



Job Description

Deputy Director of LEARN

Job Category: Teaching
Grade: Leadership 5-10
Reports to: Director of Learn
Line manages: Delivery Team

Purpose of the Role

The Deputy Director will support and help drive the strategic vision and direction of LEARN, providing strong, values-led leadership and oversight of day-to-day education operations. The role ensures the delivery of high-quality, evidence-informed professional development that strengthens classroom practice, enhances inclusive provision and secures improved outcomes for all pupils across the partnership.

As a senior leader within LEARN, the postholder will inspire, motivate and empower professionals at every stage of their career to engage in lifelong learning, high-impact collaboration and reflective, research-informed practice. Working closely with schools, partners and specialist practitioners, the role will lead and shape professional learning that builds system capacity, supports inclusive practice and enables every learner to thrive.

The Deputy Director will deputise for the Director of LEARN when required, ensuring continuity of leadership, effective decision-making and organisational resilience. The postholder will also undertake additional responsibilities as directed by the Director of LEARN, contributing to wider strategic priorities and the successful delivery of LEARN's educational objectives.

Key Duties and Responsibilities

- Provide visible, values-led leadership for the LEARN SEND Hub, inspiring staff and schools to align with LEARN's vision, purpose and shared commitment to inclusive practice.
- Contribute to the development and delivery of a strategic improvement plan, using robust financial oversight and purposeful use of data to set priorities, monitor impact and drive improvement.
- Management of the delivery team.
- Act as a public-facing representative of LEARN, ensuring an excellent user experience and strong engagement across schools, partners and stakeholders.
- Support the Director of LEARN to ensure internal operations are efficient, effective and aligned to strategic priorities, including supporting budget monitoring alongside the Operations Lead.
- Support the effective operation of LEARN's core delivery areas (Apprenticeships, ITT, ECF, NPQ, CPD and AB) through a clear scheme of delegation, allocation of work pathways, and performance accountability against KPIs and partnership agreements.
- Work alongside the LEARN Operations Manager to coordinate and quality-assure local intelligence, ensuring CPD is responsive to regional need and supported by timely, accurate KPI, participant and performance data with evidence-based advice.
- Contribute to CPD delivery, including acting as facilitator or CPD lead, supporting school improvement programmes, and arranging and coordinating deployments to meet the needs of schools, MATs, local authorities and partners.
- Play an active role in quality assurance, including provision delivered by LEARN and external partners, and coordinating quality assurance activity undertaken by others.

- Manage effective liaison with schools, professional bodies and internal/external training providers, ensuring course promotion, bookings, evaluation and analysis are completed within agreed timescales.
- Support LEARN's communications and profile, including contributing to the development and delivery of the LEARN newsletter and social media presence.
- Deliver training, contract content and school-to-school support as required, maintaining relevant professional knowledge and engaging in necessary training.
- Undertake any other duties commensurate with the role, as directed by the Director of LEARN.

General Responsibilities

- Engage fully with the Trust's performance management processes, contributing to a culture of continuous improvement.
- Consistently uphold and model the core values of the school and the Trust in all aspects of practice and conduct.
- Attend and actively participate in staff meetings and Trust-wide INSET as required.
- Comply with all Health and Safety policies and procedures, ensuring duties are carried out in a safe and responsible manner.
- Maintain the highest standards of confidentiality in relation to reports, records, and personal data concerning staff and pupils, in line with the General Data Protection Regulations (GDPR).
- The duties and responsibilities outlined in this job description are not exhaustive. The postholder may be required to undertake additional tasks from time to time, provided they fall within the overall scope and level of the role. Such duties will not significantly alter the fundamental nature of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.