



LEIGH
Academies Trust

Job Pack

Director of Learning - Business
& Computing
Leigh Academy Minster

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](#).

For 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

Job Title: Director of Learning - Business & Computing

Reports to: Principal

Location: Leigh Academy Minster

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:

- Leadership and management of all aspects of the Business & Computing Department
- Implementation of Business & Computing curriculum and related projects
- Achievement of consistently outstanding teaching, learning and assessment in Business & Computing
- Achievement of outstanding student progress and attainment in Business & Computing

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 Director of Learning.

Whole Academy Activities:

- Lead and support all core Academy related activities
- Ensure employer engagement extends learning appropriately
- Promote the public image and engagement of the Academy

Leadership and Management:

- Performance Management - write a subject development plan, set teaching and academic targets and embed a meaningful monitoring and review process
- Participate in recruitment and selection activities
- Assist in the professional development of teachers
- Supervise and support Early Careers Teachers (ECTs)
- Develop strong employer partnerships
- Manage the department budget to ensure value for money and impact on teaching, learning and attainment
- Maintain regular and productive communication with students, parents, colleagues and partners
- Create an environment in which moral is high

Teaching, Learning and Assessment:

- Develop all department teachers to ensure teaching is consistently outstanding
- Direct and supervise the work of associated Teaching Assistants to ensure value for money and highly effective provision
- Direct and supervise support staff assigned to lessons to ensure the support is provided to individuals and groups is having a significant impact on academic and technical progress
- Monitor and assess teaching, learning and assessment

Curriculum:

- Develop and implement syllabi and schemes of work for all Key Stages that inspire, challenge and enable students to achieve high end grades
- Develop the use of ICT in the department to ensure students' IT knowledge and skills are developed in a relevant and effective manner
- Set regular, meaningful and measurable assessments for students and recognise success
- Maintain accurate student data that can be used to make teaching more effective
- Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of students

Duties and Expectations of all Teachers:

- Teach to an outstanding level across all year groups, abilities and qualifications
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom based on best working practices
- Play a central role in the Department, including contributing to projects, tutoring and trips
- Make a vital contribution to the effective running of the Department, including settling and marking examinations, assisting in moderation of coursework and undertaking administrative tasks
- Enhancing the quality of teaching, learning and assessment in the Department and wider Academy through sharing resources and good practice, lesson observation, collaborative teaching and instructional coaching and active participation in CPD

Other:

- Undertake, and when required, deliver or be part of the performance management system and relevant training and professional development
- Undertake other various responsibilities as directed by the line manager
- Implement consistent Health & Safety procedures in line with current regulations and write/review risk assessments of the Department

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

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 Director of Learning - Business & Computing, we would expect candidates to demonstrate:

Education and Qualifications

Essential

- Qualified Teacher Status (QTS) or equivalent
- graduate in a relevant subject
- 'O' Level/GCSE A-C pass grade/new grade Level 4-9 in English and Mathematics

Experience

Essential

- up-to-date knowledge of the subject, including curriculum developments, assessment requirements, and best practices in teaching and learning
- significant leadership and management experience
- commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations
- significant experience in a secondary setting

Desirable

- knowledge of the International Baccalaureate (if applicable to the Academy)
- creative and innovative skills in finding new solutions
- strong relationships with governors, parents, students and other stakeholders

Skills and Attributes

Desirable

- personal impact and presence with all stakeholders
- leadership ability to inspire and motivate staff and students
- excellent interpersonal and communication skills
- passion for promoting an inclusive culture for all students and staff
- passion for raising achievement and a solid understanding of what constitutes an outstanding school
- willingness to share knowledge and work collaboratively with colleagues and other academies
- passion for own continuous personal improvement and for that of others
- professional integrity and respect for the opinions and circumstances of others
- abundant enthusiasm and energy
- ability to think reflectively and adapt well to change
- 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 and 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!

