

Candidate Briefing Pack

**Assistant Director of Learning - Maths**

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Dear Applicant,

Welcome to Heath Lane Academy School, we’re part of the United Learning Midlands Secondary Cluster. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply.

Strong relationship building and providing outstanding customer service to all stakeholders will be vital for this role. We require a strong and capable leader and manager equipped to provide the level of support and challenge needed for our schools. The role will involve line management; therefore, you will need to be able to evidence development in leading your own team to excellence.

Heath Lane Academy offers a vibrant, caring and aspirational learning environment for the young people of our community. Our mission is to 'develop good people' and we pride ourselves on the high expectations we have of our students in everything that we do. Our school has improved significantly in recent years and our pupil numbers continue to grow as a result.

Our school culture, based on our values of Work Hard, Be Kind and Be Respectful, demands that students are well behaved and demonstrate a positive attitude to their education. Students and staff understand that our strong culture gives our students the best possible chance to be successful in their lives and make a positive contribution to our community and wider society.

We prioritise academic success for all of our students and we are excited to be joining United Learning Trust, one of the most successful Trusts in the country. We deliver an aspirational knowledge rich curriculum which is designed and implemented to ensure all of our students ‘graduate’ to aspirational destinations. Our staff work collaboratively to innovate and plan exciting and inspiring learning, enabling our students to leave Heath Lane Academy with a lifelong love of learning.

We are passionate about our students learning beyond the classroom to develop a holistic education and strong character. These opportunities include volunteering in our community, Sports, Art, Drama, Music and much more.

Our school is proud to be at the centre of our community and our dedicated staff work incredibly hard to serve our young people for the benefit of our community. The quality of what we can offer can be judged by coming to visit us and seeing for yourselves.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognize the powerful impact that collaboration and partnership have on colleagues. The Group’s aim is to ensure that the technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

We very much look forward to hearing from you.

**Mark Trimingham**

**Principal**

**About United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

**Our Ethos**

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

**Our Framework for Excellence**

To achieve our mission, our schools prioritise five key principles:

* **THE BEST FROM EVERYONE**
* **POWERFUL** **KNOWLEDGE**
* **EDUCATION WITH CHARACTER**
* **LEADERSHIP IN EVERY ROLE**
* **CONTINUOUS IMPROVEMENT**

**Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. You will work closely with your Director of Learning to set personal and meaningful development objectives, and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

**Benefits**

* We pay an average of 5% above national scales – the best rates of pay in the sector
* Perkbox - access to resources such as a discounted shopping platform and wellness hub including discounted gym membership
* Access to a dedicated employee assistance counselling and advice line
* Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
* Westfield Rewards
* Cycle to work scheme
* Car lease scheme
* Pension Scheme

Our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call ‘the best in everyone’. We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone.

**Job Description – Assistant Director of Learning - Maths**

**Directly reporting to:** Director of Learning

**Responsible for:** Pupil Progress and Outcomes

## Job Purpose

* Assist the Director of Learning in ensuring high quality teaching and learning, achievement and progress of pupils in the faculty
* Be a lead practitioner; working strategically to improve the quality of teaching and learning across the faculty
* Assist the Director of Learning in delivering a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within the faculty
* Raising standards across the faculty and Academy. Monitoring and evaluating the performance of the faculty and ensuring consistency
* To lead on aspects of the faculty as delegated by the Director of Learning, to deliver high quality academic provision and support to pupils. This may include:
* Ensuring high quality curriculum
* Planning, monitoring and evaluation
* Behaviour for learning
* Resources
* The learning environment
* Performance management
* Data and intervention

## Safeguarding

* To uphold the academy’s policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

**Responsibilities and Tasks**

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

**Main Core Duties**

* Deputise of the Director of Learning, as required
* To work as an active member of the Middle Leadership Team, the engine room of the school, driving school improvement
* To assist the Director of Learning in ensuring that all staff within the faculty are effective operationally in order that the Academy meets performance targets, and that individual pupils meet their personal targets
* To ensure that all staff within the faculty deliver according to the Academy’s vision
* To ensure that the faculty and Academy is a safe and secure environment
* To coordinate an aspect of curriculum delivery within the faculty, this may be a subject/key stage as agreed with the Director of Learning
* Assist the Director of Learning in identifying relevant faculty development issues, and support the implementation of an appropriate action plan to ensure improvement. Evaluate the impact of all improvement activities on the quality of teaching and learning.
* To strategically work with faculty staff to improve the quality of teaching and learning through effective mentoring and coaching. Support staff in planning and implementing strategies to achieve pupil progress target levels and objectives. Review impact of strategies and prepare reports on the effectiveness of intervention strategies
* To deliver on the Faculty action plan by guiding Faculty staff on:
* Planning and delivering high quality lessons
* Behaviours for learning
* Effective marking and feedback
* Homework
* Promote high expectations of pupils, identify appropriate attainment targets and ensure that agreed attainment targets are met
* Monitor pupil standards and achievement against annual targets, acting as a champion for most able pupils and those in receipt of Pupil Premium funding.

**Service provision**

* Assist the Director of Learning in ensuring that faculty staff (and especially those line managed) are in touch with the families as necessary and supporting pupils as required, in order to ensure the success of all pupils
* Assist the Director of Learning in ensuring that faculty staff (and especially those line managed) have the necessary resources and direction to deliver according to the Academy’s vision
* To appreciate and support the role of other professionals
* To be responsible for promoting and safeguarding the welfare of children and young people within the Academy
* Provide up to date and relevant data on performance
* Ensure that all staff line managed in the faculty are able to use the performance information necessary for them to deliver service improvement in their own roles
* Work with the other Directors and Assistant Directors of Learning within the Cluster to maximise opportunities for collaboration.

**Service Development**

* Ensuring value for money and performance improvement in Academy’s provision. Use financial and resource management innovatively and effectively, ensuring an optimum quality of learning environment in the subject
* To develop the faculty and curriculum provision being mindful of national developments
* To keep the work of the faculty constantly under review against key performance indicators:
* Academic performance
* Parental complaints
* Pupil behaviour indicators
* To be responsible for personal CPD and participate fully in training and development opportunities identified by United Learning or as an outcome of performance management.

**Staff Development**

* Act as a role model of good classroom practice for other staff, modelling effective strategies for them. Monitor and evaluate the quality of planning and provide constructive feedback. Hold colleagues to account, and effectively manage conflict and relationships
* Support the Director in identifying CPD needs for the faculty. Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets
* Act as performance manager for a number of faculty staff, ensuring challenging and appropriate targets are set and reviewed. Plan and implement strategies to improve teaching where needed
* Support the induction of new staff.

**Planning, Teaching and Class Management**

* Identifying clear teaching objectives and specifying how pupils will be taught and assessed
* Setting tasks which challenge pupils and ensure high levels of interest
* Setting appropriate and demanding expectations
* Setting clear targets, building on prior attainment
* Be aware of and make provision for pupils who are AEN/SEN, very able, LAC or
* who have other particular individual needs
* Providing clear structures for lessons maintaining pace, motivation and challenge
* Making effective use of assessment and ensure coverage of programmes of study
* Ensuring effective teaching and best use of available time
* Maintaining discipline in accordance with the academy's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
* Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the academy’s behaviour policy
* Using a variety of teaching methods to:
* Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
* Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
* Select appropriate learning resources and develop study skills through library, I.C.T. and other sources
* Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* Evaluating own teaching critically to improve effectiveness
* Ensuring the effective and efficient deployment of classroom support
* Liaise with the Programme Leader to ensure the implementation of department policy and best practice.

## Monitoring, Assessment, Recording, Reporting

* Assessing how well learning objectives have been achieved and using them to improve specific aspects of teaching
* Marking and monitoring pupils' work and setting targets for progress
* Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, to inform planning and assess the level at which the pupils’ are achieving
* Undertaking assessment of pupils as requested by examination bodies, departmental and academy procedures
* Preparing and presenting informative reports to parents
* Undertaking assessment of pupils and participating in the academy’s system reporting to parents

##### Pastoral Duties

* If required, be a coach to an assigned group of pupils or a link coach
* Promote the general progress and well-being of individual pupils and of the group as a whole
* Liaise with the pastoral team to ensure the implementation of the academy's pastoral system
* Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life
* Contribute to the preparation of action plans and progress files and other reports
* Alert appropriate staff to problems experienced by pupils.

## Other Professional Requirements

* Have a working knowledge of teachers' professional duties and legal liabilities
* Operate at all times within the stated policies and practices of the academy
* Know subject(s) or specialism(s) to enable effective teaching
* Take account of wider curriculum developments
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct
* Endeavour to give every child the opportunity to reach their potential and meet high expectations
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and pupils
* Contribute to the corporate life of the academy through effective participation in meetings and management systems necessary to coordinate the management of the academy
* Take part in marketing and liaison activities such as Open Evenings and Parents Evenings
* Take responsibility for own professional development and duties in relation to academy policies and practices
* Liaise effectively with parents
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Lead or help to lead an after-school activity once per week; either curriculum based or an extra curricula club.

## General

* To fully subscribe to the Academy Values of Hardwork, Kindness and Respect in regard to themselves, the academy and our young people
* Work towards and support the academy’s vision and the objectives
* Support and contribute to the academy’s responsibility for safeguarding pupils
* Work within the academy’s Health and Safety policy to ensure a safe working environment for staff, pupils and visitors
* Work within the academy’s Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all pupils and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
* Engage actively in the performance review process
* Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff Heath Lane Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

##### We take the safeguarding of pupils and staff seriously at Heath Lane Academy. All staff are expected to support this ethos.

##### Person Specification

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| --- | --- | --- |
| **Description** | **Rating** | **Evidence** |
|  |  |  |
| **Knowledge and understanding** |  |  |
| A degree or equivalent in at least one of the subjects to be taught. | Essential | Application |
| To be of Qualified Teacher Status. | Essential | Application |
| Excellent understanding of high-quality approaches to the planning and delivery of engaging and challenging English lessons | Desirable | Interview |
| A track record of effectively leading/motivating pupils and staff and developing team approaches | Desirable | Interview |
| Experience of teaching a range of specifications at GCSE. | Desirable | Interview |
| Experience of teaching a diverse Pupil body. | Desirable | Interview |
| Knowledge of current pedagogical thinking regarding cognitive science. | Desirable | Application / Interview |
| Experience of supporting teachers to improve their teaching practice | Desirable | Application / Interview |
| An understanding of relevant legislation concerning Safeguarding. | Essential | Application/Interview |
| **Teaching and Assessment** |  |  |
| An understanding of Assessment for Learning. | Desirable | Application / Interview |
| Ability to assess Pupil work accurately and precisely using criteria. | Essential | Application / Interview |
| Ability to motivate, engage and enthuse learners. | Essential | Application / Interview |
| Ability to plan and assess work which results in learners making sound and steady progress across schemes of learning. | Essential | Application / Interview |
| **Pupil Learning and Progress** |  |  |
| An understanding of the importance of data in relation to Pupil progress. | Essential | Application / Interview |
| To monitor Pupil progress and plan necessary interventions to address underachievement. | Essential | Application / Interview |
| **Wider Professional Effectiveness** |  |  |
| To comply with Academy routines and protocols as written and intended. | Essential | Application / Interview |
| To communicate effectively and willingly with all Academy stakeholders. | Essential | Application / Interview |
| To demonstrate awareness of the need to promote and protect the Academy’s profile and reputation. | Essential | Application / Interview |
| **Professional Characteristics** |  |  |
| To demonstrate commitment to the professional development of self and that of the Academy. | Essential | Interview |
| A commitment to undertake all relevant in-service training and continual professional development | Essential | Application/Interview |

**How to Apply**

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications will be stated on the advert. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

##### Further information

To arrange an informal discussion regarding the role please email [melanie.osborne@heathlaneacademy.org.uk](mailto:melanie.osborne@heathlaneacademy.org.uk)

##### Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

* **Location:** Heath Lane Academy
* **Start date:** Autumn 2025
* **Starting salary**: United Learning Teacher Scale £35,000 - £51,000 + £5,085 TLR

In addition to the above, we are also committed to providing exciting employee benefits, for example a Cycle 2 Work Scheme and a Car Lease Scheme. We also give you access to Perkbox; a scheme that offers a huge range of perks including discounts and meaningful resources, for example workout videos and sleep stories; a scheme designed to add value to every lifestyle.

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

|  |  |  |
| --- | --- | --- |
| **More pay…** | **more time…** | **and more support** |
| * We pay an average of 5% above national scales – the best rates of pay in the sector * Cash towards medical treatment * Generous staff discount scheme | * Three extra INSET days for planning * At least one personal day a year | * Great training for your career * Exceptional curriculum resources * Expert subject advice * Support for your wellbeing |