

Director of Learning – Mathematics

Salary:	L7 – L11 (£57,831 - £63,815 per annum)
Specialism:	Mathematics
Line Manager:	Assigned member of Senior Leadership Team
Liaising with:	Principal, Senior Leadership Team, other Directors of Learning and Curriculum Leaders, Student Support Services and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, parents
Responsible for:	Teaching staff and other relevant personnel within the faculty.

The successful applicant will be subject to satisfactory references and satisfactory clearance by the Disclosure and Barring Service. We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Job Description

Purpose:

- To be an outstanding classroom practitioner.
- To raise standards of student attainment and achievement within the subjects and to monitor and support student progress.
- To be accountable for student progress and development within the subject areas.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the departments, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the academy.
- To be accountable for leading, managing and developing the faculty areas.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To strategically lead a whole academy improvement area in line with the academy development plan.

Operational/ Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- The day-to-day management, control and operation of course provision with the faculty, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement Academy Policies and Procedures, e.g. Learning and Teaching, Behaviour policy, SEN, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the departments which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.

- To lead and manage the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, DIP and the aims and objectives of the Academy.
- To support teachers within the curriculum and to raise standards.
- Foster and oversee the application of ICT in the curriculum area.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.
- To undertake the monitoring, evaluation and review of the subject areas ensuring consistency in approach assisted by subject specialists.

Curriculum Provision:

- To liaise with the designated member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan.
- To be accountable for the development and delivery of the subject for which the DOL is responsible.
- To contribute to Guidance, Citizenship, Enterprise and work-related learning according to academy policy.

Curriculum Development:

- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the designated senior member of staff to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the subject.
- To ensure that the development of the subject is in line with national developments.

Staffing:

- To work with the designated senior members of staff to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the faculty's technicians/support staff.
- To undertake Performance Management Appraisals and to act as reviewer for a group of staff within the designated faculty.
- To make appropriate arrangements for classes when staff are absent when relevant.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the academy's ITT programme.
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model.
- To work as appropriate with lead teachers.
- To support all team members to achieve their maximum capability, including those involved in capability proceedings and to provide the head with appropriate evidence.

Quality Assurance:

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the departments and to work towards their achievement.
- To establish common standards of practice across the departments and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the academy procedures for lesson observation.

- To implement academy quality procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the curriculum areas/departments in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To ensure effective implementation of schemes of work.
- To ensure faculty's members adhere to Health and Safety procedures as laid down in academy and faculty policies.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the faculty.
- To produce reports on examination performance.
- In conjunction with the relevant colleagues to manage the faculty's collection of data.
- To provide the Governing Body & Ormiston Academies Trust with relevant information relating to the faculty performance and development.

Communications:

- To ensure that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with all stakeholders.
- To liaise with partner academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the faculty's views and interests.
- To ensure effective links with SENCO.

Marketing and Liaison

- To contribute to the academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies and through WRL.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the designated senior members of staff in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and accommodated.

Pastoral System:

- To monitor and support the overall progress and development of students within the faculty.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

- To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Professional and Personal Characteristics

- Create a climate which enables staff to develop, challenge and support each other.
- Mentor and coach staff and students to develop confidence and maintain positive attitudes.
- Communicate effectively and with professional integrity within and beyond the School community.
- Provide a positive role model for students and teachers and other aspiring leaders and managers.
- Build and maintain effective teamwork with high expectations of outcomes.

Additional Duties:

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To take part in lunch time duties.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Qualities and Attributes	Essential	Desirable	Source of Evidence
Qualified Teacher Status and Degree	✓		AF
Willingness to undertake other qualifications such as NPQs or other Higher Qualification		✓	AF
An outstanding classroom practitioner	✓		I/R
Successful middle leadership experience	✓		AF/R
Experience of teaching across the 11-16 age range	✓		AF
Experience in more than one secondary school		✓	AF
Specialist Knowledge			
Has an understanding of current educational issues	✓		I
Has strategies for raising standards in Secondary Education	✓		AF/I
Can use monitoring strategies to inform intervention and lead to positive learning outcomes	✓		AF/I
Monitoring the quality assurance procedures to ensure that learning and teaching are at least good	✓		AF/R
Management			
Has successfully led a team	✓		AF/I
Has experience of managing budgets		✓	AF/I
Shows awareness of whole academy issues	✓		I
Has the ability to translate vision into practice	✓		I
Has the ability to lead the development of new ways of thinking about learning and teaching	✓		AF/I/R
General and Personal Qualities			
Has good oral communication skills	✓		AF/I
Has good written communications	✓		AF/I
Has the ability to work with a range of partners both within the academy and beyond in the wider community	✓		AF/I
Demonstrates the ability to drive projects forward and successfully completes projects	✓		I/R
Has excellent health and stamina	✓		R
Is a team player, has strength and stamina	✓		R/I
Has the potential for further advancement	✓		R/I

Qualities and Attributes	Essential	Desirable	Source of Evidence
Personal Characteristics			
Commitment to excellence	✓		I
Impact and influence	✓		I/R
Personal Conviction	✓		I/R
Transformational Leadership		✓	I
Holds People accountable	✓		I/R
Initiative	✓		I/R
Analytical Thinking		✓	I
Potential For Development	✓		I/R
Develops potential in others	✓		AF/R/I
Team Worker	✓		I
Challenges and Supports	✓		I
Respect for others	✓		I
Sense of humour and perspective	✓		I/R

A= APPLICATION FORM

I = INTERVIEW

R= REFERENCE

