



TLET Central



ASHLAWN
SCHOOL

Primary Leadership Consultant

Job Description and Person Specification

Welcome from the CEO

Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.



Helen Steveson
Chief Executive Officer

About the Role

Thank you for your interest in the position of Primary Leadership Consultant at TLET.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Transforming Lives Educational Trust is seeking an experienced and influential educational leader who can drive meaningful and sustained school improvement across our primary phase. The successful candidate will be a serving or recently serving Headteacher with a strong track record of improving pupil outcomes and strengthening the quality of education, ideally within schools facing challenge or change.

You will bring a deep understanding of current educational priorities, including curriculum development, assessment, SEND, and inclusion, alongside the ability to evaluate school performance with clarity and precision. You will be confident in identifying key areas for development and translating these into practical, strategic actions that lead to measurable impact. Experience of preparing schools for Ofsted inspection is essential, as is a secure understanding of inspection expectations.

Equally important is your ability to work alongside and develop others. You will be skilled in coaching and mentoring senior leaders, building leadership capacity and fostering a culture of continuous improvement. You will be able to offer both support and constructive challenge, maintaining high expectations while working collaboratively with school teams. Adaptable, proactive, and solution-focused, you will be comfortable working across multiple settings and responding effectively to different school contexts.

This role is well suited to a leader who is motivated by the opportunity to make a wider impact beyond a single school and is committed to improving outcomes for all pupils across the Trust.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of leadership, please apply now to be considered for an interview.

Why work for TLET?

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits

- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Transforming Lives Educational Trust
Job Title:	Primary Leadership Consultant
Contract	Day Rate: £450.00 - £600.00 dependent on experience 50 days July – December 2026 (with possibility of a contract extension until July 2027)
Responsible to:	CEO
Key relationships/Liaison with:	Director of Education Executive Principal All Staff
Job purpose:	To provide expert, strategic leadership support across the Trust's primary provision, working closely with school leaders to drive sustained school improvement. The role focuses on strengthening teaching quality, leadership effectiveness, and pupil outcomes by guiding self-evaluation, shaping improvement priorities, and building leadership capacity. Through coaching, quality assurance, and targeted interventions, the consultant will help ensure high standards, effective inclusion, and readiness for inspection, ultimately contributing to improved educational experiences and achievement for all pupils.

MAIN ROLE AND RESPONSIBILITIES:

- Work in partnership with Headteachers and senior leadership teams to evaluate the impact of teaching, learning, and leadership on pupil outcomes.
- Lead and support robust self-evaluation processes to identify strengths, priorities, and areas for development.
- Contribute to and shape strategic improvement plans that drive sustained progress across the primary phase.
- Provide expert advice and challenge to school leaders to raise standards and accelerate pupil achievement.
- Design and deliver targeted interventions to address identified weaknesses in teaching, learning, and leadership.

- Support academies in preparing for inspection, including readiness for Ofsted frameworks and expectations.
- Establish and embed effective quality assurance systems to monitor and evaluate school performance.
- Coach, mentor, and develop senior leaders and staff to build leadership capacity and succession planning.
- Promote and support inclusive practices, including strengthening SEND provision and outcomes for vulnerable pupils.
- Work collaboratively with the Trust's central team to ensure alignment with Trust priorities and educational strategies.
- Monitor progress against improvement priorities and provide clear, evidence-based reporting to stakeholders.
- Model high expectations and best practice in school improvement and leadership.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Primary Leadership Consultant
Responsible to: CEO

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> NPQH or equivalent Additional Leadership, Coaching, or School Improvement qualifications
Experience	<ul style="list-style-type: none"> Proven experience as a Headteacher Demonstrable track record of successful school improvement and raising pupil outcomes. Experience of leading whole-school self-evaluation and improvement planning. Experience of improving the quality of teaching and learning. 	<ul style="list-style-type: none"> Experience working across multiple schools, academies, or within a Multi-Academy Trust. Experience supporting schools in preparation for inspection or during inspection. Experience of leading or improving SEND and inclusion provision. Experience contributing to system-wide or Trust-level improvement initiatives.
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Strong knowledge of current educational developments and the primary education landscape. Secure understanding of effective teaching, learning, and curriculum design. Good understanding of inspection frameworks (e.g. Ofsted) and accountability measures. Ability to analyse performance data and use it to identify priorities and drive improvement. Strong strategic planning and implementation skills. Ability to design and deliver impactful school improvement strategies and interventions. 	<ul style="list-style-type: none"> Experience designing and delivering professional development programmes. Knowledge of Trust-wide systems, structures, and governance. Experience of working with central Trust teams or external partners.

	<ul style="list-style-type: none"> • Effective coaching and mentoring skills to develop senior leaders and staff. • Ability to provide constructive challenge and hold leaders to account. • Excellent communication and interpersonal skills, with the ability to influence stakeholders. • Strong organisational skills and ability to manage multiple priorities. 	
Personal Qualities	<ul style="list-style-type: none"> • Reflective and solution-focused approach. • High level of professional integrity and accountability. • Commitment to high standards and continuous improvement. • Strong commitment to safeguarding and promoting the welfare of children. • Resilient, adaptable, and proactive. 	<ul style="list-style-type: none"> • Demonstrates system leadership mindset and a collaborative approach beyond a single school. • Commitment to ongoing professional development and learning.

How to Visit and Apply

To arrange an informal, confidential discussion regarding this role, please contact Helen Stevenson at ceo@tlet.org.uk

Interested candidates should apply with a CV and cover letter initially outlining their experience in securing school improvement to careers@tlet.org.uk. Please note the successful candidate will be required to complete a TLET application form for Safer Recruitment purposes.

Transforming Lives Educational Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Recruitment Timeline

- **Position advertised:** 05 May 2026
- **Closing date:** 22 May 2026 (9am)
- **Final shortlisting:** w/c 25 May 2026
- **Final panel process:** 02 June 2026