

Built on botheredness . . .

the **enquire**
learning trust

ENQUIRE LEARNING TRUST APPLICATION PACK

DIRECTOR OF PROFESSIONAL LEARNING

CENTRAL TEAM - Unit 18 Appleton
Court, Wakefield, WF2 7AR



CONTENTS:



Welcome from the CEO



Trust Values, Ambitions and Vision



Academy Information



EAP Programme



Job Advert



Job Description



Person Specification

Welcome from the CEO...



Welcome to the Enquire Learning Trust. It is a privilege to lead a community of schools united by a shared commitment to excellence, equity, and opportunity. At Enquire, we believe in the power of education to transform lives—and we are proud to work alongside passionate professionals, dedicated governors, and engaged families to make that belief a reality every day.

Darren Holmes - Chief Executive Officer

Based in Wakefield, the Enquire Learning Trust operates 32 primary schools across the north of England. Each of these schools works collaboratively to ensure that all pupils receive the very best start to their education. We know that by working together, we can achieve more than any school could alone.

At the heart of our work is a deep sense of botheredness—a commitment to going the extra mile to secure the best outcomes for our pupils, colleagues, and communities. This ethos shapes a culture where care, ambition, and excellence are central to everything we do.

We are relentless in our pursuit of quality, believing that continual improvement is essential to delivering the highest standards in education. Through reflective practice, innovation, and collaboration, we ensure that our schools are always evolving to meet the needs of every learner.

Our people are our greatest strength. We are committed to recruiting, developing, and retaining exceptional staff, and we recognise the vital contribution of every member of our workforce. From classroom to leadership, every role is valued and supported.

Strong, values-led leadership and committed governance provide the foundation for our success. Together, they create the conditions for sustained excellence and empower our schools to flourish.

We also know that education is most powerful when it is a shared endeavour. That's why we actively engage with parents and carers, building meaningful partnerships that support children's learning and wellbeing.

At Enquire, we strive to exceed expectations - because our children deserve nothing less.



Our Values and Ambition

At Enquire Learning Trust, everything we do is driven by a clear and unwavering purpose: children come first. Across our academies, excellence is not just encouraged—it's expected. We foster a culture where curiosity, reflection, innovation, and discipline are the cornerstones of powerful learning.

We believe every child has the potential to be a powerful learner. And we're deeply committed—extraordinarily bothered, in fact—about making that belief a reality.

Our Core Values

- **Our Purpose** – Children always come first.
- **Our Ethos** – We champion quality, curiosity, reflection, innovation, and discipline.
- **Our Mindset** – We act with intelligent urgency, embrace learning as essential, and care deeply about outcomes.
- **Our Commitment** – We pursue excellence with relentless determination.
- **Our Culture** – We are united in strength, yet always mindful of our collective responsibility—only as strong as our weakest link.

Our Vision: Shaping Futures Through Excellence

Our vision is underpinned by bold, transformative ideas that guide our work and inspire our people:

- Total Quality – Excellence is embedded in every aspect of our Trust.
- Diversity, Inclusion & Equity – We ensure fairness and unlock potential for all.
- Professional Development – We invest in lifelong learning for individuals, teams, and the organisation.
- Technological Excellence – We embrace digital innovation to enhance learning.
- Nurturing Talent – We build meaningful careers and develop future leaders.
- Collaborative Advantage – We harness the collective strength of our Trust to drive improvement.
- Responsible Innovation – We tackle challenges with creativity and courage.
- Botheredness – We go above and beyond for our pupils and colleagues.
- Belonging – We cultivate strong, supportive relationships across our communities.
- Empowering Every Child – We ensure every learner has the opportunity to succeed

Rooted in Community, Committed to Impact

Our academies are more than schools—they are pillars of their communities. Each one is unique, shaped by its local context and strengthened by deep-rooted partnerships. We actively involve parents and community members in our governance, with representation on our Trust Board and Academy Improvement Committees.

Together, we are building a future where every child is empowered to thrive—and every community is proud to be part of our journey.



EAP Programme



As part of our ongoing commitment to supporting the wellbeing of all colleagues, the Trust provides access to a comprehensive Employee Assistance Programme (EAP) delivered by Health Assured. This service is designed to offer practical, emotional and mental health support whenever you need it, ensuring help is always available at difficult or stressful times. The programme is completely confidential and free for all Trust employees to use.

Key Features Include;

24/7 Confidential Helpline:

Unlimited access to a round-the-clock telephone support line, offering immediate advice and guidance for personal or work-related concerns.

Counselling Sessions:

Up to 10 structured counselling sessions, available face-to-face, by telephone or online, delivered by qualified professionals.

Online Wellbeing Portal & Wisdom App:

A digital platform providing articles, videos, toolkits and interactive resources to support mental, physical and emotional wellbeing.

Support for Family Members:

Coverage extends to your spouse/partner and dependants, ensuring your household can benefit from the service.

Medical Information Line:

Access to reliable health information, including a library of medical articles, live and recorded webinars, and a wide range of wellbeing podcasts.

Menopause Support:

Specialist guidance, resources and signposting to trusted platforms such as Menopause Matters, helping employees navigate menopause-related symptoms and concerns.

Perks and Discounts:

Exclusive access to a variety of discounts, savings and offers on shopping, leisure, travel and everyday essentials.

Anytime, Anywhere Access:

Online and mobile access enables you to use the service whenever and wherever you need it—at home, at work or on the move.

Self-Help Tools:

A suite of digital tools including self-help guides, mood trackers, wellness trackers and personalised wellbeing plans.

Exciting features available
The official Wisdom app



Wellbeing
trackers



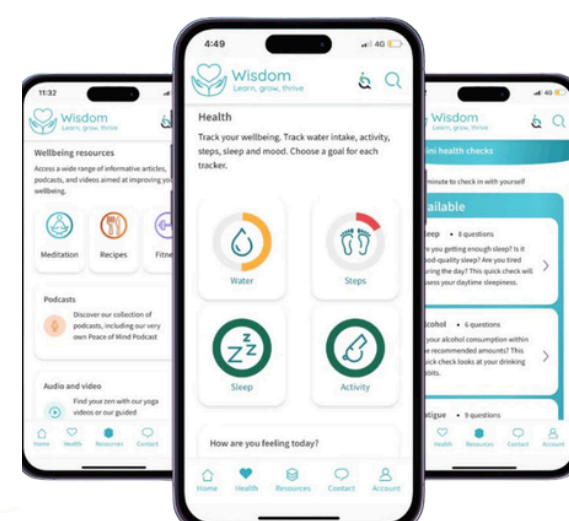
Breathing
techniques

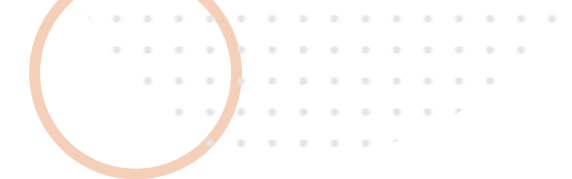


Four week
health plans



Mini health
checks





Job Advert

Director of Professional Learning

Working Hours: 37 hours per week
Working Weeks: 52 weeks per year
Salary Scale Range: L15- L20
Contract Type: Full Time, Permanent
Start date: ASAP

Location: Whilst the role is primarily based at the central office in Wakefield, the role will require significant travel between each of our academies in Manchester, Hull, Grimsby and North Yorkshire. As such, the successful candidate must be willing (and able) to travel often with some visits requiring overnight stays.

We are seeking to appoint an outstanding Director of Professional Learning to join our strong central team. The Enquire Learning Trust covers 32 academies and is a growing provider of primary education across the North of England, committed to providing each child with an excellent educational experience for future success.

About the role:

The postholder will be responsible for the establishment, maintenance and onward growth of the trust wide apprenticeship provision. Reporting directly to the Director of School Improvement, the post holder will refine our workforce training pathway in alignment with individual Academy Improvement Plans and the Trust Improvement Strategy. The provision will span training from Level 3 to Level 6 with learner programmes designed for internal staff and external delegates in line with the Trusts commercial ambitions.

The postholder will balance strict ESFA and Ofsted compliance and maintain a culture of excellence that allows the Trust to cultivate excellent leaders, classroom practitioners and school support staff. They will be responsible for maintaining the Trust's Main Provider status with the DfE.

What we can offer:

- Membership of local pension scheme
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Octopus EV Scheme
- Lifestyle savings
- Annual leave entitlement follows NJC Terms and Conditions (all leave to be taken within designated school holiday periods)

Working arrangements:

- **Flexible hybrid working, including attendance at the office and school sites when necessary**

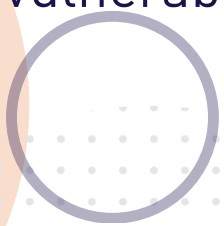
You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: 7th October 2026 12 noon

Interview Date: TBC

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DBS.



Job Description

Job Title: Director of Professional Learning

Location: Enquire Learning Trust HQ (Wakefield) with flexible hybrid working options and travel across Trust academy hubs

Reports To: Director of School Improvement

Salary: L15- L20

Contract Type: Full-time, Permanent

Job Purpose:

The postholder will be responsible for the establishment, maintenance and onward growth of the trust wide apprenticeship provision.

Reporting directly to the Director of School Improvement, the post holder will refine our workforce training pathway in alignment with individual Academy Improvement Plans and the Trust Improvement Strategy. The provision will span training from Level 3 to Level 6 with learner programs designed to for internal staff and external delegates in line with the Trusts commercial ambitions.

The postholder will balance strict ESFA and Ofsted compliance and maintain a culture of excellence that allows the Trust to cultivate excellent leaders, classroom practitioners and school support staff. They will be responsible for maintaining the Trust's Main Provider status with the DfE.

Key Responsibilities

Main Provider Setup, Maintenance & Compliance

- Establish the operational compliance framework required as an ESFA main provider, managing the Apprenticeship Service account and ILR data submissions
- Manage and maintain levy funding and income streams for the apprenticeship arm of the Trust
- Lead Ofsted inspection readiness under the Education Inspection Framework (EIF) for Further Education and Skills, ensuring continuous monitoring via a robust Self-Assessment Report (SAR).
- Oversee gateway tracking, ensuring all functional skills, primary school setting portfolios, and mandatory hours meet standard definitions before End-Point Assessment (EPA).
- Identify and implement an appropriate e-portfolio system for Trust wide use
- Work in tandem with the trust Projects Officer to coordinate an appropriate programme for marketing for the provision

Educational Sector Curriculum & Quality Assurance

- Contextualise apprenticeship standards (e.g., Teaching Assistant L3, School Business Professional L4, Teacher L6) to embed the unique pedagogy, frameworks, safeguarding, and leadership practices
- Standardise teaching, learning, and assessment materials so that off-the-job training fits seamlessly with programme content
- Embed key statutory priorities, including Safeguarding / Keeping Children Safe in Education (KCSIE), Prevent duty, and British Values across all learning journeys.

School Improvement Alignment & Coordination

- Work closely with schools and learners to identify trends in training needs across the Trust and develop appropriate programmes in line with these areas and emerging sector needs or trends.
- Partner with the Director of School Improvement, Trust leadership team and Academy Principals to align apprenticeship delivery directly with the Trust's strategic improvement framework and succession planning objectives.
- Undertake progress reviews involving the apprentice, their in-school mentor/line manager, and Skills Coaches to ensure appropriate progress.
- Act as the authoritative liaison between the central Trust team, individual primary academies, and selected End-Point Assessment Organisations (EPAOs).

Team Management & Quality Improvement

- Line-manage a growing team of Skills Coaches, Tutors, and Internal Quality Assurers (IQAs).
- Conduct regular standardisation sessions and formal Observations of Teaching, Learning, and Assessment (OTLA) to maintain excellent delivery

Person Specification

Criteria	Essential	Desirable
Qualifications	• Teaching qualification (e.g., PGCE, Cert Ed, AET) • Degree or professional qualification in Education	• Management qualification (e.g., ILM Level 5, CMI) - Assessor or IQA qualification (e.g., TAQA, CAVA, V1/A1)
Experience	• Experience working within or closely alongside a Multi-Academy Trust (MAT) • Familiarity with primary school workforce needs • Proven background leading teams through Ofsted preparation • Significant experience designing and managing apprenticeship delivery Experience managing significant budgets, funding streams and financial forecasting.	Experience of maximising apprenticeship levy utilisation and monitoring funding performance. • Direct experience setting up or leading within an ESFA Main Provider or Employer-Provider
Knowledge	• Strong understanding of ESFA funding rules, eligibility criteria, and compliance auditing • In-depth knowledge of Teaching Assistant, Teacher, or Management standards	• Understanding of primary education metrics, KCSIE, and school operational structures Experience leading self-assessment and quality improvement planning within an apprenticeship, or school improvement environment.
Skills	• Strong leadership, data analysis, and report writing for executive boards • Ability to travel across regional hubs (Northern, Eastern, and Western) as needed Ability to analyse performance data and use evidence to improve retention, achievement, attendance, EPA outcomes and learner progress.	• Skilled in using and maintaining portfolio software (e.g., Aptem, OneFile, or Bud)

Contact Details:

Director of Improvement and Effectiveness - Jaimie Holbrook

Telephone: 01924 792 960

Email: hr@enquirelearningtrust.org

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations