at 9am

**Interviews will take place:** w/c: 24<sup>th</sup> February 2025

**Start date:** 1<sup>st</sup> September 2025





# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving local group of six schools, three secondary and three primary, inspiring over 5300 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- **Damian Ball** - Assistant Headteacher, Brooksbank School

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

# Trust Associate Director of English

Would you like to be part of an inspirational central team of talent that lead our growing Trust? Do you want to be part of a Trust where the members, trustees, and governors of Together Learning Trust cultivate a culture whereby our leaders can thrive. Do you believe you can be a dedicated, diligent and creative team player and become a driving force within our central team? If the answer is yes, we'd love to hear from you.

## **What will you get in return?**

This is a fantastic opportunity to work as part of a collaborative trust wide senior leadership team under the direction and with the support of the Executive Headteacher, Executive Director of Education and CEO of Together Learning Trust.

You will be based at one of our vibrant secondary schools where you will work closely with the Senior Leadership Teams across the Trust to promote the school's values and develop the school's vision.

The Trust is at an exciting point in its planned journey and as Associate Director of English you will really help shape our growth for the future. The central team have close links and work collaboratively with Heads of School, Headteachers, Senior Leadership Teams and other staff within our schools meaning you will be at the heart of shaping the framework that will deliver the best education and outcomes for all students.

Are you ready to be an ambassador for our Trust?

## **What the role involves in a nutshell:**

- You will join a team of school improvement leaders, including our CEO, Executive Headteacher and Executive Director of Education. As part of a team of Directors and Associate Directors you will drive school improvement and secure outstanding outcomes and opportunities for all our students.
- Embrace and 'live' the vision and values of the trust
- Lead from the front, demonstrating a strong work ethic and the tenacity to get things done
- Inspire confidence from stakeholders and the executive trust leaders;
- Be bold and creative seeking out new opportunities;
- Demonstrate the highest expectations of your own performance and in turn inspire others to be their best

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

# English at TLT

As Trust Associate Director of English, you will work with the Trust Director of English to oversee the English curriculum across our Trust secondary schools (currently Honley High School, The Brooksbank School and Ryburn Valley High School). Brooksbank and Ryburn are 11-18 schools with internal post-16 provision including A level English Language, A level English Literature, GCSE English Re-sit and Functional Skills.

All schools follow the Educas GCSE English and Literature specifications. All Trust schools use Seneca and GCSE Pod to support pupils' independent study.

The development of teaching and learning is always our key priority as a Trust, and for the schools as a whole. The English Departments are progressive, constantly striving to meet the varied needs of comprehensive pupils. Alongside this they aim to achieve the rigorous demands of an ever-evolving curriculum. All schools have strong and dynamic teams who meet regularly to discuss the development of teaching and learning, to share ideas and to support each other.

The Trust encourages the enjoyment of English through quality teaching on a day-to-day basis. Literacy is also a fundamental part of everyday life, and all the English Departments strive to ensure that all pupils within the Trust leave with these key skills. As Associate Director of English, you will work closely with our Director of English to secure outstanding outcomes for all students via a rich and rewarding curriculum for all. Student leadership is at the forefront of everything we do, and our

staff work tirelessly to provide opportunities for students to ensure they have a voice. Key to student progression is ensuring all students can access a curriculum which is broad and balanced, as well as providing additional opportunities for extra curriculum events such as trips, visiting museums and workshops to provide links to real life examples.



English is popular amongst pupils and enjoys high esteem within the school's community. Our English teams work hard and support each other to ensure students have the best chance of success. Outcomes for English Language and Literature are very strong across the Trust (significantly above average).

Above all, the Trust is a great place to work with a passionate, supportive and forward-looking team of English staff and in a subject which offers so much to inspire and improve the life chances of all our students.

**Dave Hewitt**  
**Executive Headteacher**

## JOB DESCRIPTION

# Trust Associate Director of English

|                                 |  |
|---------------------------------|--|
| <b>Responsible to:</b>          | <b>Director of English</b>   |
| <b>Scale/Salary</b>             | <b>L5 - L9</b>   |
| <b>Main Purpose of the role</b> | <p><b>In the role of Associate Director of English, you will:</b></p> <ul style="list-style-type: none"><li>• Be part of a team of lead professionals that take responsibility for the quality of individual subject provision, curriculum teaching and assessment across the Trust</li><li>• Be jointly accountable for subject performance improvement, attainment and progress in your discreet subject area</li><li>• Work across the Trust's schools where you will work closely with the Senior Leadership and Subject Leadership Teams to accelerate improvement and raise standards</li><li>• Work closely with Heads of Department in Trust schools to provide support, guidance and challenge to secure outstanding outcomes and progress</li><li>• Liaise with Primary Headteachers to support transition activities and strategies to support students who are working at a greater depth than their peers</li><li>• Support on and deliver intervention programmes across Trust schools to support schools to achieve stretching targets for student outcomes</li><li>• Set common assessments across Trust schools and ensure effective feedback based on analysis of Key Performance Indicators (KPIs) and comprehensive question level analysis</li></ul>  |
| <b>Main Duties</b>              | <p>You will lead and support on <b>Curriculum Development</b> by:</p> <ul style="list-style-type: none"><li>• Implementing, across the Trust, the development of strategies to secure outstanding provision in the teaching of English</li><li>• Working with Director of Literacy, supporting the delivery of the Trust strategy for literacy across the curriculum</li><li>• Designing curriculum plans appropriate to curricular and exam board requirements</li><li>• Developing programmes of learning, resources, teaching and learning strategies</li></ul> <p>You will lead and support on <b>Student Outcomes</b> by:</p> <ul style="list-style-type: none"><li>• Promoting and being committed to securing high expectations for learning and the raising of achievement within our schools</li><li>• Delivering highly effective teaching and impactful intervention</li><li>• Participating in the planning and delivery of focused in-service training (INSET) days</li><li>• Raising student aspirations at all levels</li><li>• Meeting regularly with key Trust staff to share good practice and review key strategies for support and intervention</li></ul> <p>You will lead and support on the <b>Teaching and Learning</b> by:</p> <ul style="list-style-type: none"><li>• Supporting the Director of English in raising attainment in English across the Department through leading improvements in teaching and learning</li><li>• Observing and feeding back on the teaching of colleagues experiencing</li></ul> |

|                            |   |
|----------------------------|---|
|                            | <p>difficulties</p> <p>You will lead and support on <b>Staff Development</b> by:</p> <ul style="list-style-type: none"> <li>• Identifying educational research to enhance existing practices</li> <li>• Participating in the training of ITT and ECT staff</li> <li>• Holding workshops on classroom management, differentiation, pace and challenge and co-coaching</li> <li>• Providing a structured programme of advice, training and support for teachers who are experiencing difficulties</li> <li>• Designing and delivering professional development activities</li> </ul>  |
| <b>General</b>             | <ul style="list-style-type: none"> <li>• 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</li> <li>• You will participate in training and other learning activities and performance development as required</li> <li>• You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>• You will ensure strict confidentiality in all areas of work</li> <li>• 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)</li> <li>• 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)</li> <li>• 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</li> <li>• You will always comply with the Trust's policies and procedures</li> <li>• You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation</li> </ul> |
| <b>Expected Behaviours</b> | <ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school</li> <li>• Treat colleagues, students and all members of the community with respect and consideration</li> <li>• Treat all students fairly, consistently and without prejudice</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Ensure you abide by the teaching standards within your assigned curriculum area, highlighting outstanding practice in the classroom and acting as a role model to all staff</li> <li>• 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</li> <li>• 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</li> <li>• Read and adhere to School polices and implement School improvement plans</li> <li>• Participate in the development and management of the school by attending various team and staff meetings</li> <li>• Undertake duties as prescribed within the school's policies</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher / Head of School</li> <li>• Be proactive and take responsibility for matters relating to health and safety</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example</li> </ul>   |
| <p><b>Other specific duties</b></p>   | <p>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 and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>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 or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> |
| <p>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 <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p> |   |





# Associate Director of English

To be assessed through application, reference, interview and certificates

| CRITERIA  | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| Good degree in an appropriate discipline related to English   | x         |           |
| Teaching qualification together with Qualified Teacher Status (QTS)   | x         |           |
| <b>Knowledge, Skills and Experience</b>   |           |           |
| Outstanding record as a leader of English   |           | x         |
| An excellent classroom practitioner who can model best practice   | x         |           |
| Relevant management experience  |           |           |
| Evidence of leading a team to excellent student progress outcomes   | x         |           |
| Experience of effectively teaching intervention groups at KS3 and KS4   | x         |           |
| Experience of effectively teaching intervention groups at KS5   |           | x         |
| Experience of the Educas GCSE English Language and Literature specifications                                      |           | x         |
| Secure knowledge of courses and requirements at KS4   | x         |           |
| Awareness of the strategies available for improving the learning and achievement of all students                  | x         |           |
| Good understanding of curriculum developments in English  | x         |           |
| Able to use a range of teaching and learning strategies   | x         |           |
| Understands how assessment for learning can improve student performance   | x         |           |
| Understands principles of quality learning, teaching and assessment including School review and self-evaluation   | x         |           |
| Able to apply effective practice and research evidence to improve outcomes  | x         |           |
| Confident in the use of standard ICT packages and how these can be used to enhance student learning               | x         |           |
| Strong organisational and personal management skills  | x         |           |
| Able to work independently and collaboratively as a member of a team  | x         |           |
| An awareness of current challenges in English   | x         |           |
| Creative in problem solving together with willingness to take on and try new approaches and ideas                 | x         |           |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues | x         |           |
| Able to communicate both orally and in writing to students and their parents/carers                               | x         |           |
| Able to communicate high expectations to all students   | x         |           |
| Willingness to share good practice across the department and beyond   | x         |           |
| Strong ICT skills including SMART board or Promethean   | x         |           |



| <b>Personal Attributes</b>  |   |  |
|---|---|--|
| A commitment to inclusive education   | x |  |
| Ability to build positive working relationships with students, colleagues and parents | x |  |
| Self-driven, results-orientated with a positive outlook                               | x |  |
| A natural forward planner who critically assesses their own performance               | x |  |
| Mature, credible with excellent interpersonal skills                                  | x |  |
| Reliable, punctual, tolerant and determined   | x |  |
| Empathetic leader - able to see things from another person's point of view            | x |  |
| Able to motivate and persuade, negotiate and influence others                         | x |  |
| Well-presented and professional   | x |  |
| Keen for new experiences, responsibility and accountability                           | x |  |
| Able to get on with others and be a team player                                       | x |  |
| Ability to evaluate own learning needs and actively seek learning opportunities       | x |  |
| Integrity and exercises confidentiality   | x |  |
| Ability to think pragmatically and be solutions focused                               | x |  |

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, ahead of making a formal application, we'd be delighted to hear from you. Please contact our Executive Headteacher, Dave Hewitt via [d.hewitt@tlt.school](mailto:d.hewitt@tlt.school) or on 07970 807436.

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

## 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 2023.