



JOB DESCRIPTION

Title of Post: Assistant Director of Learning; Humanities

Line Manager: Director of Learning; Humanities

Responsible to: Executive Headteacher/Head of School

Salary Grade: Leadership Spine 2-5

JOB PURPOSE

- To support the Director of Learning in setting the strategic direction and development of the faculty in support of the school's core aims of all lessons being good to outstanding and all students achieving their potential.
- To be an excellent classroom practitioner, with the experience and appropriate teaching qualifications to teach across key stages 3 & 4 with the opportunity for teaching at key stage 5 if appropriate.
- To undertake professional duties as delegated by the Executive Headteacher/Head of School.
- To implement the aims and objectives of the school/trust and to understand and work within school/ trust policies to achieve these aims and objectives.

CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To publicly support all decisions of the school/trust and local governance committee.
- A commitment to safeguarding students.

KEY RESPONSIBILITIES

- To deputise for the Director of Learning.
- To be a successful and inspirational subject teacher and classroom practitioner.
- To be a part of the Teaching and Learning team and contribute to whole school decision making in relation to teaching and learning development.
- To support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the faculty.

- To support the creation and implementation of the faculty development plan, and to take responsibility for any delegated functions.
- To line manage and support staff in achieving the priorities and targets of the faculty as required.
- To understand, analyse and compile data to maximise student attainment and measure the success of the faculty.
- To take a high profile role around the school.
- To support colleagues across all faculty areas, with additional duties such as walkabout rota, gate duties, lunchtime supervision and behaviour management.
- To develop schemes of work alongside other colleagues within the faculty.

TEACHING & LEARNING

- Support the Director of Learning in determining, organising and implementing the curriculum and its assessment and monitor and evaluate them in order to identify and act on areas for improvement.
- Take responsibility for the development and monitoring of the curriculum provision, liaising with appropriate colleagues.
- Contribute to the monitoring of the quality of teaching and students' achievements within the faculty, including the analysis of performance data.

LEADING AND MANAGING STAFF

- Ensure that staff within the faculty are well supported and developed personally and professionally, through directed inset both in and outside of school.

EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Support the Director of Learning in the deployment of staff and support those staff in their duties.
- Work with colleagues within the faculty in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

GENERAL

- To contribute to the efficient and effective use of teaching and learning resources.
- To trial new teaching resources and methods and report back to the faculty and the Teaching and Learning team on their success and monitor their effectiveness.
- To be responsible for promoting and safeguarding the welfare of children and young people in the school.
- To be responsible for the health and safety of the areas in which you work, as per the Health and Safety policy.
- To take a lead at faculty meetings as directed by Director of Learning.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

