



Job Pack

**Deputy Director of Learning -
English
Leigh Stationers' Academy**

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [**Careers Page**](#).

Any questions? Contact us on:

joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description



Leigh
Stationers' Academy

Job Title: Deputy Director of Learning - English

Reports to: Director of Learning

Location: Leigh Stationers' Academy

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- Create links with international schools in order to develop long-term exchange programmes as well as global classroom projects using digital tools.

This job description should be read in conjunction with the [Job Description for Teachers](#), which outlines the core professional duties and expectations of all teaching staff. The responsibilities below are in addition to those, and are specific to the role of Deputy Director of Learning.

Strategic Leadership and Management:

- Support the Director of Learning in providing strong, dynamic, and visionary leadership and management for the designated curriculum area.
- Assist the Director of Learning in managing the team of staff, ensuring accountability for consistently high standards in teaching, learning, and assessment.
- Assist the Director of Learning in the recruitment, induction, and mentoring of new staff, including Early Career Teachers (ECTs) and beginner teachers.
- Contribute to the work in the academy's strategic planning and curriculum development, as laid out in the Academy Performance Agreement, ensuring a high-quality learning experience for all students.
- Support the Director of Learning in ensuring the effective operation of the academy's quality assurance framework.
- Support in the active delivery of the International Baccalaureate's curriculum requirements, with a strong emphasis on the promotion of global learning and international mindedness.
- Support the Director of Learning in fostering a positive and collaborative working environment within the department.

Curriculum Innovation and Enhancement:

- Support in the development, teaching, and learning of the curriculum and related projects to create an innovative and exciting curriculum area.
- Assist in driving continuous improvement in attainment and student participation in Key Stage 4 and Post 16 education.
- Work collaboratively to ensure the ongoing development of an innovative and engaging



- curriculum that enhances student progress and attainment across the academy.
- Support in ensuring provision and resources meet the needs of students of all abilities, promoting inclusivity and academic success.
- Contribute to the work in the design and delivery of a curriculum that aligns with the academy's broader educational aims and prepares students for future academic and career pathways.

Excellence in Teaching, Learning, and Assessment:

- Support the Director of Learning in ensuring the achievement of consistently high standards of teaching, learning, and assessment.
- Demonstrate exemplary teaching across all key stages, including the IB MYP, IB DP, and CP programmes, to support the curriculum areas' high standards and the Director of Learning.
- Support in line managing teachers within the department, ensuring consistently high teaching quality.
- Assist in monitoring and evaluating teaching and learning, providing constructive feedback and support strategies for staff.
- Encourage the innovative use of technology and digital resources to enhance student learning, in support of the academy's vision.
- Support the effective implementation of assessment and feedback processes within the academy's quality assurance framework, under the guidance of the Director of Learning.
- Assist in setting regular, meaningful, and measurable assessments, ensuring consistency and accuracy in marking and feedback.
- Analyse student performance data to identify trends, moderate assessments, and inform teaching and intervention strategies, to support a data-driven approach.
- Ensure homework is purposeful, well-integrated into learning, and assessed in line with academy policy.
- Contribute to the production of oral and written reports, assessments, and references for individuals and groups of students.

Student Progress and Attainment:

- Support the Director of Learning in driving rapid and sustained student progress and attainment.
- Work with teachers and support staff to maximise the impact of additional learning support on student progress.

IB Programmes:

- Quality assure the delivery of the IB Middle Years Programme (MYP), IB Diploma Programme (DP), and IB Career Related Programme (CP), ensuring alignment with IB standards and practices, and expectations, in support of the Director of Learning.
- Support the Director of Learning in ensuring the IB MYP, IB DP, and IB CP curricula are effectively implemented, meeting both IB and academy requirements.

Behaviour and Safety:

- Promote outstanding student behaviour, engagement, and attitudes towards learning, in line with academy expectations.



- Support the implementation of effective behaviour management strategies, ensuring consistency and fairness.
- Ensure consistent application of the academy behaviour policy across all teachers and lessons within the curriculum area, including the effective and timely completion of all tracking processes.
- Recognise and reward positive behaviour and achievements within the department.
- Ensure a safe and productive learning environment for both staff and students.

Communication and Collaboration:

- Maintain regular and productive communication with students, parents, colleagues, and partners.
- Collaborate with the Director of Learning and staff from other academies within the Trust to share best practices and drive curriculum development.

Safeguarding:

- Uphold the highest standards of safeguarding and promote the welfare of all pupils, in accordance with Leigh Academies Trust's commitment and regardless of role, seniority, or location.
- Contribute to an environment where children feel safe, secure, and confident to approach any responsible adult with problems or concerns.
- Demonstrate the ability to identify children who may be at risk of harm and recognise the signs and characteristics of abuse and neglect.
- Understand and adhere to the correct procedures for reporting and responding to suspected or confirmed harm to a child.
- Maintain up-to-date knowledge of safeguarding guidance, as documented in the Department for Education's "Keeping Children Safe in Education," by actively participating in annual safeguarding training provided by Leigh Academies Trust.

Whole Academy Activities:

- Lead and support all core academy-related activities.
- Promote the public image and engagement of the academy.
- Encourage and facilitate student participation in extracurricular activities and build strong links with other organisations, schools, and phases.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.



Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [**Keeping Children Safe in Education document \(Department of Education\)**](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification



Leigh
Stationers' Academy

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Deputy Director of Learning, we would expect candidates to demonstrate:

Education & Qualifications

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in English, Mathematics and Science.
- A graduate in a relevant subject
- DfE recognised Qualified Teacher Status or equivalent
- Commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations

Knowledge & Understanding

Essential

- A strong, up-to-date knowledge of the specific subject area
- Excellent and current subject knowledge, including a thorough understanding of the relevant curriculum

Desirable

- Knowledge of the International Baccalaureate Middle Years Programme (if applicable to the Academy)
- Willingness to share knowledge and work collaboratively with colleagues and other academies

Experience

Essential

- Experience within a secondary setting

Skills & Attributes

Desirable

- Personal impact and presence with all stakeholders
- Ability to inspire and motivate support staff and students
- Excellent interpersonal and communication skills
- Passion for promoting an inclusive culture for all students
- Passion for raising achievement and a solid understanding of what constitutes an outstanding school
- Creative and innovative skills in finding new solutions
- Strong relationships with students, parents, governors and other stakeholders
- Passion for own continuous personal improvement and development
- Professional integrity and respect for the opinions and circumstances of others
- Resilience and the ability to remain calm and consistent under pressure
- Reliability and ability to meet deadlines



- Maintain a positive working attitude
- Effective organisational skills
- Excellent personal ICT skills

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies](#) page.

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

