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**SAPIENTIA EDUCATION TRUST**

**CITY ACADEMY NORWICH JOB DESCRIPTION**

**LEADER OF DEPARTMENT: TECHNICAL LEARNING**

**Full time**

**Permanent, To Start September 2023**

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| **Line Manager:** | **TBC** |
| **Salary:** | **MPS / UPS with TLR 1.2** |

**THE POST**

City Academy Norwich seeks to appoint a well-qualified and enthusiastic teacher and leader to join our welcoming staff team in an aspirational school.

The Leader of Department: Technical Learning is responsible for leading the Technical Learning curriculum considering the School’s mission statement and ethos. The Leader of Department: Technical Learning will have responsibility for leading teachers within their department, quality assuring the curriculum and engaging with a wide range of experiences to support children reaching their potential.

They will also hold the post of a teacher under the standard contract for teachers at City Academy.

City Academy Norwich is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

**Personal Qualities**. City Academy Norwich expects its teachers to have the following personal qualities:

* Be an innovative, independent thinker with the capacity for strategic thinking;
* Be creative and proactive in finding solutions;
* Be flexible and adaptive to changing needs and priorities;
* Be resilient, calm and tenacious under pressure;
* Be insightful and analytical with good problem-solving skills;
* Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
* Be a self-reflective practitioner who always seeks to improve;
* Able to reason their educational philosophy, in tune with the school ethos;
* Be willing to contribute to the extra-curricular life of the school ;
* Possess a sense of humour;
* Have the ability to inspire and enthuse staff and students about their subject;
* Be highly self-motivated, able to energise and motivate others;
* Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence**.City Academy Norwich expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Academy would expect them to develop the following competences:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for students and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* Liaise and work with partner schools , Examination Boards and other relevant external agencies in the pursuit of continued improvement;
* Excite and engage visitors about the Academy at Open Evenings and all other events;
* Have very high expectations of the learning of all students at all times;

**JOB SPECIFICATION**

**General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at City Academy Norwich.

The teacher will be responsible for teaching classes in the Academy using their skill, experience and best endeavors and in accordance with Teachers’ Standards. They will abide by the Code of Conduct for Staff and Volunteers at City Academy Norwich. A contribution to the wider life of the Academy is an expectation of all staff, for example by supporting the extra-curricular activities within the Department.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Leader of Department Responsibilities:**

* To be an ambassador for your subject and the School;
* To model the core values of the School in your professional life;
* To be visible throughout the School – leading and supporting the School community to commit to the core values of the School. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students;
* To lead the monitoring, review, and evaluation of your subject area and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards. Ensure SLT and if appropriate, Governors, with responsibility for your own areas are fully briefed and able to contribute effectively;
* To establish a culture that promotes excellence, equality, and high expectations for all students;
* To communicate effectively with parents, carers and students sharing the aims of your subject area and keeping external communications up to date including reports and school website;
* To lead teachers in your subject area to effectively meet the subjects aims and uphold the School’s values;
* To be part of the Performance Management process;
* To contribute positively to discussions leading to the development of effective policies, practices and structures;
* To effectively analyse patterns and trends in data and respond to these via reviews of lessons, teaching delivery and schemes of work;
* To ensure that resources are efficiently and effectively used to achieve the aims of the School and to facilitate its day to day operation;
* To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the School and to maintain good discipline;
* To attend meetings with link Senior Leadership Team member, Directors of Subjects, Trust Networks and other School management meetings;
* To foster and support extra-curricular activities in the interest of the School community that support the promotion of your subject area e.g. visiting speakers, fixtures, trips, and excursions;
* To attend meetings of the Local Governing Body when requested to present on specific aspects of School life linked to your subject areas;
* To take an equitable share of duty supervision;
* To be part of the pastoral system supporting and supervising a form tutor;
* To take on additional responsibilities as directed by the Headteacher and/or CEO.

**Specific Responsibilities**

* To lead the Technical Learning Department
* Be willing and able to teach Travel and Tourism at KS4 levels within the Academy
* Be willing and able to teach Technical Awards to be determined, within the Academy
* To act as Quality Nominee for all Technical Awards in the Academy
* The post holder shall participate in the Academy programme of Performance Management and Continuing Professional Development;
* The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.
* ·Plan and deliver good/outstanding lessons for all abilities;
* Monitor progress of the students in your classes and be prepared to provide evidence of both impact and progress;
* Liaise with the SEN department to ensure appropriate support is given to all students;
* ·Be willing to share teaching strategies and resources

**REMUNERATION**

Salary Details:

* MPS / UPS with TLR1.2

All payments are pensionable under the Teachers’ Pension Scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify City Academy Norwich employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

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| **CITY ACADEMY NORWICH**  **PERSON SPECIFICATION: LEADER OF DEPARTMENT: TECHNICAL LEARNING** | | | |
| **Qualifications and Training** | **Essential** | **Desirable** | **How Assessed?**  **Application (A)**  **Interview (I)**  **Task (T)** |
| Qualified Teacher Status  GSCE in English & Maths grade C or above  Graduate, educated to degree level 2.2 or above  Valid UK driving licence  Professional Development in preparation for Middle Leadership | ✓  ✓  ✓ | ✓  ✓ | A  A  A  A  A |
| **Knowledge**  Able to evidence and apply secure knowledge and good understanding of: | **Essential** | **Desirable** | **A, I, T** |
| Current educational issues, national and local policies, legislation and developments  Issues relating to teaching and learning and progress  Knowledge and understanding of strategies to improve teaching and learning  Innovation in developing and implementing work with students  Good working knowledge of statistical data and ability to transfer data into quantifiable learning outcomes   |  | | --- | | In accordance with academy policy deploy effective strategies for gaining and maintaining high standards of discipline at whole academy level to secure student attainment. | | A good up-to-date understanding of child protection and safeguarding issues and procedures. | | The role of parents and the community in academy improvement and how this can be promoted and developed. | |  | | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | A/ I  A/ I  A/ I  A/ I  T  T  A/ I  A |
| **Experience required** | **Essential** | **Desirable** | **A, I, T** |
| |  | | --- | | Demonstrable success in preparing students for public exams  Effective promotion of community links and cohesion to ensure pathways for success for all learners | | A proven track record of implementing effective strategies to include and meet the needs of all students to raise achievement | | Experience of implementing strategies to improve parental involvement in children’s learning.  Managing performance of staff and understanding the relationship between CPD and sustained school improvement.  An understanding of budgetary management and principles of best value.  Working cooperatively with other schools in partnership. | | ✓  ✓  ✓  ✓ | ✓  ✓  ✓ | A/ I  A/ T  A  A/ I  A/ I  A/ I  A/ I |
| **Aptitude and Skills - Communication**  Able to demonstrate evidence of: | **Essential** | **Desirable** | **A, I, T** |
| |  | | --- | | Lead, inspire, challenge and empower teams/individuals to perform outstandingly.  Ability to demonstrate highly effective oral and written communication skills within a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.  Ability to make objective depersonalised decisions whilst being able to convey the decision sensitively | | Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions. | | ✓  ✓  ✓  ✓ |  | A/I  A/I  A  A/ T |

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| **Aptitude and Skills - Classroom Skills** | **Essential** | **Desirable** | **A, I, T** |
| An effective and inspirational classroom teacher with a proven record of student success irrespective of the students’ needs or backgrounds  Ability to empower student who have been disengaged from learning to achieve success  Effective behaviour management skills which empowers young people to manage their behaviour more appropriately  Good communication and time management skills | ✓  ✓    ✓  ✓ |  | A  A  A/ I  A/ I |
| **Aptitude and Skills**  Able to demonstrate evidence of: | **Essential** | **Desirable** | **A, I, T** |
| Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully  Exceptional organisational and administrative skills  Able to use ICT effectively to prepare, plan, document and present information  Good time management skills  Commitment to providing high quality education  Ability to reflect on professional practice personally and with colleagues | ✓  ✓  ✓  ✓  ✓  ✓ |  | I  A  A/ T  A  A  A |
| **Personal Qualities** | **Essential** | **Desirable** | **A, I, T** |
| Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust  Committed to undertaking professional training and assist with the professional development of others  Demonstrate reliability and integrity  Committed to maintaining a healthy work life balance for oneself and that of others  Be tolerant and possesses calmness when working with others  A genuine concern to secure the educational progress of students irrespective of their background or ethnicity | ✓  ✓  ✓  ✓  ✓  ✓ |  | A  A  A  A  A  A |