STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DEPUTY DIRECTOR OF LEARNING

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Support the Director of Learning to devise and implement a development plan for their Departmental staff with clear annual targets using up to date performance data.
2. Support the Director of Learning to develop, demonstrate and disseminate across school a range of strategies for outstanding learning and teaching to raise the achievement of the subject, and of different students.
3. Sustain and enhance attainment in designated subjects within the Department by embedding innovative assessment for learning tools.
4. Support the Director of Learning to develop and manage the introduction of new and revised curricula.
5. Plan, support and deliver intervention and enrichment programmes outside of school hours to support learning and achievement by all students.
6. Demonstrate commitment to professional development of self and others by undertaking and leading professional learning provision.
7. Liaise with a range of educational partners within school and beyond to support the progress and attainment of students within the Department.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Please note 'department' or 'subject' relates to any departments/subjects of responsibility.

1. Strategic Direction and Development of the School

1.1 Provide inspiring and purposeful leadership for the students within a caring and secure Islamic environment.

1.2 Work in partnership with the Principal, Senior Leadership Team, Local Governing Body, Trust (Star), staff, students and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.

1.3 Work within the overall aims and objectives of the school.

1.4 Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.

1.5 Liaise as required with a range of educational partners, internal and external, to underpin the raising of student attainment.

1.6 Support the school's home and community liaison work through the appropriate participation in events.

2. Leadership

2.1 Line manage staff as assigned by the Director of Learning.

2.2 Lead the development of the KS3 and KS4 curriculum across the department of responsibility.

2.3 Uphold Trust Quality Standards across the department.

2.4 Ensure that all subjects within the department deliver outstanding levels of achievement and attainment.

2.5 Lead, train, coach and develop colleagues in the department.

2.6 Assist colleagues in the planning and delivery of the schemes of work and provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students.

2.7 Support the Director of Learning on developing teaching and learning for subject pedagogy within the faculty.

2.8 Guide and support colleagues in the management of students in the classroom in line with the school's Behaviour Policy.

2.9 Recognise and utilise the strengths of each member of the department by differentiating and delegating tasks appropriately.

2.10 Hold departmental meetings and keep records of matters discussed and decisions taken.

2.11 Ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.

2.12 Liaise with the Principal on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review and development.

2.13 Support the school's programmes for New Staff induction, NQT Induction and Initial Teacher Training.

2.14 Take a lead role in the professional review of colleagues in the department.

3. Management of Students

3.1 Organise students into teaching groups.

3.2 Provide schemes of work that ensure continuity and progression in the subject for all students, including those of high ability and those with learning support needs.

3.3 Identify, after consultation with colleagues, able and talented students and those with learning support needs and arrange appropriate action and intervention.

3.4 Devise a departmental policy for rewarding achievement in line with the school's Rewards Policy.

3.5 Promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every student.

3.6 Organise the setting and marking of school examinations and supervise entries for public examinations.

3.7 Provide careers advice relevant to the department.

3.8 Initiate and foster extra-curricular activities which widen students' appreciation of the subject and contribute to the general life of the school.

4. Management of Resources

4.1 Estimate and manage the departmental budget.

4.2 Assess needs and priorities in accommodation, advising the Principal on the optimum use of existing rooms as well as future requirements.

4.3 Plan and administer the development and storage of equipment, books and other resources.

4.4 Advise on security needs of the department and keep a record of stock and equipment.

4.5 Supervise the departmental area, fabric, facilities and resources.

4.6 Assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with the Business Manager.

4.7 Ensure that departmental rooms present stimulating environments which help to influence students' attitudes positively towards the subject.

5. Planning and Development

5.1 Plan and co-ordinate the work of the staff in the Department and disseminate information efficiently.

5.2 Plan, implement and review syllabuses, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.

5.3 Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.

5.4 Keep abreast of current developments in the subject area and adapt curriculum content and methods of teaching and examining as appropriate.

5.5 Consider such developments in the context of the school's philosophy for the curriculum as a whole.

6. Monitoring and Evaluation

6.1 Analyse and interpret relevant national and school data to inform policies, practices and teaching methods.

6.2 Monitor teaching standards in the department and use this analysis to identify both effective practice and areas for improvement.

6.3 Ensure students' work is regularly assessed and that homework is in line with school policy

6.4 Use information gained from assessment, recording and reporting procedures to generate further improvement in student achievement.

7. Communication and Liaison with other Colleagues

7.1 Represent the subject, the department or the school in appropriate meetings.

7.2 Ensure the line manager and Principal is informed on all issues concerning the department.

7.3 Liaise with the business support team in all matters concerning administration, health and safety and external agencies.

7.4 Liaise with the pastoral team in respect of student records, rewards and sanctions.

7.5 Liaise with the examinations team in issues relating to external examinations.

7.6 Maintain effective relationships with other middle and senior leaders in the school.

7.7 Maintain appropriate links with teaching colleagues in all sections of Star Schools.

7.8 Liaise with other schools, post 18 education providers and local employers where appropriate.

7.9 Maintain appropriate links with feeder schools.

8. Communication with Parents and the Wider Community

8.1 Establish a partnership with parents to involve them in their child's learning of the subject.

8.2 Provide information for parents about curriculum, attainment and progress.

8.3 Ensure that the department is represented at Consultation Evenings.

8.4 Oversee the departmental input to Personal Records for students.

8.5 Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual students.

8.6 Develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

9. Other Responsibilities

9.1 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

9.2 Take responsibility for promoting and safeguarding the welfare of the children and young people in school.

9.3 Carry out any such duties as may be reasonably required by the Principal or Chief Executive.

9.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

9.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

9.6 Contribute to the wider life of the Trust and the Star community.

9.7 Carry out any such duties as may be reasonably required by the Trust.

10. Records Management

10.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview / Task
QUALIFICATIONS				
1.	A degree (2ii or above) in the relevant subject.	**E**	✓	
2.	Qualified Teacher Status.	**E**	✓	
3.	Evidence of Continuous Professional Development.	**E**	✓	✓
4.	Middle Management qualification.	**E**	✓	
EXPERIENCE				
5.	Track record of delivering 'outstanding' teaching.	**E**	✓	✓
6.	Successful and sustained delivery of outstanding attainment and achievement.	**E**	✓	✓
7.	Innovation & creativity to engage, enthuse & progress learners.	**E**	✓	✓
8.	Partnership working and collaboration within a school or local authority context.	**E**	✓	✓
9.	Effective management of people and team of professionals within a school setting.	**E**	✓	✓
10.	Use of data to plan and implement intervention strategies to raise academic performance.	**E**	✓	✓
11.	Developing and leading strategies to sustain whole school improvement.	**E**	✓	✓
12.	Leading the delivery of coaching and INSET sessions to support the professional development of others.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to teach to GCSE standard.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview / Task**
14.	Ability to teach to A Level standard	**D**	✓	✓
15.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	**E**	✓	✓
16.	Ability to develop and disseminate effective learning and teaching and classroom management strategies.	**E**	✓	✓
17.	Ability to communicate, verbally and written, with a range of people and groups.	**E**	✓	✓
18.	Knowledge of effective intervention strategies to raise attainment.	**E**	✓	✓
19.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	**E**	✓	✓
20.	Knowledge of curricula, specifications and assessment criteria of the leading subjects within the relevant faculty.	**E**	✓	✓
21.	Ability to prioritise conflicting demands.	**E**	✓	✓
22.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively.	**E**	✓	✓
23.	ICT skills to develop, manage and report on performance data.	**D**	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the school's mission statement, including education in a school with a strong faith ethos.	**E**	✓	✓
25.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners.	**E**	✓	✓
26.	A strong belief in the value of education in developing citizens.	**E**	✓	✓
27.	Highly organised, literate and articulate.	**E**	✓	✓
28.	Highest levels of professional and personal integrity.	**E**	✓	✓
29.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	**E**	✓	✓
30.	Personal resilience, persistence and perseverance.	**E**	✓	✓
31.	Commitment to the pursuit of continuous professional development by oneself and others.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview / Task**
32.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓