



## **Job Description and Person Specification**

Post title:	Director of Learning
Accountable to:	
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

To ensure that the Faculty meets the student performance targets set by the Academy.  
To ensure that the quality of teaching and learning in the Faculty is consistently good or outstanding, leading by example.

## KEY ACCOUNTABILITIES:

## MAIN DUTIES

- To provide a supportive, professional ethos, leading by example.
- To manage the Key Stage Leaders in line with their job description.
- To manage the Lead Teacher (if applicable) in line with their job description.
- To manage the support staff working within the Faculty.
- To utilise post-threshold Faculty teachers in line with career-stage expectations.
- To be responsible for the induction of new staff into the Faculty.
- To be responsible for identifying the CPD needs of Faculty staff and ensuring that these are met.
- To provide opportunities for and support staff with career progression.
- To provide supporting evidence for pay progression.
- To ensure a safe working environment for Faculty staff.
- To conduct learning walks within the Faculty, including informal observation and feedback to members of staff.
- To conduct formal Quality Assurance observations within the Faculty and feedback to members of staff.
- To participate in external and internal recruitment processes.
- To agenda and chair Faculty meetings.
- To attend Strategic Leadership Team meetings and disseminate information to the Faculty.
- To contribute to the Teaching and Learning Innovation Team meetings and chair as required.
- To attend Faculty Line Management meetings as scheduled to action and review identified issues.
- To attend Faculty Action meetings with strategies for raising achievement/intervention based on the data provided.
- To attend relevant Academy open evenings.
- To maintain an up-to-date knowledge of the curriculum relating to the Faculty and ensure that provision is appropriate to meet students' needs.
- To ensure that Schemes for Learning (MTPs/STPs) are kept up to date and fit for purpose.
- To lead the Faculty in the development of interactive technology pedagogy.
- To implement a rigorous approach to assessment across the Faculty.
- To monitor and enforce the Behaviour for Learning Policy to promote positive attitudes to learning.
- To manage the Faculty budget.
- To be responsible for all external examinations.
- To complete the timetable to ensure effective and fair deployment of staff, including during gained time.
- To monitor the setting of homework across the Faculty.
- To monitor the regular display of student work across the Faculty.
- To attend the Academy Awards Evenings, contributing as required.

- To collate and complete the Faculty Self-Review and Improvement Plan.
- To submit Development Bids as required with relevant supporting evidence.
- To submit external funding bids as appropriate.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.

## TEACHER

- To play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage staff and students to follow this example
- To support and implement all academy policies.
- To plan, prepare and teach lessons of the highest quality.
- To support in the promotion of high standards of student learning, achievement, progress, attainment and behaviour through working effectively and collaboratively
- To participate in CPD and take responsibility for your own professional development using the outcomes to improve teaching and learning.
- To participate and promote the academy House System.
- To be involved in the planning and delivery of a CRE programme, subject to reasonable negotiation and individual teachers' circumstances
- To take part in the Quality Assurance systems.
- To take part in the Appraisal System.
- To do a reasonable and equitable amount of substitution for absent colleagues subject to workforce reform agreements.
- To develop and maintain ICT/interactive technology skills.
- To work within the requirements of the Safeguarding Children's Policy and have a responsibility for promoting and safeguarding the welfare of students:
  - o Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
  - o Reading the Academy safeguarding policy and procedures regarding child protection
  - o Become aware of the indicators of concern and symptoms of abuse by attending relevant safeguarding training
  - o Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
  - o Report all causes for concern to the Safeguarding team using MyConcern.
  - o Ensure the safety of all students in the Academy learning environments.
  - o Reading Part 1 of Keeping Children Safe in Education.
  - o Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To teach as appropriate your subject specialism within the faculty and across the curriculum.
- To plan, prepare and deliver courses and lessons following the agreed Medium and Short Term Plans.
- To teach students as assigned, according to their differing needs and set, mark and provide feedback on homework and assessed work as outlined in the academy/faculty policies.
- To review teaching methods and Medium and Short Term Plans.
- To contribute to the preparation and development of teaching materials/student resources for faculty courses.

- To consistently and effectively use information about prior attainment to set challenging expectations for students and monitor progress to give clear and constructive feedback which includes next steps.
- To demonstrate a thorough and up to date knowledge of your subject pedagogy and take account of wider curriculum developments which are relevant, e.g., literacy, numeracy, closing the gap.
- To participate and prepare for meetings as scheduled.
- To assess, report and record the development, attainment and progress of students six times a year.
- To work with students and the faculty to meet individual and academy set targets.
- To be a tutor within the Support & Guidance Team:
  - o To act as a link between academy and home for the distribution of information (letters etc).
  - o To be the first point of contact for students and parents by letter.
  - o To establish a group identity and foster a positive ethos.
  - o To monitor student organisers, uniform, students on report, punctuality and equipment.
  - o To attend assembly as appropriate (unless travelling to the other campus).
  - o To plan and deliver appropriate activities during form time.
- To provide IAG and write statements/reports/references as required.
- To communicate and consult with the parents of students and co-operate with external agencies, if necessary.
- To fully participate in all aspects of Consultation Day.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.
- To be personally accountable for delivering service efficiently, within budget and to implement any approved savings and investment allocated to the service area.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: DIRECTOR OF LEARNING

Education & Qualifications	Essential	Desirable
Degree	✓	

PGCE	✓	
Evidence of continuing Professional Development	✓	
Understanding of syllabuses across the Key Stages	✓	
Subject Leadership Qualification or similar training		✓
Experience of Applied Sciences/GNVQ		✓
<b>Experience</b>		
Proven record of raising achievement across all Key Stages		✓
Experience of IBDP programmes of study		✓
Experience of 'A' level teaching	✓	
<b>Knowledge &amp; Skills</b>		
Excellent leadership skills	✓	
Excellent interpersonal skills	✓	
Proven Management experience	✓	
ICT Competent	✓	
<b>Personal Attributes</b>		
Strong vision for future development	✓	
Hardworking	✓	
Enhanced CRB check (the interview process will explore issues relating to safeguarding and promoting the welfare of children)	✓	
Commitment to raising achievement	✓	
Commitment to maintaining 'outstanding' OfStEd standards		✓
Commitment to extra-curricular activities		✓
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
<b>Commitment</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and	✓	

consistent high expectations at all times which supports the ethos of the Trust		
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Other</b>		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	