

CANDIDATE  
**RECRUITMENT  
PACK**

Director of Secondary Education

May 2025



AMBITION INCLUSION ASPIRATION COMMUNITY BELIEF

# MESSAGE FROM THE CEO

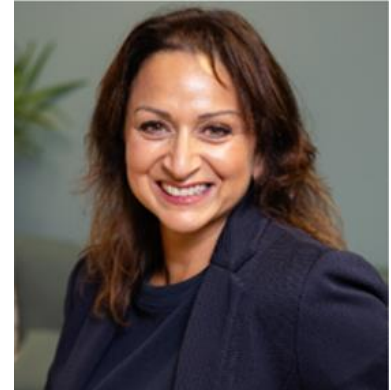
## Welcome to Achieve and Learn Trust

### Our History

Altrincham College was established as a single academy trust in 2012 before quickly expanding to include another secondary school, Reddish Vale High School in Stockport.

Today our Trust is moving into the next phase of its journey with a newly established CEO, a renewed vision, set of values and plans for growth in our locality.

Previously known as South Manchester Learning Trust, our trust now has a new identity, which has been designed to show our commitment to working together for school improvement.



Ms Kim Earle, CEO  
Achieve and Learn Trust

### Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

The Trust acknowledges that each school has its own unique culture, identity and traditions which must continue to be embraced and celebrated. However, our team of Trust schools are committed to working together to drive school improvement and secure the best possible outcomes for all our students.

### Our Values

We believe that the Trust's values should be clearly evident across all schools, demonstrated by students and staff alike:

**Ambition:** we instil a lifelong love of learning and nurture skills and talents.

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity.

**Aspiration:** we want people to be the best that they can be, and for everyone to achieve their potential.

**Community:** we develop local and global citizens of the future, always committed to working in partnership.

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be 'Outstanding' and, with our support, hold a minimum of a 'Good Provider' rating from Ofsted.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.

### Our Governance

We have three members who hold the board of trustees to account for the performance of the trust. In addition to the trust board, each member school has its own local governing body.

Kim Earle

A handwritten signature in cursive script, appearing to read 'Kim Earle'.

CEO, Achieve and Learn Trust and Headteacher of Altrincham College



# ROLE OVERVIEW

## Director of Secondary Education

### CONTRACT TERM:

One year in the first instance, part-time

### HOURS:

Two days per week, secondment will be considered as this is a part-time role

### PAY SCALE:

L30 – 36 to be determined on appointment subject to experience

### LOCATION:

Based at the Trust Hub at Altrincham College, but you will be expected to regularly visit other schools in the Trust.

### START DATE:

As soon as possible

If you would like to apply to be part of our Trust at this exciting time, please visit the 'Job Vacancies' page on our school websites [Altrincham College](#) / [Reddish Vale High School](#)

where you will find an application form and more information on the schools within our Trust.

Please send your completed application form to: [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

### CLOSING DATE:

Monday 9<sup>th</sup> June 2025 at 12pm

### INTERVIEW DATE:

Monday 16<sup>th</sup> June 2025

The Achieve and Learn Trust are seeking to appoint an experienced and highly motivated Director of Secondary to help build and maintain our Trust as a successful MAT.

Reporting to the CEO, the Director of Secondary will:

- Undertake the role for the Trust's secondary schools and directly line-manage the Headteachers.
- Be an integral member of the Senior Executive Team.
- Report to the CEO and, as appropriate and necessary, provide support and guidance to the Board of Trustees.

This is an exciting opportunity for the right candidate to join the Trust, take ownership of the role and make it their own. The post offers the opportunity to join a great team and an aspirational and caring Trust of which to be a vital part.

We want to ensure the staff who work for our Trust represent the students in our schools. We fundamentally believe in a diverse workforce and actively encourage applications from under-represented communities.

# JOB DESCRIPTION

**JOB TITLE:** DIRECTOR OF SECONDARY EDUCATION

**JOB PURPOSE:** The postholder will help build and maintain our Trust as a successful MAT.

**ACCOUNTABLE TO:** CEO

**SCALE:** L30 – 36 to be determined on appointment subject to experience

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Corporate Responsibilities

- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Health & Safety, Confidentiality and Data Protection, reporting any concerns to the Chief Executive Officer.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To promote the vision and values of Achieve and Learn Trust with all stakeholders, including trustees, local governors, colleagues, parents, visitors and the local wider community of all its schools.
- To contribute to and help to lead a culture of continuous improvement.
- To comply with all reasonable management requests.

## Core Responsibilities

The Director of Secondary Education will work collaboratively as a member of the Trust's Executive Team to:

- Contribute to the development of, and ensure the delivery of, the strategy agreed by the Board of Trustees.
- Ensure that the vision and values of the Trust are espoused in all aspects of their work and of all staff they are responsible for, fostering a growth mindset in themselves and others.
- Maintain and promote the integrity of the Trust and seek and develop opportunities for the development of a consistent Trust-wide approach to teaching and school improvement.
- Ensure that the services and resources of the Trust are developed and deployed, within the Trust and outside, cost effectively and in accordance with the appropriate policies and procedures agreed by the Board of Trustees.
- Oversee and report to the Board of Trustees on the operation of and the performance of secondary schools.
- Identify and bring forward proposals to develop opportunities for growth of the Trust
- Work across the whole Trust, maintaining a trust-wide focus for secondary phase education, including curriculum, assessment, behaviour and other pedagogical aspects of school development, promoting collaboration across secondary schools.
- Work collaboratively with Headteachers and LGBs of Achieve and Learn Trust secondary schools to identify areas for development.
- Ensure that Headteachers and LGBs of Achieve and Learn Trust secondary schools receive appropriate guidance and advice regarding teaching and learning, and coordinate the provision of such support, guidance, and advice.
- Engage relevant shared services staff and draw on their experience and expertise to support school improvement and the appraisal of Headteachers.
- Build and maintain relationships with the Trust's internal and external stakeholders and partners and liaise with external agencies on behalf of the Trust on matters relating to the operation of the Trust's secondary schools.



- Undertake any tasks reasonably requested by the CEO or Board of Trustees.

### **Other Duties and Responsibilities**

All Trust staff are expected to:

- Take appropriate responsibility and action for safeguarding.
- Be prepared to provide additional support to the central Trust team and schools of the Trust as required.
- Support the vision and values of the Trust and demonstrate a collaborative team working approach to school and trust improvement.
- Promote and act in accordance with the Trust's Staff Code of Conduct and all key policies.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Work within the Trust's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors to our schools.
- Attend Trust and school events as required and make a positive contribution during such events.
- Participate in training and learning activities, taking responsibility for own professional development as discussed with CEO.
- Be proactive in seeking appropriate advice and guidance where required.
- To undertake any other duties commensurate with the grading of the post as directed by the Chief Executive Officer.



# PERSON SPECIFICATION

## Director of Secondary Education

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
<b>1. Qualifications</b>		
QTS qualification	A/C/I	Essential
Educated to degree level	A/C/I	Essential
Evidence of continuous professional development	A/C/I	Essential
Management and leadership qualifications	A/C/I	Desirable
NPQH or Masters Degree	A/C/I	Desirable
<b>2. Experience</b>		
Demonstrate experience of successfully leading major change to achieve impact within a large organisation.	A/I	Essential
Demonstrate successful career experience such as a proven track record as a Headteacher or leader in education.	A/I	Essential
Demonstrate experience of leading outstanding secondary school practice.	A/I	Essential
Experience of working effectively with a Board/Governing Body to create vision and form the direction for an organisation.	A/I	Essential
Experience of coaching, mentoring, directing, and challenging senior members of staff.	A/I	Essential
Experience of designing, tracking, monitoring, evaluating, and reporting on systems capable of bringing outstanding outcomes.	A/I	Essential
Successful proven experience of promoting inclusion, equality, and diversity.	A/I	Essential
Experience of managing budgets, people, and resources effectively and in accordance with the scheme of delegation.	A/I	Essential
Ofsted inspector experience.	A/I	Desirable
<b>3. Knowledge</b>		
Highly skilled in evaluating a school and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders.	A/I	Essential
Effective collaboration skills – ability to build and draw on the strengths of others to generate outstanding results.	A/I	Essential

Ability to analyse issues, make informed judgements and take appropriate actions whilst taking responsibility for results.	A/I	Essential
Excellent written and verbal communication skills.	A/I	Essential
Ability to use initiative, prioritise, meet deadlines. To be resilient, with the ability to deliver a complex and demanding workload.	A/I	Essential
Results orientated, analytical approach.	A/I	Essential
Excellent project management and organisation skills.	A/I	Essential
Ability to appreciate issues of confidentiality.	A/I	Essential
Knowledge and understanding of people, governance, budget management and financial systems.	A/I	Essential
Knowledge and awareness of relevant education sector policies.	A/I	Essential
Knowledge of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment, Health and Safety legislation and Data Protection.	A/I	Essential
Ability to demonstrate understanding of equal opportunities.	A/I	Essential
Commitment to support the Trust's agenda for safeguarding and always abide by all safeguarding policies and procedures.	A/I	Essential

#### 4. Skills & Abilities

High degree of emotional intelligence and a sense of humour.	A/I	Essential
Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict.	A/I	Essential
Ability to maintain a positive and professional demeanour.	A/I	Essential
Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders.	A/I	Essential
A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service for those young people.	A/I	Essential
Willingness to attend evening meetings or events.	A/I	Essential
Ability to travel to all Achieve and Learn Trust sites.	A/I	Essential

A flexible approach to working hours.	A/I	Essential
A highly ethical approach to leading change and sustaining school improvement.	A/I	Desirable
Use of a car and current driving license with business class insurance.		

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **I** = Interview, **T** = Task



## ADDITIONAL INFORMATION

### BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Teachers' Pay and Conditions or;  
Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Teachers' Pensions or;  
Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services.
- ❖ Support of a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ A highly professional and experienced Trust Board
- ❖ CPD opportunities for all staff.

### APPOINTMENT TERMS

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Monday 9<sup>th</sup> June 2025 at 12pm**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in this position within Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process: you have to be right for us, but the Trust also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).