

Job Description

Job title: Director of Learning - English
Reports to: Head of College (Vice Principal)
Location: Leigh Academy Rainham

Job purpose

To lead and manage the implementation of a challenging, coherent and cumulative curriculum.

Key responsibilities and outcomes

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

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 beginner teachers and NQTs
- 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 morale is high

Teaching, Learning and Assessment

- Develop all Department teachers to ensure teaching is consistently outstanding
- Direct and supervise the work of the Technician(s) where appropriate to ensure value for money and highly effective provision
- Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic and technical progress
- Monitor and assess teaching, learning and assessment

Curriculum and assessment

- 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, all years, 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 workplace practices
- Play a central role in the Department, including contributing to projects, tutoring and trips
- Make a vital contribution to the efficient running of the Department, including setting and marking examinations, assisting in moderation of coursework and undertaking administrative and other tasks
- Enhance the quality of teaching, learning and assessment in the Department and wider Academy through sharing resources and good practice, lesson observation, collaborative teaching, 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 for the department

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 at the reasonable discretion of the Principal. 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.

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 \(Department of Education\)](#).

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