

Northern Education Trust – Job Description

Associate Director of Subject

Job Title:	Associate Director of Subject		
Base:	Academy closest to home or as agreed with the Chief Executive		
Reports to:	Senior Director of Subject, Executive Principal or Chief Executive	Salary Range:	STP&CD L13 – L17
Service responsibility:	Specialist Curriculum area	Salary:	
Additional:	Regular travel is required.	Term:	Permanent

JOB PURPOSE

Reporting directly to the Senior Director of Subject, Executive Principal or Chief Executive the Associate Director of Subject will support the Trust by providing leadership and strategic direction to their specialist curriculum area by:

- Being jointly accountable for attainment in the subject area in a number of Trust academies
- Ensuring the provision of high quality teaching and learning;
- Ensuring high standards and high expectations from students and staff;
- Providing a mentoring role for Curriculum Leaders and other teachers and model outstanding practice at all times.

JOB SUMMARY

The post holder shall be required to work in any of the academies within the Trust as directed by the Chief Executive. They will liaise and work closely with the Principal and the academy senior leadership team.

To undertake the full range of duties and responsibilities as required by the Chief Executive as set out in The School Teachers Pay and Conditions Document.

1. To be jointly accountable for outcomes in a number of Trust academies under the direction of the Senior Director of Subject or Chief Executive;
2. To be an active practitioner, teaching key groups where necessary to ensure a rapid rise in standards;
3. To have authority over curriculum leaders, to direct and provide advice and support to drive the improvement of outcomes;
4. To work, on occasions, for an extended period as interim curriculum leader within NET academies causing concern, where extensive support and challenge is required.

5. To develop, launch and drive new initiatives and innovative practice in the subject area
6. To support curriculum leaders with self-evaluation, planning and self-review: ensuring high quality Faculty Handbooks, sharply focused schemes and assessment and comprehensive self-review, which leads to continuous improvement.
7. To liaise with and be informed by the most up to date Examination Board Training and marking and ensure that all curriculum leaders and their teams are highly skilled in the accurate moderation of students' work. Support this with NET-wide moderation of students' assessment in years 7 to 11.
8. To lead on the development and improvement of quality data on the subject's performance, Trust wide, to ensure that it is accurate and appropriate to facilitate targeted intervention.
9. To be an advocate for the subject area and to work collaboratively with others to improve the quality of teaching in the subject area across the Trust.
10. To actively promote equality of opportunity for all students and staff.
11. To maintain outstanding teaching practice through research and ensuring awareness of latest thinking
12. Tracking student data and analyse subject data across the Trust, facilitating collaborative learning from best practice and intervention where required.
13. Development, with curriculum leaders, extra-curricular subject programmes.
14. Work with the NET Teaching School Alliance to promote leadership and teaching development, through accredited and bespoke courses.
15. Assist, via the Teaching School Alliance, in the promotion and brokerage of fit for purpose SLE and other support.
16. Support, via the Teaching School Alliance, the delivery of specialist courses, such as leadership/subject conversion and or subject upskilling.
17. Support new entrants to the profession who are specialists in the subject and ITT via the NET Teaching School Alliance.
18. Promote and develop the subject locally and nationally.
19. When needed, analyse and review departmental teams and provide feedback, high quality reports and effective action plans and intervention strategies that bring about rapid improvement.
20. Lead on curriculum development and delivery of NET-wide curriculum area CPD.
21. Manage the Trust curriculum area hub – conferences, workshops and other collaboration opportunities.
22. Advise on / assist in the procurement of resources for departmental teams and individual teachers, when appropriate.
23. Deliver and develop with curriculum leaders resources for high quality revision and intervention sessions.
24. Lead and support external reviews of curriculum area Trust-wide.

General

25. To participate in wider Trust meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: