

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF TEACHING AND LEARNING

DEPARTMENT: INVICTUS EDUCATION TRUST

PAY RANGE: L16 – L20 **WEEKLY HOURS:** 32.50

TYPE OF CONTRACT: PERMANENT

REPORTS TO: CHIEF EXECUTIVE OFFICER

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB:

The Director of Teaching & Learning holds a key position within the Trust. They will provide high quality leadership based on ambition, high expectations, drive and an uncompromising commitment towards securing improvement. They will lead by example.

The Director of Teaching & Learning is responsible for ensuring that students and staff within the Trust have the opportunity to fulfil their potential and will make valuable contributions to shaping and driving school improvement.

The Director of Teaching & Learning will establish and share an educational vision and ethos that supports the Trust's overall vision and ethos and reflects the aspirations and objectives for Teaching & Learning. This will be based on rigorous self-evaluation and reflection and will be designed to secure continuous improvement.

The Director of Teaching & Learning interacts on a professional level with Headteachers, SLT, Teaching & Learning Leads in all schools, with the aim of shaping and driving school improvement.

The Director of Teaching & Learning is expected to participate in the Trust's Appraisal process and will also be involved in coaching and/or mentoring staff within schools to build capacity and improve provision.

The Director of Teaching & Learning is required to regularly review and evaluate Teaching & Learning as part of the Trust's Self Evaluation Framework and will through the SEF and Trust/School Improvement Plan provide evidence of priorities identified, actions taken and the impact of these on provision.

Through meetings, the Director of Teaching & Learning will provide inspirational leadership to other post-holders within all schools to create a positive learning environment based on high expectations, challenge and support.

The post-holder will ensure the highest quality of learning and teaching through effective leadership and management, and will have amongst their many skills, the ability to deliver outstanding teaching. The Director of Teaching & Learning will demonstrate a clear understanding of learning and how it can be developed and promoted within the schools

The Director of Teaching & Learning will work with staff to develop and embed effective learning skills, and work with staff to ensure that students have access to high quality marking and feedback and know what they need to do to improve.

In addition to the duties outlined below, it is expected that Director of Teaching & Learning will seek to keep abreast of developments in education, both in their own subject area and with pedagogy and practice generally, so that they can work directly with staff to build capacity across the whole trust.

The Director of Teaching & Learning is responsible for:

Masters Hub and professional academic CPD co-ordinator

Develop the Trust CPD mapping, leading and co-ordinating

Direct support and lead for TED programmes

Insurance of robust QA systems across the MAT

QA support within the central team role

Leadership of Teaching & Learning Curriculum across the MAT

Facilitator of NPQSL and ML delivery

STEM subjects central lead and co-ordinator with Director of Maths and DT

Supporting ITTs and NQTs across the Trust

Work alongside Primary Lead for KS2 – KS3 academic transition

MAIN DUTIES/ACTIVITIES

Strategic Leadership

Contributing to the review and evaluation of the school's performance during and at the end of the year

Working with the school's leaders to shape short/medium term improvement priorities

Contributing to specific whole school improvement priorities with other members of the school's leadership team

Working collaboratively to drive school improvement, enhance provision and secure better outcomes

Supporting the establishment of a positive and aspirational school ethos based on high expectations of all members of the school community;

Curriculum, Teaching and Learning

Leading the development, planning, implementation and review of the curriculum within the faculty area in response to national changes and within the framework of national guidelines;

Ensuring appropriate syllabuses are established and reviewed and directing staff in the development of schemes of learning that reflect the full range of educational experiences offered to students and support good or better progress;

Working with staff to ensure that the quality of learning and teaching across all schools is 'good' or better (see above);

Encouraging 'outstanding' teachers and providing opportunities for them to share good practice

Building capacity within staff to support students to develop effective learning skills;

Fostering a climate of positive attitudes to learning, good behaviour and a sense of community;

Standards and Monitoring

Responsible for monitoring, evaluating and reviewing the quality of educational provision within the Trust and working with Headteachers, School Lead for Standards and Senior Leadership Teams to provide evidence of the impact of actions taken on student progress and standards

Liaising with the CEO to review the impact of actions taken to improve progress and raise standards within Teaching & Learning and Science across the Trust

Communication

Meeting with the Leadership Team and Governors (on occasion) to monitor and evaluate school provision, shape priorities and support school improvement;

Supporting cross phase liaison (e.g. primary-secondary, KS3/KS4 and secondary-Post-16);

Appropriate liaison with colleagues in all other matters concerning timetable, curriculum, pupil groupings, examinations and related matters;

Professional Development

Building capacity in teaching and learning across the Trust, ensuring good practice is shared within schools and contributing to sharing this good practice across the Trust

Contributing to the selection for appointment of teaching staff within the Teaching & Learning Faculties

Ensuring that Newly Qualified Teachers and trainee students are mentored in line with National Standards (if required) and new staff are supported in their induction to the Trust

Participation in performance management in line with statutory requirements;

Assessing through discussion with area staff their specific training needs;

Subject Profile

Ensuring the faculty area presents a stimulating learning environment

Arranging, supporting and promoting such activities as will enhance students' awareness of faculty subjects and thus enrich the life of the school

Resources Safety and Environment

Supporting the Health and Safety of students and staff within the faculty area and communicating any issues to the Headteacher/Facilities & Operations Manager

SUPPORT FOR THE TRUST

It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people

Be aware of, and comply with, policies and procedures particularly those relating to Child Protection, Safeguarding, Health & Safety, Data Protection and GDPR reporting all concerns to an appropriate person

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all

Participate in training, other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

Attend and participate in meetings as required

Where required comply with the Trust's Dress Code

To carry out other duties as required by the Chief Executive Officer

All staff employed by the Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES

To be reliable and punctual and have good attendance

Ability to relate well to children and adults and to form and maintain appropriate relationships and personal boundaries with children and young people

To be physically fit and able to undertake the duties detailed in this job description

To have a polite, friendly and flexible approach to work

To be able to work constructively as part of a team understanding of school rules, duties and responsibilities

QUALIFICATIONS/EXPERIENCE/SKILLS

Qualified Teacher Status

Leadership/Middle Leader/Management Qualifications

Previous Leadership/Management experience

Excellent communications skills -written/oral/presentation

Excellent interpersonal skills

Experience in Leadership of a STEM subject