



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DEPUTY DIRECTOR OF LEARNING (SECONDARY)

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Support the Director of Learning to devise and implement a development plan for their Departmental staff with clear annual targets using up to date performance data.
2. Support the Director of Learning to develop, demonstrate and disseminate across school a range of strategies for outstanding teaching and learning to raise the achievement of the subject, and of different pupils.
3. Sustain and enhance attainment in designated subjects within the Department by embedding innovative assessment for learning tools.
4. Support the Director of Learning to develop and manage the introduction of new and revised curricula.
5. Plan, support and deliver intervention and enrichment programmes outside of school hours to support learning and achievement by all pupils.
6. Demonstrate commitment to professional development of self and others by undertaking and leading professional learning provision.
7. Liaise with a range of educational partners within school and beyond to support the progress and attainment of pupils within the Department.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Please note 'department' or 'subject' relates to any departments/subjects of responsibility.

1. Strategic Direction and Development of the School

- 1.1 Provide inspiring and purposeful leadership for pupils within a caring and secure environment.
- 1.2 Work in partnership with the Principal, Senior Leadership Team, Local Accountability Board, Star Central, staff, pupils, and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.3 Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.
- 1.4 Contribute to appropriate sections of the school self-evaluation framework.

- 1.5 Lead on the organisation, management and development of areas of the department.
- 1.6 Liaise as required with a range of educational partners, internal and external, to underpin the raising of attainment.
- 1.7 Support the school's home and community liaison work through the appropriate participation in events.

2. Leadership

- 2.1 Line manage staff as assigned by the Director of Learning.
- 2.2 Lead the development of the KS3 and KS4 curriculum across the department of responsibility.
- 2.3 Adopt and adapt Star curriculum, delivery and assessment plans to ensure sequencing, continuity and progression for all pupils, including those of high ability and those with additional needs.
- 2.4 Coach and mentor colleagues to set high expectations for pupils' behaviour, consistent with Star policy and practice, to nurture a culture within the classroom that enable all pupils to behave well and make progress in their learning.
- 2.5 Promote and quality assure teaching and learning so that it is adapted, consistent with Star guidance, to enable pupils with additional needs or barriers to learning to make excellent progress.
- 2.6 Undertake regular lesson visits and instructional coaching of colleagues to promote professional development and secure the highest standards of teaching.
- 2.7 Contribute to the coaching and mentoring of staff, and where necessary the development of staff through personal support plans.
- 2.8 Adapt and deploy Star assessments effectively at agreed points in the delivery of learning to identify and address gaps, inform the planning of teaching and intervention, and evaluate pupils' progress.
- 2.9 Develop and lead the delivery of extra-curricular activities – including educational visits and clubs – to promote and extend learning beyond the classroom.
- 2.10 Assist the Director of Learning to plan, implement and review specifications, curriculum, delivery and assessment plans, and implement reporting procedures, in accordance with school aims, policies and practices.
- 2.11 Hold departmental meetings and keep records of matters discussed and decisions taken.
- 2.12 Ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.
- 2.13 Liaise with the Principal on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review and development.
- 2.14 Support the school's programmes for New Staff induction, ECT Induction and Initial Teacher Training.
- 2.15 Take a lead role in the professional appraisal of colleagues in the department.

3. Management of Resources

- 3.1 Manage the departmental budget.
- 3.2 Assess needs and priorities in accommodation, advising the Principal on the optimum use of existing rooms as well as future requirements.
- 3.3 Plan and administer the development and storage of equipment, books and other resources.
- 3.4 Advise on security needs of the department and keep a record of stock and equipment.
- 3.5 Supervise the departmental area, fabric, facilities and resources.

- 3.6 Assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with the Business Manager.
- 3.7 Ensure that departmental rooms present stimulating environments which help to influence pupils' attitudes positively towards the subject.

4. Monitoring and Evaluation

- 4.1 Analyse and interpret national and school performance data to inform updates to the Star Teaching Framework and the school teaching profile.
- 4.2 Monitor teaching standards in the department and use this analysis to identify both effective practice and areas for improvement.
- 4.3 Assist in the quality assurance of teaching, learning and assessment within the department and across the wider school, engaging positively in the school's programme of lesson visits.
- 4.4 Seek out the views of pupils and their parents on the quality of teaching and learning.
- 4.5 Use data analysis to identify areas where individuals or groups of colleagues may need support to improve outcomes for pupils in chosen subject.

5. Communication and Liaison with other Colleagues

- 5.1 Represent the subject, the department or the school in appropriate meetings.
- 5.2 Ensure the line manager and Principal are informed on all issues concerning the department.
- 5.3 Liaise with the business support team in all matters concerning administration, health and safety and external agencies.
- 5.4 Liaise with the pastoral team in respect of rewards and sanctions.
- 5.5 Liaise with the examinations team on issues relating to external examinations.
- 5.6 Maintain effective relationships with other middle and senior leaders in the school.
- 5.7 Maintain appropriate links with teaching colleagues in all sections of Star Schools.
- 5.8 Liaise with other schools, post 16 and post 18 education providers and local employers where appropriate.
- 5.9 Maintain appropriate links with feeder schools.

6. Communication with Parents and the Wider Community

- 6.1 Establish a partnership with parents to involve them in their child's learning of the subject.
- 6.2 Provide information for parents about curriculum, attainment and progress.
- 6.3 Ensure that the department is represented at Consultation Evenings.
- 6.4 Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
- 6.5 Develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

7. Other Responsibilities

- 7.1 Participate in the Performance Appraisal process and all training activities.

- 7.2 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- 7.3 Take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- 7.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.6 Contribute to the wider life of the Trust and the Star community.
- 7.7 Carry out any such duties as may be reasonably required by the Principal or Trust leaders.

8. Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.'



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS				
1.	A degree qualification (2:2 or above) in a relevant subject.	E	✓	
2.	Qualified Teacher Status (QTS).	E	✓	
3.	Evidence of recent CPD linked to subject leadership or pedagogy.	E	✓	✓
4.	Middle leadership or subject leadership qualification (e.g. NPQLT or equivalent).	D	✓	
EXPERIENCE AND IMPACT				
5.	Delivering consistently high-quality teaching to secure strong and sustained outcomes for learners.	E	✓	✓
6.	Successfully leading or coordinating a key stage, subject or team.	E	✓	✓
7.	Coaching colleagues to improve teaching.	E	✓	✓
8.	Successfully leading initiatives to improve curriculum, teaching, learning and outcomes.	E	✓	✓
9.	Using assessment data to identify trends and drive improvement across a subject.	E	✓	✓
10.	Contributing to the self-evaluation and development of a subject or faculty.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Teach effectively across age and ability range up to GCSE or A-Level.	E	✓	✓
12.	Coach and motivate colleagues to improve classroom practice.	E	✓	✓
13.	Design and adapt curriculum plans to meet diverse needs.	E	✓	✓
14.	Strong knowledge of curricula, specifications and assessment criteria.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
15.	Analyse assessment and performance data to implement improvement strategies.	E	✓	✓
16.	Knowledge of whole-school improvement processes and quality assurance.	E	✓	✓
17.	Deliver engaging training to teachers to improve pedagogy.	E	✓	✓
18.	Excellent communication and interpersonal skills.	E	✓	✓
19.	Strong organisational skills and ability to prioritise competing demands.	E	✓	✓
20.	Use technology to monitor and report on pupil and staff performance.	E	✓	✓
21.	Knowledge of Ofsted expectations for a high-quality curriculum and teaching.	D	✓	✓
PERSONAL QUALITIES				
22.	Commitment to the Trust's mission, vision and Star values.	E	✓	✓
23.	Commitment to personal and professional growth and striving for excellence.	E	✓	✓
24.	Commitment to motivate and inspire others through positivity and integrity.	E	✓	✓
25.	Commitment to inclusion, equality and safeguarding.	E	✓	✓
26.	Emotional resilience and adaptability in a fast-paced environment.	E	✓	✓