

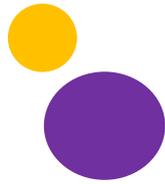


Applicant Pack

Subject Co-ordinator

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A welcome from the Principal

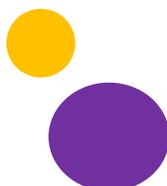
Trinity Academy Leeds will open its doors to a founding cohort of Year 7 students from across the city, in September 2021. This is a unique and exciting opportunity to be part of the school's journey, from the very start. The school will be well supported, benefitting from the strong systems of leadership, teaching and learning and pastoral care that run through the Trust's other, highly successful academies, whilst forming its own identity and culture. The school will serve students from across the city and will be highly ambitious about what all students can achieve; encapsulated by our vision statement; 'Reach Higher, See Further, Shine Brighter.'

This is a unique opportunity to join our academy's founding staff team; an opportunity to shape, design and grow a school ethos and community from the very beginning of its journey. We are looking to recruit a talented and ambitious Subject Co-ordinator with the passion and subject expertise to develop and embed a curriculum that will help all learners to thrive. You should be passionate about your subject area and keep abreast of the latest research and developments in your field. You should champion a rich, knowledge based curriculum and seek opportunities to promote cultural capital and enrichment opportunities throughout your schemes of learning. You should be an excellent practitioner with a track record in securing strong outcomes and in supporting and coaching others in achieving this. Our ideal candidate will be an effective leader, committed to inspiring both students and staff to reach their potential.

The successful candidate will be well supported through effective leadership and systems in a high performing MAT, an excellent CPD package, and the opportunity to progress as the school and the MAT continue to grow. We are looking to hear from candidates who are passionate about supporting young people and their families within our school community, across East Leeds and the wider City that we will serve. I hope that this description is something that resonates with you, if so, please do get in touch. I look forward to speaking with you and letting you know more about our exciting journey towards opening!

Kat Cafferky

Principal Designate



Trinity Academy Leeds

Due to the increased population in Leeds, particularly in young people of school age, there is a shortage of secondary school places which will last for the foreseeable future. To overcome this problem, Leeds City Council have committed to opening a new school in September 2021 and have chosen Trinity Multi Academy Trust as their preferred sponsor.

Trinity MAT is proud to have transformed the life chances of thousands of pupils across its existing academies, and we are equipped and eager to do the same for those in Leeds.

Our MAT core values of Empathy, Honesty, Respect and Responsibility run through all aspects of academy life. We welcome students of all faiths and none, these values relate to everyone regardless of faith or background.

Drawing from the success and expertise of organisations across our high performing MAT, we will ensure that children are supported both academically and pastorally to secure the brightest of futures.

Our secondary schools consistently achieve academic results which place them in the top 10% of highest performing schools in the country and receive national and international recognition for the quality of their provision. This success will be replicated at Trinity Academy Leeds where every young person will benefit from outstanding teaching and an inspirational curriculum.

Trinity Academy Leeds will be a new modern building, initially opening in September 2021 for 240 year 7 students, providing state of the art facilities to match our curriculum and ambition for young people in Leeds.

For more information about Trinity Academy Leeds please visit <https://leeds.trinitymat.org>.

For more information about Trinity Multi Academy Trust please visit www.trinitymat.org.



JOB DESCRIPTION

Post Title:	Subject Co-ordinator
Core Purpose:	<p>a) <i>To support the work of the Curriculum Leader (CL) to strategically lead the direction and development of the curriculum area in accordance with the aims and objectives of the academy.</i></p> <p>b) <i>To support the work of the CL to raise standards of student attainment and achievement within the curriculum area by:</i></p> <ul style="list-style-type: none"> - <i>ensuring the provision of an appropriately relevant and differentiated curriculum for all students.</i> - <i>developing and enhancing the teaching practice of others.</i> <p>c) <i>To support the work of the CL to effectively evaluate the impact of (b) and strategically plan for improvement by managing and deploying all financial and physical resources within the area.</i></p>
Reporting to	SLG Link
Responsible for:	Line management responsibility for identified teachers and/or support staff.
Liaising with	Other leaders within the department, parents, partner primaries, freelance staff, and other academy middle leaders and SLT.
Leadership	<ul style="list-style-type: none"> • To support the CL to provide the strategic leadership across the area in accordance with the aims and objectives of the academy. • To support the CL in the distribution of resources to ensure that the aims and objectives can be achieved. • To monitor and evaluate the progress of students towards meeting the overall aims and objectives. • To be responsible for student attainment in the area. • To support the CL to strategically plan for future improvements.
Curriculum	<ul style="list-style-type: none"> • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To support the development of appropriate syllabi, resources, SoW, assessment policies, and learning and teaching strategies in the area. • To maintain accreditation with the relevant examination bodies. • To support the leadership and delivery of the unique CAPA Juniors and PA provision including the delivery of shows trips and visits in accordance with the objectives of the Curriculum Area.
Learning	<ul style="list-style-type: none"> • To establish common standards of practice within the CA and develop the effectiveness of teaching and learning styles. • To keep up to date with national developments in teaching practice. • To support the CL in conducting QA activities in line with academy policy.

Staff Development	<ul style="list-style-type: none"> • To work with the CL 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 any relevant associate, peripatetic and freelance staff. • To participate in the academy's ITT programme where appropriate.
Assessment	<ul style="list-style-type: none"> • To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken. • To produce reports on exam results both in terms of attainment & progress.
Communication	<ul style="list-style-type: none"> • To ensure that all members of the CA are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders. • To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies. • To represent the CA's views and interests in a professional manner.
Management of Resources	<ul style="list-style-type: none"> • To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to ensure that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept. • To work with the CL to ensure that the CA's teaching commitments are effectively and efficiently timetabled.
Pastoral System	<ul style="list-style-type: none"> • To monitor student attendance and progress in relation to targets set for each individual, ensuring 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 CA so that effective learning can take place.
Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to academy liaison and marketing activities, e.g. the collection of material for press releases. • To support the development of effective subject links with partner the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings/other events.
Operational	<ul style="list-style-type: none"> • To promote teamwork and to motivate staff to ensure effective working relations. • To support the CL in the day-to-day line management of staff within the CA, ensuring that they follow academy policies and meet all requirements. • To support the CL to make appropriate arrangements for classes when staff are absent, liaising with the Cover staff where appropriate.
<p>Other Specific Duties</p> <p>All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.</p>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Post Holder Name

_____ Post Holder Signature

_____ Date

PERSON SPECIFICATION

Job Title: Subject Co-ordinator		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> education to degree level or equivalent QTS and GTC registered an excellent track record of recent, relevant professional development accountability for the performance of a cohort of young people taking accountability for the success of an initiative evidence of good/outstanding classroom practice leadership of a community project or an area of school development experience of effective teaching and performance within the curriculum area 	<ul style="list-style-type: none"> innovative use of resources working with young people and inner city communities
Knowledge & Understanding	<ul style="list-style-type: none"> the principles and characteristics of effective academies innovative approaches to working with students, parents, staff and the local community the principles and practices of strategic and operational planning and delivery effective review and evaluation procedures the application of ICT to effective management 	<ul style="list-style-type: none"> different methods of consulting with stakeholders community/voluntary/parent/partner agency links strategies for ensuring equal opportunities for staff, students and other stakeholders
Leadership & Management	<ul style="list-style-type: none"> work effectively both as a leader and as a member of a team initiate, lead and manage change prioritise, plan and organise direct and co-ordinate the work of others set high standards and provide a role model for students and staff deal sensitively with people and resolve conflicts seek advice and support when necessary prioritise and manage own time effectively a commitment to an open and collaborative style of management 	<ul style="list-style-type: none"> motivate all those involved in the delivery team liaise effectively with other organisations and agencies
Communication Skills	<ul style="list-style-type: none"> communicate the vision of the academy in relation to the development of the local community negotiate and consult fairly and effectively 	<ul style="list-style-type: none"> develop, maintain and use an effective network of contacts

	<ul style="list-style-type: none"> • build relationships with key stakeholders • ability to communicate to a range of audiences • chair meetings effectively • communicate effectively orally and in writing to a range of audiences 	
Decision Making Skills	<ul style="list-style-type: none"> • make decisions based on analysis, interpretation and understanding of relevant data and information • demonstrate good judgement 	<ul style="list-style-type: none"> • think creatively and imaginatively to anticipate, identify and solve problems
Personal Qualities	<ul style="list-style-type: none"> • a commitment to inclusive education • evident enjoyment in working with young people and their families • empathy in relation to the needs of the academy and the local community • ability to inspire confidence in staff, students, parents and others • adaptability to changing circumstances/new ideas • reliability, integrity and stamina • personal impact and presence • work under pressure and to deadlines 	<ul style="list-style-type: none"> • vision, imagination and creativity • a commitment to professional development