

## Northern Education Trust – Job Description

### Director of Primary Learning

<b>Job Title:</b>	Director of Primary Learning		
<b>Base:</b>	Academy closest to home or as agreed with the Chief Executive		
<b>Reports to:</b>	Director of Primary Academies	<b>Salary Range:</b>	STP&CD L11 – L15
<b>Service responsibility:</b>	Primary Learning	<b>Salary:</b>	£50,476 - £55,600
<b>Additional:</b>	Regular travel is required.	<b>Term:</b>	Permanent

### JOB PURPOSE

Reporting directly to the Director of Primary Academies, the Director of Primary Learning will lead on improving the quality of teaching, learning and performance throughout Northern Education Trust Primary Academies; ensuring rapid pace of improvement evidenced in in-year progress and results by:

- Coaching leadership and teaching where appropriate;
- Carrying out team teaching and deliver demonstration lessons but will not have a specific timetable commitment in an academy unless directed by the Director of Primary Academies;
- Being available to carry out short-term interim coaching and/or leadership of a primary phase as directed by the Director of Primary Academies;
- Being a member of the Leadership Team of the base academy he or she has been assigned to work from.
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### 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 have overall responsibility for supporting the quality of teaching and learning across NET primary academies to ensure positive impact on outcomes;
2. Work under the direction of senior leaders in delivering primary school improvement programmes centred on outstanding classroom practice;
3. Developing schemes of work and lesson planning;

4. Setting clear objectives for improvement in individual classrooms and key stages;
5. To act as a facilitator/ co-ordinator of new initiatives and innovative practice in primary teaching;
6. Demonstrate sound and effective teaching methods;
7. Coach, mentor and support classroom teachers in improving outcomes;
8. Maintaining accurate and complete records on input into primary school improvement activities and support;
9. Preparing appropriate reports for senior leaders on school improvement activities and the impact and evaluation of those activities;
10. Participating in academy and wider Trust meetings and conferences, CPD and collaboration;
11. Effective use of data to inform planning, teaching and assessment;
12. Working in partnership with primary academies to facilitate school to school support and collaboration;
13. Promote and develop primary teaching both locally and nationally;
14. Advise on / assist in the procurement of resources for phase teams and individual teachers, when appropriate;
15. To work, on occasions, for an extended period (no more than a term) as interim phase leader within NET primary academies causing concern, where extensive support and challenge is required.
16. To work with Principals, the Governing Bodies and Northern Education Trust, to ensure successful operation of Trust Academies and the creation of a constructive and supportive achievement driven climate.
17. To work with Principals in building strong relationships with their local communities, helping to maintain a high profile for the Academies in their areas.

## **General**

1. To participate in wider Trust meetings and working groups as required
2. All staff of the Northern Education Trust will abide by the one academy rule:

**‘All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’.**

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: .....