



Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ
Tel: 01255 424266 e-mail: admin@cchs.school

Higher Expectations, Raising Aspirations, Transforming Lives

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 responsible for the strategic leadership of History, working in line with the humanities leaders in Geography and Religious Education.
- 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 direct 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 the 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.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the Sigma Trust's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Post Holder Date:

Signed: Line Manager Date

Signed: Executive Headteacher/Head of School Date:

PERSON SPECIFICATION

Assistant Director of Learning

	Essential	Desirable	Evidenced in
Education and Qualifications			
Qualified Teacher Status	✓		Application Interview Certificates
Evidence of continuous professional development		✓	Application
Experience			
Proven ability as an excellent Classroom Teacher	✓		Application Interview References
Knowledge and Skills			
Professional knowledge of what constitutes high quality and standards in teaching and learning	✓		Application Interview References
Professional understanding of inclusion and strategies for engaging all learners	✓		Application Interview References
Professional understanding of safeguarding within a school setting	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively	✓		Application Interview References
Knowledge and Skills			
Effective organisational skills	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour	✓		Application Interview
Confident and competent in the use of ICT	✓		Application Interview References
Understanding of curriculum and assessment of student progress	✓		Application Interview References
Understanding of cross-curricular teaching	✓		Application Interview References

Understand procedures and legislation relating to confidentiality	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines	✓		Application Interview References
Proven ability to prioritise workloads	✓		Application Interview References
Ability to work effectively and supportively within a team	✓		Application Interview References
Excellent communication and organisational skills (including written and oral skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview References
Demonstrably professional, honest and loyal	✓		Application Interview References
Ability to make and justify difficult decisions	✓		Application Interview
Commitment to students and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	✓		Application Interview References
Able to build and maintain successful and purposeful relationships	✓		Application Interview References
Passionate about teaching and learning	✓		Application Interview
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Application Interview
Willingness to be involved in the wider life of the school		✓	Application Interview References
Bring personal interests and enthusiasms to the school community		✓	Application Interview
Commitment to the school values	✓		Application Interview

Commitment to own professional development	✓		Application Interview
--	---	--	--------------------------