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## **Deputy Director of Learning Job Description**

### ***Purpose***

To support the Director of Learning in the effective management and leadership of their subject area (s)

### ***Vision***

To be an outstanding community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance

### ***General expectations***

- to demonstrate high professional practice in all areas of work
- to help progress the academy towards our vision, through a focus on raising the aspirations of students
- to be an excellent role model for students, commanding respect and being a positive presence around the academy
- to be efficient and effective, highly organised in all areas of work
- to promote actively the academy's ethos through actions and words
- to adhere to the staff dress code
- to participate in duties as directed

### ***Leadership expectations***

- to pursue and deliver academy strategies and agreed actions in a positive and consistent manner
- to be an excellent leader, capable of building a successful team and getting the best out of colleagues
- to think creatively about the academy, to be prepared to take risks and to innovate
- to be an excellent communicator with a high degree of emotional intelligence
- to have responsibility for the performance and line management of staff

### ***Specific responsibility - support the Director of Learning in her/his key accountabilities***

- raising attainment and progress in their subject area (s)
- to assist in the monitoring of the quality of teaching and learning in their subject area (s)
- tracking progress within their subject area (s), recognising and acting on achievement and under-achievement
- quality assuring of all assessment, recording and reporting for their subject area (s)
- taking responsibility for the curriculum in their subject area (s)
- monitoring all matters of student conduct within their subject area (s), and supporting teachers in these areas
- maintaining up-to-date knowledge of developments in their subject area (s)
- to be responsible for the physical environment of the their subject area (s) area, creating an effective and stimulating learning environment
- to be responsible for the quality of cover work set in their subject area (s)
- to be responsible for monitoring the quality of homework in their subject area (s)
- to deputise for the D of L across the full range of duties when required
- to ensure teachers in their subject area (s) are aware of SEND, AMA and PP information for all students