



Affinity
Learning Partnership

Affinity Learning Partnership Job Description and Person Specification

Post Title:	Deputy Director of Learning
Grade:	MPS/UPS + TLR
Accountable to:	Director of Learning/Academy Leadership Team

ROLE OVERVIEW:

To ensure that the faculty meets targets set by the academy through a high quality and appropriate curriculum offer.

To ensure that the quality of teaching and learning in the faculty is to our high expectations and standards in-line with policy.

KEY ACCOUNTABILITIES:

- To provide a supportive, professional ethos, always leading by example in all situations.
- To support the Director of Learning in leading the faculty and deputise in their absence.
- To support and utilise all faculty teachers and support staff (where applicable) in line with career-stage expectations/standards.
- To support the induction of new staff into the faculty.
- To identify any CPD needs of faculty team and make the DL aware.
- To ensure a safe working environment for faculty team.
- To conduct learning walks/book looks within the faculty, including informal observation and feedback to members of staff.
- To conduct formal Quality Assurance observations and book looks within the faculty and feedback to members of staff/DL.
- To participate in external recruitment processes.
- To agenda and chair faculty meetings when required.
- To attend meetings as directed and disseminate information to the faculty where appropriate.
- To provide supporting information for Faculty Line Management meetings and to action and review identified issues.
- To provide and analyse assessment information to inform/plan improvements required.
- To attend relevant academy open evenings.
- To maintain an up-to-date knowledge of the curriculum relating to the faculty and ensure that provision is appropriate to meet students' needs.
- To support the DL in ensuring that Schemes for Learning/Curriculum maps/Curriculum Intent are kept up to date and are fit for purpose and faculty staff implement appropriately.
- To ensure that assessment across the faculty is applied consistently following academy expectations.
- To monitor and enforce the Behaviour Policy to promote positive attitudes and behaviour for learning.
- To support in the monitoring of the setting of homework across the faculty.
- To monitor the regular display of student work across the faculty/academy.

- To attend the Academy Awards Evenings, contributing as required.
- To support the completion of Faculty Development Plans and contribute to Faculty Self Evaluation.
- To undertake other reasonable responsibilities delegated to the post-holder by the Principal or senior staff.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: DEPUTY DIRECTOR OF LEARNING

Education & Qualifications	Essential	Desirable
Qualified Teacher Status and degree	✓	
Recent leadership professional development or evidence of further study	✓	
Experience		
Proven ability of successfully leading staff teams / curriculum development and measuring progress	✓	
Experience of leading and supporting CPD	✓	
Experience of coaching / mentoring / supporting colleagues.	✓	
Knowledge & Skills		
Good organising, planning and prioritising skills	✓	
Ability to remain calm in situations of high tension.	✓	
Ability to manage own workload and work on own initiative.	✓	
Ability to work constructively as part of a team.	✓	
Ability to relate well to children and to adults.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Methodical with a good attention to detail.	✓	
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation.	✓	
Understands the academy's development plan and how it relates to team and individual objectives.	✓	
Accepts, supports and quickly implements change.	✓	
Identifies and promotes best practice and encourages the sharing of ideas.	✓	
Proactively seek opportunities to increase job knowledge and understanding.	✓	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✓	
Works with others to resolve differences of opinion and resolve conflict in a professional manner.	✓	
Requires minimum supervision, however, would accept support and direction from senior staff members.	✓	
Takes responsibility for own and team actions.	✓	
Take quick and effective action.	✓	
Demonstrates focused implementation of role and responsibilities.	✓	
Provides timely, sensitive and honest feedback on performance where appropriate.	✓	
Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	

Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	