|  |  |
| --- | --- |
| **Post Title:** | **Assistant Director of Learning Maths** |
| **Job Purpose:** | Assist the Director of Learning in ensuring high quality teaching and learning, achievement and progress of students in the Faculty.  Be a lead practitioner; working strategically to improve the quality of teaching and learning across the faculty. |
| **Responsible to:** | Vice Principal through Director of Learning |
| **Responsible for:** | Assist the Director of Learning in delivering a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within the Faculty.  Raising standards across the Faculty and Academy. Monitoring and evaluating the performance of the Faculty.  To lead on aspects of the faculty as delegated by the Director of Learning, to deliver high quality academic provision and support to students. This may include:   * Ensuring high quality curriculum * Planning, monitoring and evaluation. * Behaviour for learning * Resources * The learning environment * Performance management * Data and intervention   Ensuring consistency of school policies within Faculty. |
| **Liaising with (Working Relationships):** | Principal  Teaching and support staff  Senior staff  Directors and Assistant Directors of Learning in MAT academies |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | MPS / UPS + TLR 2 |
| **Current Base:** | Hartshill School |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | Deputise of the Director of Learning, as required.  To work as an active member of the Middle Leadership Team, the engine room of the school, driving school improvement.  To assist the Director of Learning in ensuring that all staff within the Faculty are effective operationally in order that the Academy meets performance targets, and that individual students meet their personal targets.  To ensure that all staff within the Faculty deliver according to the Academy’s vision.  To ensure that the Faculty and Academy is a safe and secure environment.  To coordinate an aspect of curriculum delivery within the Faculty, this may be a subject/key stage as agreed with the Director of Learning.  Assist the Director of Learning in identifying relevant Faculty development issues, and support the implementation of an appropriate action plan to ensure improvement. Evaluate the impact of all improvement activities on the quality of teaching and learning. |
| **Operational Planning:** | To strategically work with Faculty staff to improve the quality of teaching and learning through effective mentoring and coaching. Support staff in planning and implementing strategies to achieve student progress target levels and objectives. Review impact of strategies and prepare reports on the effectiveness of intervention strategies.  To deliver on the Faculty action plan by guiding Faculty staff on:   * Planning and delivering high quality lessons * Behaviours for learning * Effective marking and feedback * Homework   Promote high expectations of students, identify appropriate attainment targets and ensure that agreed attainment targets are met.  Monitor student standards and achievement against annual targets, acting as a champion for most able students and those in receipt of Pupil Premium funding. |
| **Service Provision:** | Assist the Director of Learning in ensuring that Faculty staff (and especially those line managed) are in touch with the families as necessary and supporting students as required, in order to ensure the success of all students.  Assist the Director of Learning in ensuring that Faculty staff (and especially those line managed) have the necessary resources and direction to deliver according to the Academy’s vision.  To appreciate and support the role of other professionals.  To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.  Provide up to date and relevant data on performance  Ensure that all staff line managed in the Faculty are able to use the performance information necessary for them to deliver service improvement in their own roles.  Work with the other Directors and Assistant Directors of Learning within the MAT to maximise opportunities for collaboration. |
| **Service Development:** | To assist the Director of Learning in:   * ensuring value for money and performance improvement in Academy’s provision. Use financial and resource management innovatively and effectively, ensuring an optimum quality of learning environment in the subject. * To develop the Faculty and curriculum provision being mindful of national developments. * To keep the work of the Faculty constantly under review against key performance indicators: * Academic performance * Parental complaints * Student behaviour indicators   To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management. |
| **Staffing and Staffing Development:** | Act as a role model of good classroom practice for other staff, modelling effective strategies for them. Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships.  Support the Director in Identifying CPD needs for the Faculty. Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.  Act as performance manager for a number of Faculty staff, ensuring challenging and appropriate targets are set and reviewed. Plan and implement strategies to improve teaching where needed.  Support the induction of new staff.  Work with the Directors and Assistant Director of Learning across the MAT to ensure that best practice is utilised to ensure consistency in high quality teaching and learning. |
| **Recruitment / Deployment of Staff:** | Assist the Director of Learning in ensuring that all staff are deployed efficiently and effectively.  Support recruitment processes as required.  Support collaborative working across the MAT. |
| **Quality Assurance:** | Monitor and evaluate assessment data across the Faculty to identify trends in student performance and progress, and issues for development.  Ensure that personal contribution to curriculum delivery is an exemplar to the Faculty.  Support the Principal and Director of Learning in ensuring that Academy policies in all areas are followed by all staff. Identify good practice, areas for development and strategies for sharing and support. |
| **Management Information and Administration:** | Ensure all information required by the governors, senior staff, Principal, Executive Principal, Board, and Director of Learning, to evaluate the Academy’s provision is produced accurately, timely and efficiently. |
| **Communications:** | Effectively communicate with the Director of Learning to ensure that faculty and academy priorities are delivered.  Effectively communicate with parents and ensure that families are supported as active participants in their child’s education, through parent’s evenings, transition events and celebration events.  Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy’s provision and support.  To ensure that all communications with service users demonstrate the values of the MAT.  To attend all meetings identified by the Executive Principal and Principal and communicate the MAT vision effectively at meetings – both internal and external. |
| **Marketing and Liaison:** | Develop, nurture and maintain the positive image the MAT.  Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT.  Actively promote the service of the MAT. |
| **Management of Resources (Other than People):** | Responsibility for the safe use and safe keeping of Trust resources. |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the MAT’s Performance Management Policy.  Perform any other reasonable duties as requested by the Executive Principal and Principal. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | September 2018 |