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**Northern Education Trust – Job Description**

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| **Job Title:** | Director of Primary Learning – Trust Lead for Maths |
| **Base:** | A Northern Education Trust Academy. However, oversight of all Northern Education Trust Primary Academies will be a key element of this role |
| **Reports to:** | Deputy Chief Executive | **Salary Range:** | STP&CDL11 – L15  |
| **Service responsibility:** | Primary Learning | **Salary:** | £63,815 - £70,293 FTE |
| **Additional:** | Regular travel is required. | **Term:** | Permanent |

**JOB PURPOSE**

* Reporting directly to the Deputy Chief Executive, the Director of Primary Learning will lead on improving the quality of teaching, learning and performance throughout Northern Education Trust Primary Academies; ensuring rapid pace of improvement evidenced in in-year progress and results by:
* Coaching leadership and teaching where appropriate
* Carrying out team teaching and deliver demonstration lessons but will not have a specific timetable commitment in an academy unless directed by the Director of Primary Academies
* Being available to carry out short-term interim coaching and/or leadership of a primary phase as directed by the Director of Primary Academies
* Being a member of the Leadership Team of the base academy he or she has been assigned to work from.

**JOB SUMMARY**

The post holder shall be required to work in any of the academies within the Trust as directed by the Deputy Chief Executive. They will liaise and work closely with the Principal and the academy senior leadership team.

To undertake the full range of duties and responsibilities as required by the Deputy Chief Executive as set out in The School Teachers Pay and Conditions Document.

1. To have overall responsibility for supporting the quality of teaching and learning across NET primary academies to ensure positive impact on outcomes
2. Work under the direction of senior leaders in delivering primary school improvement programmes centred on outstanding classroom practice
3. Developing schemes of work and lesson planning
4. Setting clear objectives for improvement in individual classrooms and key stages
5. To act as a facilitator/ co-ordinator of new initiatives and innovative practice in primary teaching
6. Demonstrate sound and effective teaching methods
7. Coach, mentor and support classroom teachers in improving outcomes
8. Maintaining accurate and complete records on input into primary school improvement activities and support
9. Preparing appropriate reports for senior leaders on school improvement activities and the impact and evaluation of those activities
10. Participating in academy and wider Trust meetings and conferences, CPD and collaboration
11. Effective use of data to inform planning, teaching and assessment
12. Working in partnership with primary academies to facilitate school to school support and collaboration
13. Promote and develop primary teaching both locally and nationally
14. Advise on / assist in the procurement of resources for phase teams and individual teachers, when appropriate
15. To work, on occasions, for an extended period (no more than a term) as interim phase leader within NET primary academies causing concern, where extensive support and challenge is required
16. To work with Principals, the Governing Bodies and Northern Education Trust, to ensure successful operation of Trust Academies and the creation of a constructive and supportive achievement driven climate
17. To work with Principals in building strong relationships with their local communities, helping to maintain a high profile for the Academies in their areas.

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….