

**Job Description and Person Specification**

**Job Title:** Trust Director

**Scale:** Leadership Scale

**Job Purpose:**

* To provide inspirational leadership that secures outstanding outcomes for all students.
* To provide the vision, leadership and direction and ensure that the Geography departments across the Trust are managed and organised to meet the individual school’s aims and targets.

**Reporting Arrangements**

**Reporting to:** Head of Trust Directors

**Main Responsibilities:**

* Lead departments in curriculum design, content, standards, delivery and assessment.
* Work with Leadership and departments in schools to drive attainment and outcomes at KS4 and KS5. This would include, but is not limited to, the use of data and intervention.
* Support subject leaders in identifying opportunities and creating links outside school.
* Evaluate the needs of each department to support school development planning.
* Provide professional learning and pedagogic development of staff.
* Quality assure the teaching, both academic and performance.
* Act as a conduit between schools to further relationships between departments.
* Liaise with other Trust Directors to ensure that the development of the departments keeps apace with other departments across the Trust.
* Raise standards; ensure equality of opportunity for all; develop policies and practices; and ensure that resources are efficiently and effectively used to achieve the aims and objectives of each school.
* Provide a clear vision for the successful teaching of Geography across the Trust
* Identify and deliver appropriate professional development to drive forward the Geography curriculum across the Trust
* Establish and secure collaborative planning for Geography across the Trust
* Talent spot and plan succession in Geography across the Trust
* Establish links between improvements in Teaching and Learning and high standards in Transition from Key Stage 2 to Key Stage 5
* Quality assure in order to identify strengths and weaknesses in performance across the Trust
* Quality assure, deliver and promote the Geography electives across the Trust
* Be involved in Research and Development projects related to Geography

**General Responsibilities**

* To lead Geography, developing an innovative and interesting curriculum.
* To ensure that all teaching of Geography ensures successful outcomes for all students.
* To ensure all teachers of Geography are actively engaged in their own professional learning.
* To ensure that all teachers of Geography have secure subject knowledge
* Prepare and teach lessons of a high standard to the assigned students:
* Following designated programmes of study
* Carrying out the necessary assessments
* Providing information/comments for records
* Monitoring students in accordance with agreed departmental strategies
* Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, P&P etc.
* Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
* Participate in the applications of the departmental Preparation, Planning & Retrieval (PP&R) Policy
* Work closely with and consult those teachers who are also responsible for similar curriculum areas ensuring continuity and progression for students
* Engage with continuous professional learning
* Contribute to extra-curricular provision/intervention with particular regard to hard to reach groups.

**Trust Responsibilities:**

* Adhere to all Trust policies and procedures.
* Take responsibility for promoting and safeguarding the welfare of all pupils.
* Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
* Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities).
* Travel between different sites of the Laurus Trust as required.
* Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
* Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
* Refrain from smoking in any areas of Trust premises.
* Behave in a manner that ensures the security of property and resources.
* Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

**Safeguarding:**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

**Core Behaviours:**

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

* Show unswerving commitment to the shared vision and values – *badge on shirt.*
* Demonstrate impeccable standards of competency within areas of expertise - *focus on learning.*
* Have a sense of urgency for sustainable results - *does whatever it takes.*
* Challenge the status quo - e*ye on the horizon.*
* Strive for autonomy whilst securing accountability - d*evelops agency in others.*
* Focus on team over self - *demonstrates self-sacrificial leadership.*
* Commit to continuous improvement for self and others - *recognises that better is possible.*
* Build trust through clear communication and expectations - *develops commitment to the vision in others.*

**Person Specification:**

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| **Attributes** | **Essential** | **Desirable** |
| **Education and Qualifications** | * Qualified Teacher Status
* Good Honours Degree 2.2 and above
 | * Masters degree or chartered teacher status
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| **Knowledge and Experience** | * Experience of teaching the relevant subject at KS3 and/or KS4
* Knowledge and understanding of subject area(s)
* Principles and practices of monitoring/assessments/ evaluations
* Knowledge of formative assessment techniques
* The application of technology to learning and teaching in subject area(s)
* Ability to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning
* Principles and practices of effective teaching and learning
* Evidence of setting and assessing clear objectives
* Preparation of schemes of work and lessons
* Strong IT Skills including Microsoft PowerPoint, Excel, Word, Teams, SharePoint and Outlook
 | * Experience of teaching at KS5
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| **Skills** | * Confident and innovative teaching
* Enthusiastic and able to engender enthusiasm in others
* Excellent planning and organisational skills
* Ability to work as a member of a team
* Effective communication skills
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| **Other Qualities** | * Professional approach
* Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve”
* Flexible
* Approachable
* Initiative
* Energy, optimism and enthusiasm
* Commitment to safeguarding and promoting the welfare of children
 | * Full driving licence
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